

EXECUTIVE INSTRUCTIONS RELATING TO STANDARDISED AGENCY SYSTEM

1.Scope of Agency –

The agency will at present, be confined to the sale of 7-year National Savings Certificate, II, III, IV and V Issues, Post Office Time Deposits, 2-Year 3-year and 5-Year, National Savings Annuity Certificates are saleable through Authorised Agents with effect from the 1st April 1976. It may be extended to such other Small Savings Securities as may be notified by the Government of India from time to time as being saleable through Authorised Agents.

2.Eligibility –

(i) Individuals, extra Departmental Branch Postmasters, registered Co-operative Societies, Scheduled Banks, registered Social Service Organisations and Institutions specially approved by the Government will be eligible for appointment as Authorised Agents. An individual selected for appointment should be a person of substance having wide contacts, sufficiently educated to transact the agency business. He/she must be a person of integrity, preferably owning some immovable property or well-known locally, vouched for by a person owning property or otherwise well-known to the local authorities. Non-gazetted employees of the Central and State Governments are eligible for appointment as Internal Agents on the recommendation of the head of office concerned. Non-gazetted State Government employees can also be appointed as ordinary agents provided that State Government specifically orders a particular class of employees to be appointed as such. The selected State Government employee should apply to the appropriate authority to exempt him from the operation of rule 17 of the Orissa Government Conduct Rules, 1959 to work as an agent under the Small Savings Scheme. The authority may grant such permission under the said rules read with Rule 117 of the Orissa Service Code, Volume 1 (*).

(ii) Supply Supervisors, Supply Inspectors and Revenue Inspectors will be eligible for appointment as agents, Such agents will be exempted from furnishing security deposits and will be given a receipt book worth Rs.5,000, plus one crossed cheque receipt book of Rs.1,000 denomination as provided under item 4 (v) (ii) of the Executive Instructions (..)

The Agency shall not be granted to :-

- (a) Employees of the National Savings Organisation of the Government of India or their near relatives;
- (b) Employees of Treasury and Mail Contractors (together with their employees and agents) of the Posts and Telegraphs Department and the near relative of all these categories of persons and all retired postal employees;
- (c) Central and State Government employees except when they are appointed as Internal Agents. Where appointment of certain categories of State Government employees have been made earlier as agents and the Government of India has approved them, the above restriction will not apply.

Notes : *The restriction that close relatives of official of Posts and Telegraphs Department will not be eligible for appointment as Agents will be relaxed in case where an Agent or an applicant for agency has relatives working in non-gazetted posts in areas of the Posts and Telegraphs Services other than the Posts Offices and also in cases where such relatives are in the Post Offices, provided that they are working in non-gazetted appointments in other States. In other words the restriction should be strictly enforced when the relative holds a gazetted appointment anywhere in the Posts and Telegraphs Department as a whole or a non-gazetted appointment in a Post Office in the same State in which the applicant for appointment as Authorised Agent is residing. In order to enforce this condition the relatives of such non-gazetted postal employees, if appointed as agents, should be required to give a certificate on their commission bills that none of their relatives are employed in non-gazetted capacity in the Postal Division in which they are residing or working.*

It has further been decided that close relatives of the National Savings Organisation working (i) in a gazetted capacity anywhere in India (ii) in a non-gazetted capacity in the State in which the person is residing, will not be eligible for appointment as agent. In order to enforce the condition mentioned in (ii) above the close relatives of the non-gazetted officers of the National Savings Organisation if appointed as agents should be required to give a certificate on their commission bills that none of their relatives are employed in a non-gazetted capacity in the State in which they (agents) are residing or working.

As regards Co-operative Societies (which term includes Central District and Apex Co-operative Bank), only those Societies will be appointed as Agent which are recommended by the Registrar of Co-operative Societies. For the purpose of these instructions, Scheduled Banks will be only such banks as are included in the Second Schedule to the Reserve Bank of India Act.

3. Application for appointment -

An individual desirous of being appointed as an Authorised Agent will make an application to the appointing authority in Form A.A.S.I. Firms, Companies Institutions, Co-operative Societies, Organisations etc., will apply in Form A.A.S.-2.

For certain categories of institutional agents, provisions have been made for addition of authorised workers within the maximum permissible limit at any time after the appointment of an agent-Organisation (vide Form A.A.S. 2A) and also for cancellation, at the request of the agent-organisation, of the Certificate of Authority of one or more of the authorised workers (Form A.A.S. 2B).

The solvency of the sureties will be verified by the appointing authority concerned to their satisfaction. The verification should be completed as far as possible within a week of the receipt of the application.

4. Security –

The Security terms on which the agents may be appointed under the Standardised Agency System and the value of receipt books to be issued to them will be as under :-

- (i) Security of Rs/5,000 or a Bank Guarantee or a Fidelity Guarantee Insurance Policy for Rs.5,000. The value of Receipt Books will be Rs.90,000 in respect of cash transaction plus two blank crossed cheque receipt books, or crossed cheque receipt books of the value of Rs.1,48,000.
- (ii) Security of Rs.2,000 or a Fidelity Guarantee Policy of Rs.2,000 or two sureties for Rs.2,000 each or one surety of a bank for Rs.4,000. The value of receipt books will be Rs.45,000 plus two blank crossed cheque receipt books or 2 sets of crossed cheque receipt books of Rs.100, Rs.1,000 or Rs.5,000 denominations.
- (iii) Security of Rs.1,000 or a Fidelity Guarantee Policy of Rs.1,000 or two sureties of Rs.1,000 each or one surety of a bank for Rs.2,000. The value of receipt ;books will be Rs.20,000 in respect of cash transaction plus two sets of crossed cheque receipt books of Rs.100, Rs.1,000 and Rs,5,000 denominations or two blank crossed cheque receipt books.

- (iv) Security of Rs. 100. The value of receipt books will be Rs.5,000. However, agent organisation appointed under the erstwhile Women's Savings Campaign and registered Social Service Organisations appointed hereafter may be given receipt books of the value of Rs.20,000 or crossed cheque receipt books of Rs.25,000 for each authorised worker or two crossed cheque receipt books.
- (v) Exempted categories – (i) No security or surety will be required from Scheduled Banks and Co-operative Societies including Co-operative Banks. The value of receipt books will be Rs.45,000 plus two sets of crossed cheque receipt books of Rs.1,000 and one set of Rs.5,000 denominations or two blank crossed cheque receipt books.
- (vi) No security will be taken from members of the non-gazetted staff appointed as Internal Agents in Government Offices and other officials who have been specifically exempted from furnishing security by orders of the Government of India issued from time to time. The value of receipt books will be Rs.5,000 plus one crossed cheque receipt book of Rs.1,000 denomination.

Note - The security will be either in cash or in the form of Government Securities. Personal sureties should be accepted only in the case of individuals appointed as agents. Surety of a non-scheduled bank should be accepted only with the approval of the reserve Bank of India. The cash securities of the Authorised Agents will be deposited under the head "T-Deposits and Advances-Part II – Deposits not bearing interest – (c)- Other Deposit Accounts-Civil Deposits-Revenue Deposits (Central)". The premium rate (for three years) in respect of Fidelity Guarantee Policy will be Rs.33.75 for Rs.5,000 security, in all other cases of security of Rs.13.50 payable to the Appointing Authority If the proposal form is approved by the Appointing Authority. The cost of remittance of premium amount to the Life Insurance Corporation of India is to be met by the person desires to be appointed as an agent.

5. Agreement -

There will be two types of agreements, one for individuals furnishing personal sureties (Form A.A.S-3), and the other for all classes of agents who furnish security or for whom no security is prescribed (Form A.A.S.-4). The Agreement will be signed by the Appointing Authorities on behalf of the President. The Agreement shall be for a period of three years and thereafter it may be renewed for further periods not exceeding three years at a time. The Agreement provides for recovery of the amounts due from an agent and his sureties in the same manner as arrears of land revenue.

In cases in which an agent gives a bank as surety, it should be ensured that the Agreements etc. are signed by the persons duly authorised to execute documents on behalf of the bank.

Agreements will be executed in duplicate. The original will be retained along with the pledged securities by the Appointing Authority and the duplicate by the Agent himself/herself/itself

6. Execution of Agreement by all Agents -

As the new Agency constitutes a new contract, the old agents, who apply for new agency are required to execute new agreement and furnish requisite security or sureties. Before the new agreement is entered into, the solvency of the sureties should be verified by the appointing authority.

7. Execution of Agreement by Scheduled Banks -

The competent authority in the head of office of a Scheduled Bank will enter into an agreement on its behalf and on behalf of its branches with the National Savings Commissioner, Bunglow No.12, Seminar Hills, Nagpur, who will be the Appointing Authority in their case.

8. Execution of Agreement by Organisation -

The organisation appointed as agent will execute an agreement in the prescribed form (A.A.S-4) which will be signed by its office bearers duly authorised by a resolution proposed by the organisation in this behalf. Only one agreement may be executed in the same State. If an organisation has branches in more than one State, separate. Application and Agreement will be required in respect of branches in each State. In such cases the agreement shall be executed with the Appointing Authority of the State concerned by the parent organisation. In special cases, however, a branch/affiliated society is itself a registered body and has the authority of its head office/parent organisation, to execute such agreements.

9. Stamp Duty –

The stamp duty on the agreement will payable by the Government.

10. Certificate of Authority –

The Agents will be issued one consolidated certificate of authority in the prescribed Form A.A.S.-5 in the case of individuals and in A.A.S-6 in favour of Institution, etc., for the sale of Post Office Time Deposits, 7-Year National Savings Certificate (II,III,IV and V issue) National Savings Annuite Certificates and any other security that may be thrown open for sale to them from time to time.

As regards Scheduled Banks, a single certificate of Authority will be issued in favour of its head of office which has executed the agreement.

A fresh certificate of authority need not be issued to agents on the renewal of their agencies, but instead the old certificate of authority should be suitably endorsed by the Appointing authority indicating therein the date up to which it has been renewed. A new certificate of authority should however, be issued in cases whose old certificate of Authority with the agent is worn out and the Appointing Authority feels that it would not be advisable to merely renew the old certificate of Authority.

11. Validity of Certificate of Authority.

The Appointing Authority should ensure that the period of validity of the certificate of authority, the duration for which the agreement is effective and the currency of the Fidelity Guarantee Policy are the same. The periods of all these three documents must coincide. The same date as given in the preamble of the agreement should be given in the certificate of authority against the printed item “Date of Certificate.....” and at the bottom of the certificate of authority against the printed word “Date” appearing below the printed word “Place” is different. The date in the preamble of the Agreement should in no case differ from the date of commencement of the Fidelity Guarantee Policy.

12. Life Certificate and Solvency of Sureties.

In the case of an agent furnishing personal sureties, the Appointing Authority will obtain from him annually a certificate that the sureties are alive. The Appointing Authority will also verify annually that the personal sureties continue to remain solvent to the extent of the security.

13. Affixing of photo on the certificate of Authority.

The requirement of affixing photo on the certificate of Authority has been waived in the case of Government Servants appointed as Internal Agents in offices, Extra Departmental Branch Postmaster, Institutional Agents, where the authorised workers are liable to change frequently and in the case of agents in rural areas where adequate facilities of photographs do not exist.

In case of an Agent desiring to be attached to all Sub-Post offices under one particular Head Post office a copy of the certificate of authority need not be sent to any Sub-post office except the office to which he is attached for the purpose of drawing commission and obtaining receipt books. The sub-offices will identify the agent by reference to his specimen signature on the counterfoil of the certificate of authority which should invariable be shown to the post office official at the time of each transaction. The copy of the certificate of authority to be sent to that post office to which the agent is attached for purpose of receiving receipt Books and claiming commission will bear the specimen signature and photograph of the agent.

NOTE- Under paragraph 2 of the Director- General, posts and Telegraphs, special circular No. 66. dated 4th March 1969, the post office to which the agent is attached will get a copy of certificate of authority issued by the Appointing Authority, which will contain the specific signature of the Agent and his photograph (except in cases of agents mentioned above). It has been brought to the notice of the Government that the requirement of a photograph of the agent on all copies of certificate of Authority causes certain practical difficulties and also entails unnecessary expenditure which may be avoided. It has therefore, been decided that the Agent's photograph shall be attached by the Appointing Authority only to that copy of certificate of Authority which would be no record in the post office to which the agent is attached for purposes of receiving receipt Books and payment of commission. Copies of the Certificate of Authority need not be supplied to other Sub-post officers to which the Agent is attached for purpose of purchasing Certificates.

14. Authorised workers attached to institutions, etc.

All institutions including Social Service Organisations appointed as Agents may be allowed to work through Authorised workers who may not exceed six in number. Each authorised worker will be given a certificate of authority which will primarily be issued in the name of the Institution/Organisation and contain the name and address and specimen signature of the workers.

NOTE-The Certificates of authority issued to the authorised workers of an Institution/Organisation should be supplied to the Institution/Organisation which will deliver it/them to the workers after keeping appropriate note thereof.

NOTE-Any unregistered unit of Bharat Sevak Samaj (whether at state level or District level or otherwise) may be appointed as authorised agent under the standardised Agency System provided that its registered parent body executed the necessary agreement on its behalf.

15. Extra Departmental Branch Postmasters Agent-

The existing procedure as laid down in the Director General's post office circular No. 95, dated Friday, the 7th March 1952 for dealing with applications for purchase of certificates and drawal of commission, by these agents from the departmental cash balance will continue to operate under the Standardised Agency System with the modification that, instead of National Savings Commissioner the appointing authorities will be the state authorities.

NOTE-It has now been decided by the Government of India in consultation with the posts and Telegraphs Department that the Extra Departmental branch postmasters appointed as Authorised Agents should not in future follow the existing procedure of drawing commission due to them on sale of different Small Savings Securities approved by Government of India for sale through Authorised Agents from the cash Balance, but they should follow the procedure laid down in paragraph 5 of the Director-General's special post office circular No. 66, dated the 4th march 1960 which applies to all other classes of Authorised Agents.

16. Minimum Guarantees-

There will be no condition regarding minimum guaranteed business under the Standardised Agency System but inactive agents should be weeded out after periodical review Agreements of inactive Agents and of Agents whose sureties do not continue to be solvent and are otherwise unacceptable should not be renewed.

17. Field of operation-

Under the Standardised Agency System an Agent will be allowed to canvass investments throughout the state in which he is appointed, provided he complies with the prescribed formalities in regard to acquaintance of the investor on the receipt books etc. The Agent will, however, be attached to all sub-post offices falling under the jurisdiction of one particular Head Post Office for the purpose of purchasing certificate, etc. saleable through post Offices.

The above concession will not, however, apply to Government Servants appointed as Internal Agents whose field of operation will be limited to canvassing amongst employees who are either working or have retired from the same office and their family members. He may also be allowed to canvass the staff of other neighbouring offices provided-

- (a) No similar agent is functioning in such offices.
- (b) The administrative heads of such offices agree to the Agents of other offices functioning in their offices and
- (c) The administrative heads of offices in which such Agents are employed agree to their working in other offices.

These agents will, however, continue to be attached for transaction of business to one Head Post Office only, as at present.

With a view to ensuring that investments have been secured by the Government servants appointed as Agents from persons of eligible categories only the Checking Authorised should obtain a certificate from Government employee on the counterfoil of the receipt that the applicant is a member of the family indicating his/her relationship to him.

NOTE- The "family" will include the employee's wife, legitimate children, parents, step-children, sister and minor brothers if residing with or/and wholly dependent upon the employee.

18. **Receipt Books-** Receipt books will be supplied to the authorised agents by the issuing authority. The receipt books will be in the following denominations:-

ORDINARY RECEIPT BOOKS

- (a) 5-Rupee receipts in books of 25 forms each
- (b) 10-Rupee receipts in books of 25 forms each
- (c) 50-Rupee receipts in books of 20 forms each
- (d) 100-Rupee receipts in books of 20 forms each
- (e) 500-Rupee receipts in books of 10 forms each
- (f) 1,000-Rupee receipts in books of 10 forms each
- (g) 5,000-Rupee receipts in books of 5 forms each

CROSSED CHEQUE RECEIPT BOOKS

- (a) 100-Rupee receipts in books of 20 forms each
- (b) 1,000-Rupee receipts in books of 10 forms each
- (c) 5,000-Rupee receipts in books of 5 forms each

The agents will use "Crossed Cheque Receipt Books" only when cross cheques are tendered by investors.

The agents will be given the choice to select the denominations of receipt books and how many each denomination they would like to have, subject to the condition that the overall maximum limit prescribed above is not exceeded.

The receipt books are printed in English by the Government of India. Receipt books in Oriya (Regional language) are being printed by this Government.

Instructions regarding issue, use, checking, surrender etc. of the receipt books are being issued separately by the Director General, posts and Telegraphs, as with effect from the 1st October 1960, the post offices will function as issuing, checking and paying authorities. In genuine cases the authority may issue to an authorised agent extra receipt books up to 10 per cent of the permissible limit. During the busy seasons of each financial year additional receipt books up to 20 percent of the permissible limit may also be issued to the authorised agents in genuine cases. The busy season will extend for a period not exceeding four months in a year and will be determined under the orders of the state Government. The additional receipt books will however be issued from the post office on the recommendation of the appointing authorities or the Regional Director National Savings, Government of India, Cuttack.

NOTE- 1. The Appointing Authority should specify in manuscript or type out the maximum total value of receipt books permissible to an agent in blank space available at the top or bottom of the certificate of authority from (A.A.S-5 and A.A.S-6)

NOTE-2. Agent attached to Branch post office doing savings bank work in the rural areas will be supplied with receipt books through their Branch post office instead of through the Sub-Post Office.

19. **Procedure for transfer of agents:-**

The procedure to be followed by the Appointing Authorities in case of transfer of Agents from one place to another.

<i>Type of transfer</i>	<i>Procedure to be followed</i>
(i) Transfer to a place outside the state In which the agent has been appointed.	As the transfer is to another state, the agent should be required to execute a fresh agreement with the Appointing Authority of the state to which he is transferred.
(ii) Transfer from one Block to another Block involving a change of the Appointing Authority but not change in the Head Post Office.	The Agent may be allowed to continue to work without any change but he should be required to register his new address with the Appointing Authority and the District Savings Officer, National Savings concerned.
(iii) Transfer to a place outside the Jurisdiction of the Head Post Office but within the area of The same Appointing Authority.	The Agent's name only be transferred from the rolls of previous Head Post office to the new Head post office on the advice from the Appointing Authority and the change in address of the agent may be recorded with the Appointing Authority and the District Saving Officer, National Savings concerned.
(iv) Transfer involving change of both the Appointing Authority and the Head Post Office, but not involving a change of the State.	The Appointing Authority on a request from an Agent for transfer may send necessary advice to the Head post office and the Appointing Authority of the area to which the agent is transferred. The agreement and other papers concerning the Agents transferred to another District may remain with the Authority who issued the Certificate of Authority in the first instance. The Appointing Authority in his register of Agents may make an entry to the effect that the Agent has been transferred from such place by such and such Authority.

NOTE- In the case of (iii) and (iv) above, the Head office or Sub-Office to which the Agent was attached should call for the unused receipts and receipt books and after verifying them intimate to the new Head Office or Sub-Office the particulars of unused receipts and send copy of his authority containing his photographs.

20. **Commission-**

The agent shall be entitled to receive a commission at such rate as may be notified by the Government from time to time in respect of each of the securities sold through the agent under the terms of the agreement executed by him/her/it. The commission is payable on the sale of securities on production of the receipts duly discharged by the investor or investors to the Paying Authority.

Till further orders, commission at the rate of Rs.1.75 is payable to authorised agents on sale through them in the prescribed manner on Post Office Time Deposits, 7-year National Savings Certificates II,III, IV and V issue, II issue Bank series, III issue Bank series and IV issue Bank series and National Saving Annuity Certificates.

21. Investment on which commission will not be payable-

No commission will be payable to Agents on sales of Small Savings Securities representing investment of Provident Fund money, funds of the trusts, funds of the Co-operative societies including Co-Operative Banks, Compensation money paid to displaced persons in the form of 7-year National Savings certificate (II,III,IV and V issues) and post office Time Deposits, National Savings Annuity Certificates and other Small Savings Securities, cash securities already pledged to Government officials by contractors, etc., court funds, funds in the control of Government officials or local authorities or statutory authorities investment required to be made in Small Savings Securities under a statute or by an express order of the Government, investments made or secured from or on behalf of the persons residing aboard or such other investments as from time to time may be notified by Government in this behalf

22. Time limits for transactions-

All Transactions must be handled promptly and completed expeditiously by the agents. The maximum time allowed is shown as follows:-

- (i) Deposit of money in the Deposit receiving Office- 10 days from the date of receipt of money for the purchasers.

NOTE- For agents attached to such post offices which are located in areas where communication are not easily available, the time can be extended from 10 days to 15 days.

“To enable the paying Authorities (i.e., the Post Office) to know if a particular Agent has been allowed the concession of 15 days for depositing money in the post office a suitable note to this effect should be made by the Appointing Authorities in the Certificate of Authority to be issued such Agents. In respect of Agent who have already been appointed and for whom certificate of authority has been issued, if any such agent is allowed the concession, a further communication should be issued by the appointing authorities to the post offices concerned and a suitable note made in the counterfoil issued to the Agents.

- (ii) *Delivery of Certificate to the Investor-* 30 days from the date of receipt of money Relaxation may be allowed by the Disbursing Authorities in cases where the delay in delivering the certificate to the investor was caused by reasons beyond the control of an agent.

- (iii) *Submission of Commission claims-* 4 months from the date of receipt of money. Claims for commission submitted after this period will not be admitted unless under special sanction of the Regional Director, National Savings, if the claim is delayed above 4 months but below 1 year and of the National Savings Commissioner. If the same is delayed over 1 year.

23. Nomination of messenger on behalf of the agent-

The appointing authority may, on the written request of an Agent, permit him to nominate one messenger to transact business with the post office on his behalf. This facility will be given only to those Agents whose annual turnover is sufficiently large. The Appointing Authorities should also ask the Agent to enter into a Supplementary Agreement or to execute an indemnity Bond indemnifying the Government against any loss as a result of this messenger transacting business with the post offices on his behalf. The Supplementary agreement to be signed by the agent should also be signed by the same individual sureties as have been signed the principal agreement. The appointing authority should also send to the post offices concerned a copy of the authorisation letter, a specimen signature of the messenger, his photograph which could be kept as a record in the post office along with the certificate of Authority of the Agent.

24. Authorities-

(a) *Appointing Authority-* State Government officials, viz., the Sub-divisional officers will be the appointing authorities. The Collectors will also act as the appointing authorities in their respective districts. But they should make necessary arrangement with their Sub-divisional officers to avoid double payment to the same man. Scheduled Banks will however be appointed by the National Savings Commissioner.

In case where Fidelity Guarantee Policies are offered by prospective Agents, the Regional Director National Savings Government of India. Orissa is declared as the Appointing authority for appointment of Agent under Standardised Agency System in addition to other Appointing Authorities mentioned above for the whole state.

(b) *Deposit Receiving Authority-* For the purpose purchasing National Savings Certificate and deposits of money in respect of Time Deposits, the Agent will be allowed to be attached to all Sub-post offices falling under the jurisdiction of one particular Head Post Offices. The Certificate of authority to be issued to an Agent may mention either the names of the post offices to which he is attached for purchase of certificates etc. or merely say, "all sub-offices under ... Head Post office." A copy of the certificate of authority need not be sent to any sub-office, expect the office to which the agent is attached for purpose of drawing commission and obtaining receipt books, i.e the issuing authority and the copy of the certificate of authority to be sent to this office will bear specimen signature and photograph of the agent.

(c) *Issuing Authority-* Issuing Authority will be the Post Office, for the purpose of obtaining receipt books and claiming commission, the agent will be attached to one post office only.

(d) *Checking and Paying Authorities-* The checking and paying authorities in respect of 7-year National Savings Certificate (II, III, IV and V issue), and Time Deposit, etc., transactions will be the post office.

(e) *Supervising Authorities-* The field officers of the National Savings Organisation Government of India), such as Regional Director, National Savings, Deputy Regional Director, National Savings. Assistant Regional Director, National Savings, District Savings Officer, including the Director of Small Savings Supervisions Government of Orissa.

25. Forms-

The supply of agreement and other forms in English will be arranged by the National Savings Commissioner through the Regional Director, National Savings, Government of India, Orissa Region. However, the state Government can also print language or/and bilingual forms in English and in regional language with rider that in case of doubt, the English version alone will be treated as authentic.

26. Loss of Certificate of Authority or Receipt Books.

On receipt of information of the loss certificate of authority or receipt books, the appointing authority or the issuing authority as the case may be should forth with intimate the loss to the offices with which the agent is registered for transacting small savings security business. The loss must invariably be notified in the state Gazette at the cost of the agent in local newspapers besides putting in a

notice on the notice board, if any, in the office of such authority. The agent shall also execute an indemnity Bond indemnifying the Government against any loss. Stamp duty on such bonds will be payable by the agent and should be based on the value of Receipt Books lost or the total value of Receipt Books permissible to the agent in the case of loss of the certificate of authority.

27. Returns.

The appointing authorities will send necessary intimation regarding new agents appointed or termination of agencies regularly to the District Savings Officer National Savings of the district concerned with a copy to the Collector of the area who will maintain their register of agents up-to-date. Intimation of cancellation of agencies must always be sent to the Head Post Office concerned, to the post office with which he/she has been allowed to transact business.

The paying Authorities, i.e the Head Post Offices and the Treasuries will send by the 10th of the month following a consolidated monthly return of commission paid by all paying officers in form A. A. S-8 to the Regional Director, National Savings, Government of India, Orissa, Haripur Road, Cuttack. The paying authorities should also intimate regarding the collections made by the agents.

All appointing of agents shall be recorded serially in a register (Form No. A.A.S-9) district wise in the office of the Regional Director, National Savings Government of India, Orissa and with the District Savings Officer, National Savings Collector of the district.

Agents must submit a return every month to the respective District Savings Officer National Savings of the area regarding investment secured by them and commission drawn thereon.

28. Termination of Agencies.

(a) On termination of agency of an authorised agent, the Appointing Authority will ensure that all cash and papers including the certificate (s) of Authority, used, partially used, and unused receipt books, documents and securities which may have come into agent's possession or custody have been delivered by him to the authorities concerned and duly accounted for.

(b) When an agency is terminated or an agent dies the Appointing Authority will send intimation under registered post to the post office to which the agent was accredited with a copy to their Head Office. In this order, the appointing authorities will specify the date by which the unused Receipt Books should be returned to the post office and the post office will keep watch whether this has been done and will intimate to the Appointing Authority.

29. The authorised agents will be required to show under their signature on the top of the application form for purchase of 7-year N.S.C. (II, III, IV and V issues) National Savings Annuity certificates and Time Deposit, date of presentation of the application in the post office.

30. Misappropriation of investors' money by the agent

In case of misappropriation of Investors' money by the agents, the appointing authorities concerned should deal with the matter and take *suo moto* prompt action in the matter and should see that the investigation of these cases are not delayed at any circumstances. It is the duty of the Appointing Authority to obtain information, ascertain the extent of such misappropriation, locate the defrauded investors, realise the losses from the Agents and/ or their sureties and also take steps for issue of antedated certificates, etc. The paying authority is also responsible for proper payment of commission.

NOTE- The above Executive Instruction are subject to any modification which Government may deem fit to make in future.