

File No. FS-13/4/2021-FS-DOP  
Government of India  
Ministry of Communications  
Department of Posts  
(F.S. Division)

Dak Bhawan, New Delhi – 110001  
Dated: 22.11.2021

**ADDENDUM**

To

**All Head of Circles / Regions**

Subject: Clarifications on operation of PM CARES for Children Scheme, 2021 and circulation of provisional Accounting Procedure for 'PM CARES for Children Scheme-2021– Regarding.

Reference: SB Order No. 33/2021 dated 29.10.2021.

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Andhra Pradesh and Tamil Nadu Circles have sought for clarifications on obtaining of KYC documents of District Magistrates (DM) and creation of CIF of DMs in Finacle CBS. In this connection, the following instructions / clarifications are issued for smooth operation of PM CARES for Children Scheme.

(i). As per Rule 3(3) of PM CARES for Children Scheme 2021 notified in Gazette Notification No. G.S.R. 723(E) dated 06.10.2021, for opening of account, the application Form – 1 shall be accompanied with the documents of the eligible beneficiary, as specified by the concerned authority, under the scheme guidelines. Further, DM is a Public Authority and hence, **no KYC documents of DM shall be obtained.**

(ii). But, the mobile number is mandatory for opening of account. Hence, the Post Offices shall request the DMs to provide a valid Mobile Number in Form – 1 along with the details of Joint Account Holder in Sl. No. 3 of Form – I.

(iii). In connection with the creation of CIF for DMs in Finacle using CCRC menu, required information of DMs for creation of CIF in Finacle may not be available. In such cases, the post offices shall fill the mandatory fields only, with the following information.

<b>Mandatory Fields</b>	<b>Value that can be given</b>
Title	MR/MRS
Last name	DISTRICT MAGISTRATE XXX* (XXX* - District Name)
Fathers Name/Husband Name	DISTRICT MAGISTRATE
Tax Status	NO PAN CARD
Date of Birth	01/07/1960
Gender	Others
KYC Status	- N – Documents not submitted
Occupation	Others
Form 60/61	Yes
<b>Document Details</b>	
Document Type	IDPRF
Document Code	DEFLT
Unique Id	12345
Preferred Flag	Yes
Phone Type – Mobile	<b>Valid Mobile Number provided by DM</b>
Tax Deducted at Source	NOTAX

(iv). In para 2 of the Annexure B of SB Order No. 33/2021 dated 28.10.2021 it is stated that the DM will submit the forms for opening of Basic Savings account at the designated post office at the district HQ. **In this regard, it is clarified that the circle may designate any post office preferably General Post Office (GPO) or Head Post Office(HPO) in the district HQ** for opening of account. In case, GPO or HPO is not available at the district HQ, circle may identify any sub post office for the purpose of opening of Basic Savings accounts.

(v). It is once again reiterated that the **post offices other than Chennai GPO shall only open Basic Savings Account which will be single account in the name of beneficiary and if the beneficiary is minor with DM as the guardian.** Chennai GPO is the nodal office for opening the PM CARES for Children Scheme accounts for all beneficiaries. The detailed process is already provided in the SB Order No. 33/2021 dated 28.10.2021.

2. PAF wing has issued provisional Accounting Procedure for 'PM Cares for Children Scheme-2021' the same is attached for reference and necessary action.

3. This may be circulated to all the Offices for information and necessary actions.

4. This is issued with the approval of the Competent Authority.

Enclosed: - As above

Yours sincerely

  
22/11/2021.

(Devendra Sharma)  
Assistant Director (SB-II)

Copy to:-

1. Director, RAKNPA / Directors of all PTCs / Director, CEPT, Chennai.
2. The Under Secretary, MOF (DEA), NS-II Section, North Block, New Delhi.
3. The Under Secretary, Ministry of Child and Women Development (Child Welfare-II Section), Shastri Bhawan, New Delhi for kind information and it is requested to instruct the DMs to provide valid mobile number in the Account Opening form which is mandatory for opening of account in the Post Office.
4. The Joint Director & HOD, National Savings Institute, ICCW Building, 4 Deendayal Upadhyay Marg, New Delhi-110002
5. GM, CEPT, Mysuru - for uploading the order on the India Post website.
6. ADG (OL), Postal Directorate, New Delhi for information and translation in Hindi language.
7. Guard File

**Government of India  
Ministry of Communication  
Department of Posts, PAF Wing  
Dak Bhawan Sansad Marg  
New Delhi – 110001**

Dated: 16/11/2021

**Provisional Accounting Procedure for "PM Cares for Children 2021"**

**A) Account Opening and initial funding to the PM Cares for Children 2021**

According to SOP, Basic Savings Account which are termed as "PCFTD" in Finacle shall be opened jointly in the name of Beneficiary and District Magistrate by the Post Offices on receiving request from the District Magistrate. The Accounts details shall be shared in the portal provided by the Nodal Ministry for initial funding. The initial deposit as per the table shall be transferred through DBT file by NPCI. Chennai GPO who is the nodal PO for DBT file uploading, on receiving fund from NPCI shall deposit the amount in the Beneficiaries Basic Savings Account. The Accounting entries shall be,

Debit		Credit		Remarks
GL-HOA	Description	GL-HOA	Description	
4200030010	DBT Upload GL	New GL 800100114000100	- Initial Deposit of PM Cares for Children (PCFTD)	Initial Funding through DBT in PCFTD Account

Settlement accounting with NPCI shall be carried out by Chennai GPO as usual for other DBT uploads.

B) When the Child/beneficiary attains the age of 18 years, he/she has to submit revised AOF (Account opening form) along with revised KYC documents, at the PO concerned. The PO shall convert the Joint Account (PCFTD) into single Account (PCMIS). The Accounting entries shall be,

Debit		Credit		Remarks
GL-HOA	Description	GL-HOA	Description	
New GL 800100114000100	Initial Deposit of PM Cares for Children (PCFTD)	New GL 800100114000200	- Deposit of 18+Years -PM Cares for Children (PCMIS)	On closing the Initial Deposit Account
New GL 800802101100045	Interest on Deposit of PM Cares for Children			

C) While paying monthly interest to the Beneficiary, the Accounting entries will be,

The beneficiary will get monthly interest after conversion of the account from PCFTD to PCMIS

Debit		Credit		Remarks
GL-HOA	Description	GL-HOA	Description	
New GL	Interest on Deposit	4867100010/11	- If paid by cash	

800802101100045	of PM Cares for Children	867100102010000 / 8800100010 800100101010000  867000107010000  Etc.,	- If paid through POSB Credit  If paid by Cheque	Interest payments to the beneficiary
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D) Closing of Accounts and full & Final settlement to the Beneficiary /Legal heirs

On attaining the age of 23, the beneficiary can close the PCMIS Account and get the full and final settlement. The accounting entries will be,

Debit		Credit		Remarks
GL-HOA	Description	GL-HOA	Description	
New GL - 800100114000200	Deposit of 18+Years -PM Cares for Children (PCMIS)	4867100010/11 867100102010000 / 8800100010 800100101010000  867000107010000  Etc.,	- If paid by cash  - If paid through POSB Credit  If paid by Cheque	Interest payments to the beneficiary

E) Closing of Accounts and proceeds payable to District Magistrate.

In the event of death of beneficiary before attaining the age of 18 years, the account (PMFTD) shall be closed and proceeds shall be paid to the Joint Holder (District Magistrate) by Cheque. The accounting entries shall be,

Debit		Credit		Remarks
GL-HOA	Description	GL-HOA	Description	
New GL - 800100114000100	Initial Deposit of PM Cares for Children (PCFTD)	867000107010000	Drawing from Bank	On closing and proceeds paid to District Magistrate

  
Bapiraju  
(AO, CSI)