Letter No. 291 / Dated 13.2.2023/

Froms

Executive Engineer, Rural Works Department, Works Division Rosera.

To.

The Post Master,

Mungel Grad

Sub:- Confirmation of N.S.C./T.O.P.

Sir.

With reference to subject mentioned above, I have to say that please confirm that the under noted N.S.C./K.V.P./T.D.P. are genuine and dully pleaged in favour of undersigned.

Name of the Person N.S.C./K.V.M./ Cag. T. D.P. A/C No.

T.D.P.purchase.

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Yours faithfully,

XExecutive Engineer,
Rural Works Department.
Works Division, Rosera.

# सामान्य अनुदेश

- पासबुक जमाकर्ता के लिए, उसके द्वारा किए गये लेनदेन का रिकॉर्ड है और इसमें दर्शाये गए शेष पर वैधानिक रुप से दावा नहीं किया जा सकता।
- उम्माकर्ता का यह कर्तव्य होगा कि वह पासबुक में दर्शाये शेष की पुष्टि सम्बन्धित डांकघर से करें और डाकघर अपने रिकॉर्ड में दर्शाई जाने वाली वास्तुविक राशि का भुगतान करने के लिए उत्तरदायी हागा।
- किसी भी प्रयोजन के लिए पासबुक डाकघर को साँपने पर डाकघर से उसकी मुद्रित पावती हमेशा लें।
- 4. पासबुक को हमेंशा अपनी निजी अभिरक्षा में रखे, किसी अन्य वयक्ति को पासबुक सौंपने की स्थिति में पैसे की किसी प्रकार की हानि होने पर डाकघर उसके लिए जिम्मेदार नहीं होगा।
- पासबुक में कही पर भी नमूना हस्ताक्षर न करें।
- लेन-देन के बाद पासबुक में दर्ज शेष की जांच करें और किसी प्रकार की विसंगाति पाए जाने पर पोस्टमास्टर से तुरन्त संपर्क करे।
- पासबुक गुम हाने की स्थिति में पोस्टमास्टर को तुरन्त लिखित में शिकायत.
   करें।
- यदि पते में कोई बदलाव हो तो इसकी सूचना पोस्टमास्टर को दें।
- प्रिधिकृत एजेन्ट सिंहत किसी भी व्यक्ति को हस्ताक्षर किया हुआ बिना भूरा (ब्लैंक) निकासी फार्म न सौपें।
- अपने खाते से पैसे की निकासी के लिए पोस्टमास्टरों या प्राधिकृत एजेन्टों को संदेशवाहक के तौर पर नियुक्त न करें।

Salient features of National Savings Schemes/Small Savings Schemes is available at https://www.indiapost.gov.in/Financial/Pages/Content/Post-Office-Savings-Scheme.aspx and details are available at https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-5.aspx

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- 1. Passbook is a record of transactions for the information of the depositor and balance shown in it cannot be claimed legally.
- 2 It is the duty of the depositor to confirm balance shown in the passbook from the concerned post office and post office is legally liable to pay the amount actually available in its record.
- Always take a printed receipt from the post office 3. when you hand over the passbook to the post office for any purpose.
- 4 Always keep the passbook in your personal custody and post office will not be responsible for any loss of money in case passbook is handed over to any other person.
- 5. Do not keep specimen signatures in the passbook.
- 6. Check balance after transaction written in the passbook and contact postmaster immediately in case of any discrepancy.
- 7. In case of loss of passbook, report the matter in writing to the postmaster immediately.
- 8. Intimate change of address if any to the postmaster.
- 9. Don't hand over blank signed withdrawal forms to any person including authorized agents.
- 10. Do not appoint postmasters or authorised agents as messengers for withdrawal of money from your

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