

COMMISSIONERATE OF SMALL SAVINGS, CHENNAI 600 002

From

To

Dr.P.Umanath, I.A.S.,  
Commissioner of Small Savings,  
LLA Building 3<sup>rd</sup> Floor,  
735, Anna Salai,  
Chennai 600 002.

The Personal Assistant (Small Savings)  
to Collector of all Districts  
and  
Assistant Director of Small Savings,  
Greater Chennai Corporation , Chennai 2.

Letter No.B1/1841/2020, dated 3.10.2020

Sir,

Sub: Small Savings Scheme – Agency Scheme – Appointment and Renewal of SAS and MPKBY agents – common standard application form for the Appointment and Renewal of Small Savings Agents to utilise throughout the State – Reg.

Ref: 1. Lr.No.B1/2541/2010, dated 20.08.2010 of this office.  
2. Letter dated 1.9.2020 of the State President, Tamil Nadu State Small Savings Agents Association, Namakkal 637 001.

In the letter cited, the prescribed procedure have been sent to all the Districts for the appointment/renewal of SAS and MPKBY agents of Small Savings.

In the letter 2<sup>nd</sup> cited, The State President, Tamil Nadu State Small Savings Agents Association, Namakkal, has stated that in respect of Tamil Nadu, the Personal Assistant(Small Savings) to Collectors are the appointing authorities for the SAS and MPKBY agencies of Small Savings. Though there is specified application form for the Appointment and Renewal of SAS and MPKBY agents, in most of the Districts, they adopt different application forms for the appointment and renewal of Small Savings agents. The agents are asked to obtain the certificate from the Tasildar and VAO etc., for the appointment and renewal of agencies of Small Savings agents. Hence, he requested to adopt the same procedure and to use the standard common application form as prescribed by the Government of India for the appointment and Renewal of Small Savings Agents throughout Tamil Nadu.

In this connection, the copy of the letter 1<sup>st</sup> cited, is enclosed herewith wherein the specific instructions/guidelines/prescribed procedures for the appointment/renewal of SAS and MPKBY agency have been sent to each District.


As per the existing procedure as prescribed by the Government of India, the following documents are required for the appointment and renewal of SAS and MPKBY agents of Small Savings.

1. Application form
2. Form duly indicate the details of the Agents
3. Declaration form(Duplicate)
4. Form of Agreement (Duplicate)
5. Nomination form(triplicate)
6. Conduct Certificate from two Government Gazetted Officers (two forms)
7. Nation Savings Certificate pledge form

The above set should be enclosed with the Police Verification Certificate.

This set of application form is also uploaded in the website of Small Savings Department viz. [www.tnsmallsavings.org](http://www.tnsmallsavings.org).

I therefore request you to use the above same as common standard application form and to adhere the similar procedure for the Appointment and Renewal of SAS and MPKBY agents of Small Savings in each District.

Sd/- (P.UMANATH)  
Commissioner of Small Savings  
  
Deputy Director of Small Savings (i/c)

//True Copy//

Copy to: The State President,  
Tamil Nadu State Small Savings Agents Association, Namakkal-637 001.

2/10/20



# SAS APPLICATION

[For Appointment and Renewal]

PLACE:

DATE:

From

(1)

To Assistant

The ~~Director~~ Director of Small Savings,  
Corporation of Chennai,  
Chennai-600 003.

The Personal Assistant to the  
Collector (Small Savings),  
Collectorate,

Sir,

District.

Sub: SMALL SAVINGS SCHEME—Application for  
Appointment of SAS/~~MPKBY~~ Agent—Submitted.

I Understand that agents for SAS/~~MPKBY~~ under the Small Savings Scheme are being appointed.

I therefore submit this application for appointment as SAS/~~MPKBY~~ Agent.

In this connection, I submit the following documents.

1. Name	
2. Residential Address (Original ration card to be furnished for verification)	
3. Phone No.	
Fax No.	
E Mail ID	
Sex	Male/Female
Father/Husband's Name	
Age (completed)	
Educational Qualifications	
Present Employment	
Previous experience, if any	
Corporation Division No. in which residing	Zone No. Division
Nearest Local Post Office	
Nearest Head Post Office	

I submit that the particulars given above are true to the best of my knowledge and belief and I shall produce necessary proof as and when called for.

Yours faithfully

(.....)



# APPLICATION FORMAT FOR RENEWAL OF SAS AGENTS

②

[ FOR RENEWAL ONLY ]

**Sub:** SMALL SAVINGS-Corporation of Chennai-  
Appointment/Renewal of SAS/MPKBY Agency-Reg.

**Ref:** Appointment/Renewal Application from  
Thiru/Tmt./Selvi ..... dated.....

The reference may kindly be seen wherein Appointment / Renewal of Small Savings Agency has been requested for:

1.	Name and full residential address of Applicant	Phone :	
2.	Appointment/Renewal for which Agency	New Appointment Renewal	<b>MPKBY/SAS</b>
3.	Date of Expiry of Existing Agency		
4.	Due date of Submission Actual date of Submission		

Documents Submitted in support of Appointment / Renewal:

1.	Declaration for not having any agency in any other Place other than this	Yes / No												
2.	Conduct Certificates by two responsible officers/ Gazetted Officers	Yes / No												
3.	Residential proof (Xerox copy of Ration Card / Voter ID/ IT PAN Card—any one of them)	Yes / No												
4.	Original C.A./Xerox Copy of Appointment Order/ earlier renewal order Two copies of Agreement with Two Witness Nomination form (in triplicate)	Yes / No												
5.	Head Post Office/Sub-Post Office to which attached/to be attached													
6.	Qualification-Xerox Copy Produced	Yes / No												
7.	POSB A/c PORD Xerox Copy Produced	Yes / No												
8.	Performance report for the last three years	Mobilised												
	<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Year</td> <td style="text-align: center;">Target</td> <td></td> </tr> <tr> <td style="text-align: center;">.....</td> <td style="text-align: center;">Rs. ....</td> <td style="text-align: center;">.....</td> </tr> <tr> <td style="text-align: center;">.....</td> <td style="text-align: center;">Rs. ....</td> <td style="text-align: center;">.....</td> </tr> <tr> <td style="text-align: center;">.....</td> <td style="text-align: center;">Rs. ....</td> <td style="text-align: center;">.....</td> </tr> </table>	Year	Target		.....	Rs. ....	.....	.....	Rs. ....	.....	.....	Rs. ....	.....	
Year	Target													
.....	Rs. ....	.....												
.....	Rs. ....	.....												
.....	Rs. ....	.....												
9.	Whether performance is as per Govt. norms	Yes / No												
10.	Whether recommended for renewal by the Field Officer	Yes / No												

The Agent has already pledged N.S.C. No. .... for s. ..../- and it is valid up to ..... Therefore pledging N.S.C. is not required for renewing the Agency.

The Fidelity guarantee FORM/N.S.C. pledging form is submitted for approval.



SAS  
③

FOR NEW APPOINTMENT ONLY

Form AAS-1

**APPLICATION FORM FOR APPOINTMENT AS AUTHORISED AGENT  
(TO BE USED BY INDIVIDUALS ONLY)**

To .....

Sir,

I desire to act as an Authorised Agent for the sale of National Savings Certificate 2,3 & 5 year Time Deposits and other Small Savings Securities, which may be certified by the Government of India from time to time as securities which Authorised Agent may canvass.

(2)

- (a) My full name is .....
- (b) My father's name is .....
- (c) My occupation is .....
- (d) My business/Office address is .....
- 
- (e) My residential address is .....
- (f) My age is.....years .....

(3) I declare that ----- (i) I am not a close relative (i.e., wife, husband, legitimate child or step child father, mother, sister or brother) of a Gazetted officer working in the Posts & Telegraph Department, (ii) I am not a close relative (i.e., husband, wife, legitimate child or step child, father mother sister or brother) of or a relative depending upon a Non-Gazetted Officer working in the P&T Department anywhere in the Postal Division and (iii) I am not a close relative of an employee of the National Savings Organisation.

(4)

(a) I request that for the sale of certificates issued through Post Offices, I may be attached to the under noted Post Office:—

- (i) .....
- (ii) .....
- (iii) .....

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5. \*In the event of my appointment being approved, I shall :

(a) Put up two acceptable sureties each guaranteeing to the extent of the Rs.....

OR

(b) Furnish Security to cash or in the shape of Government securities totalling the issue price of Rs. ....

OR

(c) Furnish one surety of a Bank for Rs.....

OR

Furnish a Fidelity Guarantee Policy of value of Rs.....

6. I agree to abide by all the rules, regulations, instructions, etc., regarding the appointment of authorised agent at present in force and as may be amended from time to time.

7. I Previously worked an Authorised Agent at.....during the year(s) .....

OR

I have not so far worked as authorised Agent

8. I may be allowed to obtain Receipt Books from.....

(Name and address of Issuing Authority)

Yours faithfully

Place .....

Signature of Applicant.....

Date .....

\* Does not apply to Govt. Servants appointed as internal agent.



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Statement of.....

S/o./D/o./W/o.....

I have applied for the appointment of Authorised Agent under Standardised Agency System I.....

.....S/o./D/o./W/o.....

.....aged.....years

residing at.....

.....for the past.....years declare as follows:-

I am doing / not doing business at present in \_\_\_\_\_

\_\_\_\_\_ and the place of business is.....

My present / past occupation is / was \_\_\_\_\_

\_\_\_\_\_ and the address of the employer is/was.....

and I retired from service on \_\_\_\_\_

I am/not a close relative of a Gazetted/Non-Gazetted Officer working in the Post & Telegraphs Department, National Savings Organisation, Central/State Government or Union Territory.

I give below the names of my near relatives duly indicating their present official designation and address who are employed under Post & Telegraphs Department, Central / State Government or Union Territory.

Name and Address

Designation and Office Address

1.

2. \_\_\_\_\_

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I do / do not submit herewith the no objection certificate in original to the effect of myself being appointed as agent under Standardised Agency System in original issued by the Head of Office/Department of my above relatives.

My educational qualifications are as follows:—

1. \_\_\_\_\_
2. \_\_\_\_\_

I can read and write fluently and understand  
in \_\_\_\_\_  
\_\_\_\_\_ languages.

I have/have not been involved in any Civil/Criminal case and punished by the Court before.

I am already in touch with \_\_\_\_\_ Nos. of Income Tax assesseees,  
\_\_\_\_\_ Nos. of big/small businessmen, \_\_\_\_\_ Nos. of Theatre/  
Studio owners, \_\_\_\_\_ Nos. of leading/ordinary Actors/Actressess/Producers/  
Directors and other leading Artists in the Cine field, \_\_\_\_\_ Nos. of big hotel/Lodge  
Owners, \_\_\_\_\_ Nos. of other leading Industrialists \_\_\_\_\_ Nos. of  
State / Central Government / Union Territory Servants and, \_\_\_\_\_ Nos. of big officers  
concerns and State / Central Government undertakings who will invest a sizeable amount every year in Small  
Savings.

I am already in touch with \_\_\_\_\_ Nos. of different kinds of independent Social Organisations  
whose members will invest in Small Savings regularly. I have read and understood the above statement and  
found correct.

Signature

Recorded by me

Signature of the Field Officer

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DECLARATION [for Appointment and Renewal]

(To be furnished by the applicant for appointment as SAS/MPKBY Agent along with the application.)

I, \_\_\_\_\_

W/o / S/o / D/o \_\_\_\_\_

an SAS/MPKBY Agent Under C.A. No. \_\_\_\_\_

resident of \_\_\_\_\_

solemnly affirm as under;

1. that I am not an employee of the State / Central Government and Union Territory and undertake to inform the appointing authority and give up the agency whenever I enter such employment;
2. that none of my near relative is working in the Postal Department, in a non-gazetted capacity in the same Division where the agency falls;
3. that none of my near relative who is dependent on me is working in the Postal Department, in a non-gazetted capacity in the State of Tamil Nadu;
4. that none of my near relative is working in the Postal Department in a Gazetted capacity anywhere in India;
5. that I would apply for my renewal of agency 45 days in advance;
6. that I would procure business myself; and
7. that I would not sit in the Post Office. If I am found without any business in the Post Office, my Agency may be terminated;
8. I further declare that none of my near relative (i.e., my wife/husband, legitimate child or step child, father/step-father, mother/step-mother, brother/step-brother, sister/step-sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law) is employed under the Central/State Government or Union Territory.

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OR

9. I give below the particulars of my near relatives (*i.e.*, my wife/husband, legitimate child or step-child, father/step-father, mother/step-mother, brother/step-brother, sister/step-sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law) who are employed under the Central/State Government or Union Territory.

<i>Sl.No.</i>	<i>Name of relatives.</i>	<i>Relationship with the applicant.</i>	<i>Name and address of office where Employed.</i>
1.			
2.			

I attach the communication(s) in original from the Head(s) of Office/Department where the above mentioned person(s) is/are employed to the effect that there is no objection to my being appointed as Agent under the Standardised Agency System/Mahila Prathan Kshetria Bachat Yogna.

DEPONENT.

I verify that the affirmations made by me as above are correct to the best of my knowledge and belief and that no material facts have been concealed by me.

DEPONENT.

Signed in my presence

*Witnesses :*

1.

2.

Name & Address  
Signature

Name & Address  
Signature

SAS-9

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**FORM OF AGREEMENT**

Form AAS - 3

(Personal Sureties) [for Appointment and Renewal]

**FOR INDIVIDUALS ONLY**

ARTICLES OF AGREEMENT made at ..... this  
..... day of ..... Two Thousand .....  
between the President of India hereinafter called the "Government" (which expression shall be deemed to include his successors and assignees wherever the context so admits or requires) of the one part:

AND Party of the second part consisting of (A) ..... son of  
..... by occupation ..... of  
..... hereinafter called the "Agent" (which expression shall include his heirs, executors and administrators wherever the context so admits or requires), and (B)  
..... son of ..... by occupation  
..... and (C) .....  
son of ..... by occupation .....  
of ..... and (B-1) ..... hereinafter called "The sureties" (which expression shall include the heirs, executors and administrators, successors and assignees wherever the context so admits, requires);

WHEREAS the Government under their Small Savings Scheme issue various types of Savings Certificates for sale to the investing public and provides various kinds of Savings Accounts for receiving deposit from Public:

AND WHEREAS the Government of India are desirous of appointing authorised agents with a view to improving collections in such savings certificates and such Savings Accounts (hereinafter referred to as the "Securities" (E) as the Government of India may by a notification, throw open to authorised agents for the aforesaid purpose;

AND WHEREAS the Agent has agreed to act as such authorised agent on the terms and conditions hereinafter appearing;

AND WHEREAS the said (B) and (C) \*(B-1) the sureties afore-said have agreed to secure and indemnify the Government against any loss, damage, injury, costs or expenses which the Government may, in any way, suffer by reason of the misconduct, neglect, oversight or any other act or omission of the said Agent in the manner hereinafter appearing.

NOW IT IS HEREBY AGREED BY and between the parties hereto as follows:—

1. The agent is hereby appointed as an Authorised Agent for effecting sales of seven years National Savings Certificates and for obtaining deposits in one, Two & Three-Year Post Office Time Deposits/Five Year Post Office Time Deposits and such other Scheme of Savings which are hereinafter collectively referred to as "Securities", as may be introduced by the Government and throw open for securing sales and deposits through the agents. Subject as herein otherwise provided, the agent shall be entitled to receive commission on certificates or deposits sold and procured by him at the rates notified by the Government from time to time of the Official Gazette in respect of the securities which are subject matter of the agreement.

2. The Agent shall sell the "Securities" referred to in clause (1) above in the State of .....

3. The Agent shall on behalf of the Government receive from the Investors moneys or investment in the "Securities" and pass appropriate receipts for the same in the prescribed form, from the printed receipt books, which the Government shall at their own cost supply to the agent for the purpose. In no case shall be Agent accept money for which he is not able immediately to issue a proper valid receipt (s) from the printed Receipt Book.

4. The Agent shall within ten days from the receipt of the monies as aforesaid, deposit the same in the Post Office (s) or such other offices as may be specified in this behalf by the Government to which he may be attached for the purpose and pending such deposit, the Agent shall hold the said monies in trust for and on behalf of the Government.

5. The Agent shall obtain from the investors such documents on writings it may from time to time to prescribed by the Government in regard to investment in such securities.

6. The Government shall through the Post - Office (s) or other office (s) concerned issue and deliver to the Agent the "Securities" in the name or name(s) of such person or person (s) and for such accounts as the investors shall have applied for. The Agent shall on obtaining such "Securities" deliver the same to the investor or investor(s) in exchange for the original receipt or receipts that may have been passed to them duly discharged by the investors.

7. Subject as herein otherwise provided the Agent shall be entitled to receive a commission at such rate or rates as may be notified by to Government from time to time in respect of "Securities" investment in which is allowed through the Agent under the terms of this Agreement. The Commission shall be payable on production of the receipt (s) duly discharged by the investor or investors to the paying Authority appointed in this behalf save as aforesaid the Agent shall not be entitled to any other commission, remuneration or payment whatsoever for the work done under these present conditions, notwithstanding any costs, charges or expenses the Agent may incur for the purpose. No commission shall in any event be payable to the agent on investment of:—

Provident Fund money funds of Co-operative Societies including Co-operative Banks Compensation Money paid to displaced person in the form of any "Securities" cash securities already pledged to Government officials by contractors and other persons, court funds, trusted funds in the control of Government officials or local or statutory authorities, investments required to be made in these "Securities" under any enactment or by an express order of the Government or investments made or secured by or on behalf persons residing abroad or such other investments as from time to time may be notified by the Government in this behalf.

8. The Agent hereby undertakes to carry out such directions and instructions as may from time to time, be issued by the Government or persons duly authorised by the Government and to comply with all rules and regulations pertaining to the issue of the securities from time to time and orders and regulations issued by the Government together with any modifications or additions thereof and to keep himself / itself acquainted with the aforesaid rules, orders and regulations and in particular undertakes:-

(a) to follow all instructions printed on the cover of the official Receipt Books issued by the Government;

(b) never under any circumstances to exceed the amounts upto which a receipt form is valid for an investment(s) not to make any alteration in the matter printed on the receipt forms and counter foils;

(c) to ascertain from investor before accepting any monies that the "Securities" for which he applies will, if issued not render his total holding of such securities of all types in excess of the limit laid down in the rules governing such securities for the time being in force;

(d) to forthwith refund to the Government any commission that may have been paid in respect of such securities as may have been sold to the investor(s) in excess of the limits of holdings laid down in the said rules or investment by investor(s) or otherwise received by him in excess of any amounts due to him;

(e) to keep the Certificate(s) of Authority and Receipt Books issued to him with care and in case of loss, immediately report the same to the Appointing/Issuing Authority and the Post Office(s) or other office to which he is attached;

(f) in case of loss of any Receipt Book not to claim any commission on sales of the securities recorded therein;

(g) to produce the Receipt Book(s) to the Paying Authority for the purposes of checking or payment of commission as herein provided and claim commission within four months from the date of receipt of money for investment in the "Securities" failing which such commission shall be forfeited;

(h) notwithstanding the provisions of sub-clause (g) above, to produce the Receipt Book(s) to the checking authority for the purpose of checking whenever demanded by the said authority;

(i) to deliver the "Securities" [purchased by the Agent on behalf of the investor(s)] to the investor(s) without undue delay and in any case within thirty days of the date of receipt of the money failing which the agent shall forfeit the commission earned on the business transacted in such securities and if the same may have been paid will forthwith refund it to the Government;

(j) to carry out this Agreement faithfully and diligently and to the best of his ability to promote the said Scheme; and

(k) not to assign or otherwise transfer the benefit of this Agreement or part thereof to a third party.

9. Subject to the provision for earlier termination herein after contained, the period of the agency shall be initially for the year from the date given in the preamble to this agreement and herein after the agency may be renewed at the option of the Government for further periods not exceeding three years at a time.

10. The Agency shall be liable to be terminated by the Government without notice if the work or conduct of the Agent is adversely commented upon by the supervising authorities or if he is, in the opinion of the Government, which shall be final and binding, guilty or breach of any provision of this agreement or if he becomes insolvent or if it is discovered that a part or whole of the business was secured by the Agent with the help or connivance of an official of the Postal Department or an Official of the

State Government Small Savings Department or Collectors or Thasildars or an Official of the State Bank of India or its subsidiary Banks in India. The Commission earned on such business shall also be liable to forfeiture and if the commission on such business has already been paid the agent must forthwith refund it to the Government.

11. This agreement may be terminated by either party by giving three months notice to the other. Provided, however, the Government shall be at liberty to terminate the agency at any time without notice and without assigning any reason for the same. The agency shall automatically stand terminated if the Government of India announced by Notifications, the abolition of Agency Systems.

12. The Stamp duty on this Agreement shall be payable by the Government.

13. On termination of this Agreement howsoever occasioned the Agent shall forthwith deliver to the Government all monies and papers including the Certificate(s) of Authority, used partially used or unused Receipt Books, documents and securities which may have come to his possession or custody under the terms of this Agreement.

14. The Agent hereby agrees to well and sufficiently protect and keep harmless and indemnify the Government against all manner of embezzlement, misappropriation or misapplication of monies and the "Securities" which may from time to time during the continuance of this Agreement come into his possession or control belonging either to the Government or to the investor(s) and also against the carrying away loss destruction or otherwise of any writings evidence books or papers belonging to the Government or to any of the investor without directions and authority of the Government or person(s) duly authorised by the Government and against all costs, charges and expenses in relation thereto. The Agent shall also indemnify fully the Government against all losses or claim that may arise on account of his default(s) and any amount(s) received by him and which are not legally due to him and the Government shall be fully indemnified against all such loss or damage as aforesaid at any time.

15. \*Said (B) and (C) Sureties of the aforesaid Agent (A) and their heirs, executors and administrators hold themselves bound unto the Government jointly and generally for the due performance of the duties of the said Agent and faithful observance and performance by him of the terms and conditions of this Agreement and shall indemnify and keep indemnified the Government against all and every losses, damage and claims which during the time the said (A) shall act as Authorised Agent happen to be or be sustained by or may arise against the Government or any servant of the Government but so that the liability of each of the said (B) and (C) shall in no event exceed the sum of Rupees five thousand / four thousand and two thousand, the maximum sum hereby guaranteed. After termination of the Agency, however occasioned, the liability of the said (B) shall continue till the Agent has returned all documents, monies, etc., referred to in paragraph 13 hereof.

15-A \*\*The said (B-1) Sureties of the aforesaid Agent (A) and its successors and assignees held themselves bound unto the Government for the due performance of the duties of the said Agent and faithful observance and performance of the terms and conditions of this Agreement and shall indemnify and keep indemnified the Government against all and every losses, damages and claims which during



the time the said (A) shall act as Authorised Agent happen to be or be sustained by or may arise against the Government / any servant of the Government so that the liability of the said sureties shall in no event exceed the sum of Rupees five thousand / four thousand / two thousand which is maximum sum hereby guaranteed. After termination of the agency howsoever occasioned, the liability of the said (B-1) shall continue till the Agent has returned all documents, moneys, etc., referred to in paragraph 13 hereof.

16. It is hereby agreed and declared that neither of them the said (B) and (C)\* the said (B-1) shall be at liberty to terminate his/their Suretyship and that the liability of each of them/\*\* the said Sureties shall within the aforesaid limits of liability extend and be applicable to the whole indebtedness or liability of the said (A) to the Government at any time and not merely to so much thereof as shall be co-extensive with the aforesaid maximum guaranteed liability of Rupees five thousand/four thousand and two thousand herein and is hereby expressly agreed and declared that the Government shall be entitled without notice to either of the said (B) and (C)/ the said (B-1) to vary or alter or supersede the terms of employment, instructions, directions and rules and regulations as the Government may think fit and without reference to them or either of them the Government may grant any time or other indulgence to the said (A) without thereby in any way affecting the liability of any of the said Sureties (B) and (C)/the said Sureties (B-1) and each of them shall be treated as a principal debtor to the Government for all liability hereunder.

17. And it is hereby further agreed and declared that the Government shall be under no liability to take any action either civil or criminal against the Agent (A) or any other person before making the said (B) and (C) or either of them/\*\* (B-1) liable hereunder if the Government does take any action as aforesaid the same shall not in any way affect their liability (and the liability of each of them) hereunder and notice of dishonest act on the part of said (A) shall not in any way affect their liability.

18. The Appointing Authority, the Issuing Authority, the Paying Authority and the Checking Authority shall be such authorities as may be appointed from time to time by the State Government in the matter.

19. The Agent or Sureties shall pay all such sums as shall be due to the Government within the time hereinbefore specified. If the Agent or Sureties to pay such sums as shall be due to the Government from time to time within the specified period then and in such event all sum due to the Government (as to which the decision of ..... shall be final) shall at the option of the Government be recoverable in the same manner as an arrear of land revenue.

In WITNESS WHEREOF the parties hereto have set their respective hands hereunto the day, month and year first hereinabove written.

Signed and delivered by (A)

(B)

and (C) (B-1)

In the presence of

(1) .....

(2) .....

.....

Signed and delivered by the .....

for and on behalf of the President of India in the presence of .....

.....

.....

.....

---

\* Applies in cases in which two personal sureties are furnished.

\*\* Applies in cases in which one consolidated Surety of a bank is furnished.

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**FORM OF AGREEMENT**

Form AAS - 3

(Personal Sureties)

**FOR INDIVIDUALS ONLY**

ARTICLES OF AGREEMENT made at ..... this ..... day of ..... Two Thousand ..... between the President of India hereinafter called the "Government" (which expression shall be deemed to include his successors and assignees wherever the context so admits or requires) of the one part:

AND Party of the second part consisting of (A) ..... son of ..... by occupation ..... of ..... hereinafter called the "Agent" (which expression shall include his heirs, executors and administrators wherever the context so admits or requires), and (B) ..... son of ..... by occupation ..... and (C) ..... son of ..... by occupation ..... of ..... and (B-1) ..... hereinafter called "The sureties" (which expression shall include the heirs, executors and administrators, successors and assignees wherever the context so admits, requires);

WHEREAS, the Government under their Small Savings Scheme issue various types of Savings Certificates for sale to the investing public and provides various kinds of Savings Accounts for receiving deposit from Public:

AND, WHEREAS, the Government of India are desirous of appointing authorised agents with a view to improving collections in such savings certificates and such Savings Accounts (hereinafter referred to as the "Securities" (E) as the Government of India may be a notification, throw open to authorised agents for the aforesaid purpose;

AND, WHEREAS, the Agent has agreed to act as such authorised agent on the terms and conditions hereinafter appearing;

AND, WHEREAS, the said (B) and (C) \*(B-1) the sureties afore-said have agreed to secure and indemnify the Government against any loss, damage, injury, costs or expenses which the Government may, in any way, suffer by reason of the misconduct, neglect, oversight or any other act or omission of the said Agent in the manner hereinafter appearing.

NOW IT IS HEREBY AGREED BY and between the parties hereto as follows:—

1. The Agent is hereby appointed as an Authorised Agent for effecting sales of Seven years National Savings Certificates and for obtaining deposits in one, Two & Three-Year Post Office Time Deposits/Five Year Post Office Time Deposits and such other scheme of Savings which are hereinafter collectively referred to as "Securities", as may be introduced by the Government and throw open for securing sales and deposits through the agents. Subject as herein otherwise provided, the agent shall be entitled to receive commission on certificates or deposits sold and procured by him at the rates notified by the Government from time to time of the Official Gazette in respect of the securities which are subject matter of the agreement.

SAS-16

2. The Agent shall sell the "Securities" referred to in clause (1) above in the State of .....

3. The Agent shall on behalf of the Government receive from the investors moneys or investment in the "Securities" and pass appropriate receipts for the same in the prescribed form, from the printed receipt books, which the Government shall at their own cost supply to the agent for the purpose. In no case shall be Agent accept money for which he is not able immediately to issue a proper valid receipt (s) from the printed Receipt Book.

4. The Agent shall within ten days from the receipt of the monies as aforesaid, deposit the same in the Post Office (s) or such other offices as may be specified in this behalf by the Government to which he may be attached for the purpose and pending such deposit, the Agent shall hold the said monies in trust for and on behalf of the Government.

5. The Agent shall obtain from the investors such documents on writings it may from time to time to prescribed by the Government in regard to investment in such securities.

6. The Government shall through the Post - office (s) or other office (s) concerned issue and deliver to the Agent the "Securities" in the name or name(s) of such person or person (s) and for such accounts as the investors shall have applied for. The Agent shall on obtaining such "Securities" deliver the same to the investor or investor(s) in exchange for the original receipt or receipts that may have been passed to them duly discharged by the investors.

7. Subject as herein otherwise provided the Agent shall be entitled to receive a commission at such rate or rates as may be notified by to Government from time to time in respect of "Securities" investment in which is allowed through the Agent under the terms of this Agreement. The Commission shall be payable on production of the receipt (s) duly discharged by the investor or investors to the paying Authority appointed in this behalf save as aforesaid the Agent shall not be entitled to any other commission, remuneration or payment whatsoever for the work done under these present conditions, notwithstanding any costs, charges or expenses the Agent may incur for the purpose. No commission shall in any event be payable to the agent on investment of:—

Provident Fund money funds of Co-operative Societies including Co-operative Banks Compensation Money paid to displaced person in the form of any "Securities" cash securities already pledged to Government officials by contractors and other persons, court funds, trusted funds in the control of Government officials or local or statutory authorities, investments required to be made in these "Securities" under any enactment or by an express order of the Government or investments made or secured by or on behalf persons residing abroad or such other investments as from time to time may be notified by the Government in his behalf.

8. The Agent hereby undertakes to carry out such directions and instructions as may from time to time, be issued by the Government or persons duly authorised by the Government and to comply with all rules and regulations pertaining to the issue of the securities from time to time and orders and regulations issued by the Government together with any modifications or additions thereof and to keep himself / itself acquainted with the aforesaid rules, orders and regulations and in particular undertakes:—

(a) to follow all instructions printed on the cover of the official Receipt Books issued by the Government;

(b) never under any circumstances to exceed the amounts upto which a receipt form is valid for an investment(s) not to make any alteration in the matter printed on the receipt forms and counter foils;

(c) to ascertain from investor before accepting any monies that the "Securities" for which he applies will, if issued not render his total holding of such securities of all types in excess of the limit laid down in the rules governing such securities for the time being in force;

(d) to forthwith refund to the Government any commission that may have been paid in respect of such securities as may have been sold to the investor(s) in excess of the limits of holdings laid down in the said rules or investment by investor(s) or otherwise received by him in excess of any amounts due to him;

(e) to keep the Certificate(s) of Authority and Receipt Books issued to him with care and in case of loss, immediately report the same to the Appointing/Issuing Authority and the Post Office(s) or other office to which he is attached;

(f) in case of loss of any Receipt Book not to claim any commission on sales of the securities recorded therein;

(g) to produce the Receipt Book(s) to the Paying Authority for the purposes of checking or payment of commission as herein provided and claim commission within four months from the date of receipt of money for investment in the "Securities" failing which such commission shall be forfeited;

(h) notwithstanding the provisions of sub-clause (g) above, to produce the Receipt Book(s) to the checking authority for the purpose of checking whenever demanded by the said authority;

(i) to deliver the "Securities" [purchased by the Agent on behalf of the investor(s)] to the investor(s) without undue delay and in any case within thirty days of the date of receipt of the money failing which the agent shall forfeit the commission earned on the business transacted in such securities and if the same may have been paid will forthwith refund it to the Government;

(j) to carry out this Agreement faithfully and deligently and to the best of his ability to promote the said Scheme; and

(k) not to assign or otherwise transfer the benefit of this Agreement or part thereof to a third party.

9. Subject to the provision for earlier termination herein after contained, the period of the agency shall be initially for the year from the date given in the preamble to this agreement and herein after the agency may be renewed at the option of the Government for further periods not exceeding three years at a time.

10. The Agency shall be liable to be terminated by the Government without notice if the work or conduct of the Agent is adversely commented upon by the supervising authorities or if he is, in the opinion of the Government, which shall be final and binding, guilty or breach of any provision of this agreement or if he becomes insolvent or if it is discovered that a part or whole of the business was secured by the Agent with the help or connivance of an official of the Postal Department or an Official of the

State Government, Small Savings Department or Collectors or Tahsildars or an Official of the State Bank of India or its subsidiary Banks in India. The Commission earned on such business shall also be liable to forfeiture and if the commission on such business has already been paid the agent must forthwith refund it to the Government.

11. This agreement may be terminated by either party by giving three months notice to the other. Provided, however, the Government shall be at liberty to terminate the agency at any time without notice and without assigning any reason for the same. The agency shall automatically stand terminated if the Government of India announced by Notifications, the abolition of Agency Systems.

12. The Stamp duty on this Agreement shall be payable by the Government.

13. On termination of this Agreement howsoever occasioned the Agent shall forthwith deliver to the Government all monies and papers including the Certificate(s) of Authority, used, partially used or unused Receipt Books, documents and securities which may have come to his possession or custody under the terms of this Agreement.

14. The Agent hereby agrees to well and sufficiently protect and keep harmless and indemnify the Government against all manner of embezzlement, misappropriation or misapplication of monies and the "Securities" which may, from time to time, during the continuance of this Agreement come into his possession or control belonging either to the Government or to the investor(s) and also against the carrying away loss destruction or otherwise of any writings evidence books or papers belonging to the Government or to any of the investor without directions and authority of the Government or person(s) duly authorised by the Government and against all costs, charges and expenses in relation thereto. The Agent shall also indemnify fully the Government against all losses or claim that may arise on account of his default(s) and any amount(s) received by him and which are not legally due to him and the Government shall be fully indemnified against all such loss or damage as aforesaid at any time.

15. \*Said (B) and (C) Sureties of the aforesaid Agent (A) and their heirs, executors and administrators hold themselves bound unto the Government jointly and generally for the due performance of the duties of the said Agent and faithful observance and performance by him of the terms and conditions of this Agreement and shall indemnify and keep indemnified the Government against all and every losses, damage and claims which during the time the said (A) shall act as Authorised Agent happen to be or be sustained by or may arise against the Government or any servant of the Government but so that the liability of each of the said (B) and (C) shall in no event exceed the sum of Rupees five thousand / Four thousand and two thousand, the maximum sum hereby guaranteed. After termination of the Agency, however occasioned, the liability of the said (B) shall continue till the Agent has returned all documents, monies, etc., referred to in paragraph 13 hereof.

15-A \*\*The said (B-1) Sureties of the aforesaid Agent (A) and its successors and assignees held themselves bound unto the Government for the due performance of the duties of the said Agent and faithful observance and performance of the terms and conditions of this Agreement and shall indemnify and keep indemnified the Government against all and every losses, damages and claims which during the time the said (A) shall act as Authorised Agent happen to be or be sustained by or may arise against

the Government / any servant of the Government so that the liability of the said sureties shall in no event exceed the sum of Rupees five thousand / four thousand / two thousand which is maximum sum hereby guaranteed. After termination of the agency howsoever occasioned, the liability of the said (B-1) shall continue till the Agent has returned all documents, moneys, etc., referred to in paragraph 13 hereof.

16. It is hereby agreed and declared that neither of them the said (B) and (C)/\* the said (B-1) shall be at liberty to terminate his/their Suretyship and that the liability of each of them/\*\* the said Sureties shall within the aforesaid limits of liability extend and be applicable to the whole indebtedness or liability of the said (A) to the Government at any time and not merely to so much thereof as shall be co-extensive with the aforesaid maximum guaranteed liability of Rupees five thousand/four thousand and two thousand herein and is hereby expressly agreed and declared that the Government shall be entitled without notice to either of the said (B) and (C)/ the said (B-1) to vary or alter or supersede the terms of employment, instructions, directions and rules and regulations as the Government may think fit and without reference to them or either of them the Government may grant any time or other indulgence to the said (A) without thereby in any way affecting the liability of any of the said Sureties (B) and (C)/the said Sureties (B-1) and each of them shall be treated as a principal debtor to the Government for all liability hereunder.

17. And it is hereby further agreed and declared that the Government shall be under no liability to take any action either civil or criminal against the Agent (A) or any other person before making the said (B) and (C) or either of them/\*\* (B-1) liable hereunder if the Government does take any action as aforesaid the same shall not in any way affect their liability (and the liability of each of them) hereunder and notice of dishonest act on the part of said (A) shall not in any way affect their liability.

18. The Appointing Authority, the Issuing Authority, the Paying Authority and the Checking Authority shall be such authorities as may be appointed from time to time by the State Government in the matter.

19. The Agent or Sureties shall pay all such sums as shall be due to the Government within the time hereinbefore specified. If the Agent of Sureties to pay such sums as shall be due to the Government from time to time within the specified period then and in such event all sum due to the Government (as to which the decision of ..... shall be final) shall at the option of the Government be recoverable in the same manner as an arrear of land revenue.

In WITNESS WHEREOF the parties hereto have set their respective hands hereunto the day, month and year first hereinabove written.

Signed and delivered by (A)

(B)

and (C) (B-1)

In the presence of

(1) .....

(2) .....

.....

Signed and delivered by the .....

for and on behalf of the President of India in the presence of .....

.....

.....

.....

\* Applies in cases in which two personal sureties are furnished.

\*\* Applies in cases in which one consolidated surety of a bank is furnished.



CONDUCT CERTIFICATE [for Appointment and Renewal]

Certified that Thiru/Tmt. ....  
S/o/D/o/W/o .....  
Residing at .....

is known to me personally for the past ..... years. He/She has applied for appointment as SAS/MPKBY Agency (Small Saving Agent) to the Deputy Director of Small Savings, Chennai-600 003.

Certified that his/her conduct and character are Good.

He/She may be appointed as SAS/MPKBY Agent. He/She is Trustworthy of handling Cash/Cheque on behalf of Government deposits in Small Savings Scheme.

Office Seal  
with Date :

Signature : .....

Name : .....

Designation : .....

Rubber Stamp : .....

NOTE: The Prospective SAS/MPKBY Agent should obtain two certificates from any Gazetted Officers of Government and produce the certificate to the Deputy Director of Small Savings, Chennai-600 003 alongwith his/her application for SAS/MPKBY Agency.

Handwritten text at the top of the page, possibly a title or header.

Main body of handwritten text, appearing as a dense block of cursive script.

CONDUCT CERTIFICATE [for Appointment and Renewal]

Certified that Thiru/Tmt. ....  
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is known to me personally for the past ..... years. He/She has applied for appointment as SAS/MPKBY Agency (Small Saving Agent) to the Deputy Director of Small Savings, Chennai-600 003.

Certified that his/her conduct and character are Good.

He/She may be appointed as SAS/MPKBY Agent. He/She is Trustworthy of handling Cash/Cheque on behalf of Government deposits in Small Savings Scheme.

Office Seal  
with Date :

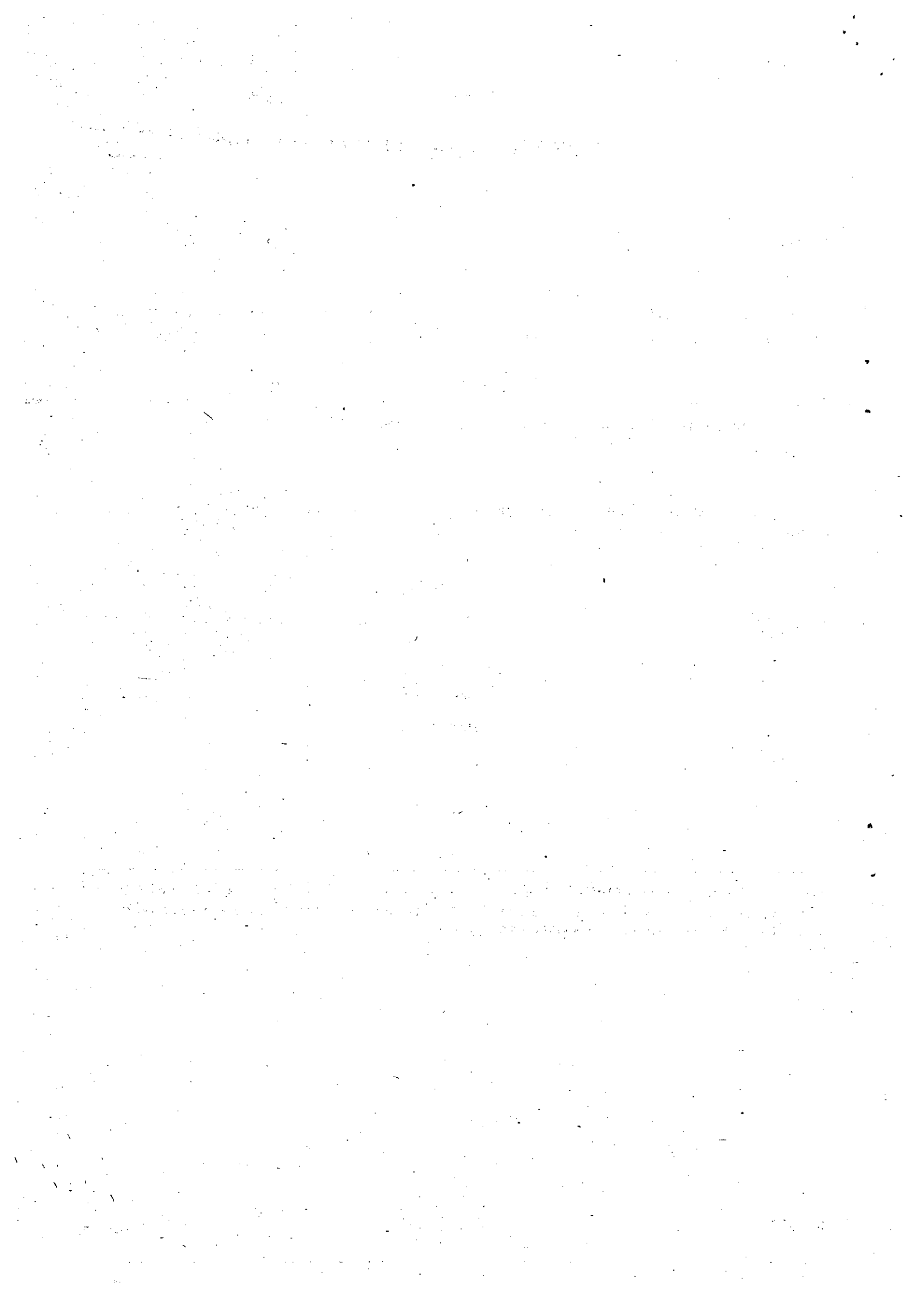
Signature : .....

Name : .....

Designation : .....

Rubber Stamp : .....

NOTE: The Prospective SAS/MPKBY Agent should obtain two certificates from any Gazetted Officers of Government and produce the certificate to the Deputy Director of Small Savings, Chennai-600 003 alongwith his/her application for SAS/MPKBY Agency.



[for Appointment and Renewal]

**NOMINATION FORM TO BE FILLED-UP BY AGENT  
ON APPOINTMENT**

**(IN TRIPLICATE)**

I ..... appointed as an SAS/MPKBY Agent as per agreement executed for the purpose hereby nominate the person(s) mentioned below who shall, on my death, become entitled to any amount due and payable to me by way of commission in terms of this agreement to the exclusion of all other persons.

S.No.	Name of the Nominee(s).	Full Address.	Date of Birth of Nominee if minor.
-------	-------------------------	---------------	--

2. As the nominee(s) at column No. (2) above, is/are minor(s), I appoint the following person(s) to receive the aforesaid amount in the event of my death during the minority of the nominee(s).

Name of Nominee :

Name and Address of  
person appointed :

.....  
.....

.....  
.....

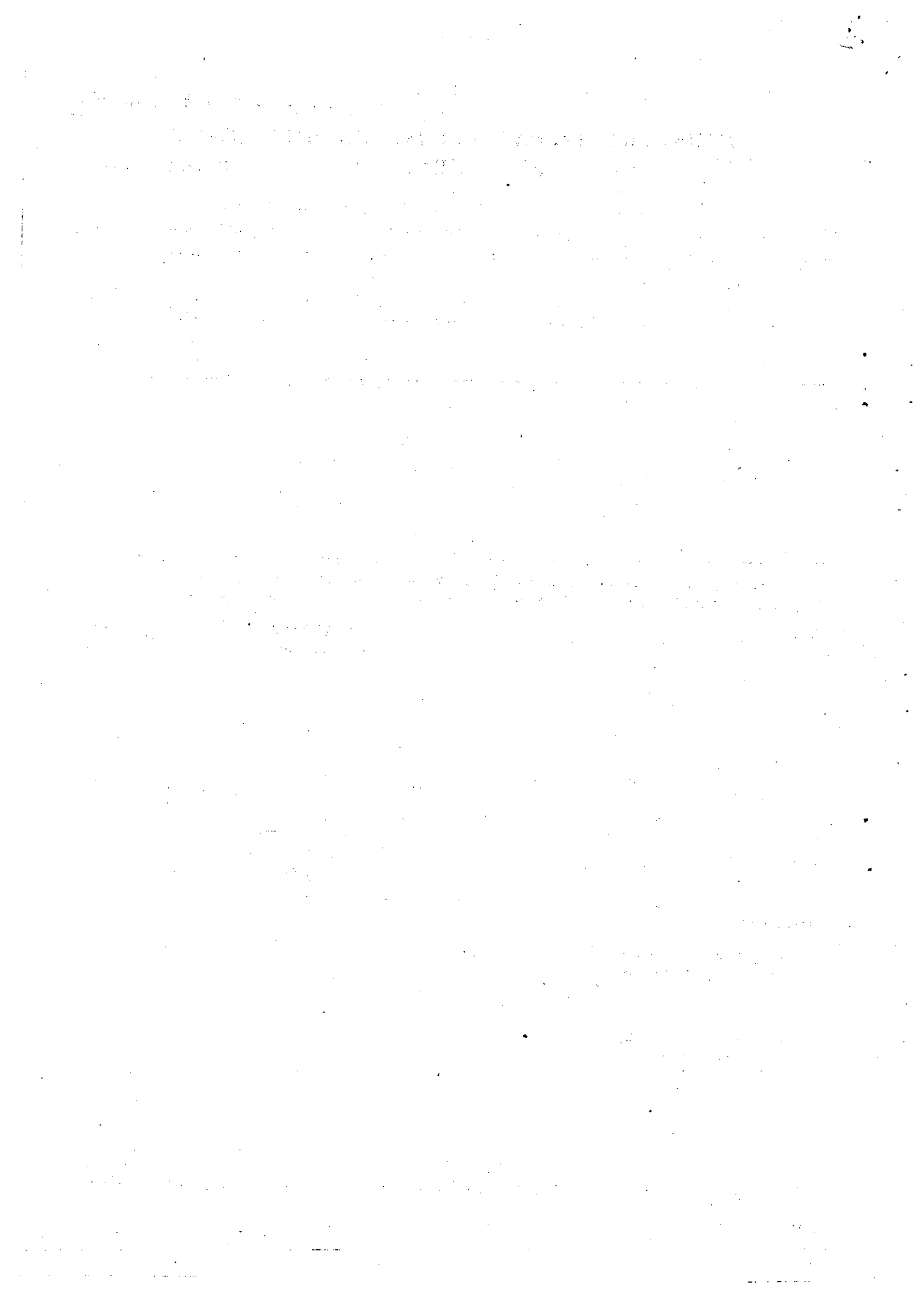
Place :  
Date :

Signature :  
(Name of Agent in full)  
CA No. and Address :

**Witness :**

1. Signature with Date,  
Name and full Address :
  
2. Signature with Date,  
Name and full Address :

(One to be given to the Post Office, another to the Agent and the Third Copy to be retained in the office.)



# NOMINATION FORM TO BE FILLED-UP BY AGENT ON APPOINTMENT (IN TRIPLICATE)

I ..... appointed as an SAS/MPKBY; Agent as per agreement executed for the purpose hereby nominate the person(s) mentioned below who shall, on my death, become entitled to any amount due and payable to me by way of commission in terms of this agreement to the exclusion of all other persons.

<i>S.No.</i>	<i>Name of the Nominee(s).</i>	<i>Full Address.</i>	<i>Date of Birth of Nominee if minor.</i>
--------------	--------------------------------	----------------------	---

2. As the nominee(s) at column No. (2) above, is/are minor(s), I appoint the following person(s) to receive the aforesaid amount in the event of my death during the minority of the nominee(s).

Name of Nominee :

Name and Address of  
person Appointed:

.....  
.....

.....  
.....

Place :  
Date :

Signature:  
(Name of Agent in full)  
CA No. and Address:

**Witness :**

1. Signature with Date,  
Name and full Address:
  
2. Signature with Date,  
Name and full Address:

(One to be given to the Post Office, another to the Agent and the Third Copy to be retained in the office.)





25

**NOMINATION FORM TO BE FILLED-UP BY AGENT ON APPOINTMENT (IN TRIPLICATE)**

I ..... appointed as an SAS/MPKBY; Agent as per agreement executed for the purpose hereby nominate the person(s) mentioned below who shall, on my death, become entitled to any amount due and payable to me by way of commission in terms of this agreement to the exclusion of all other persons.

<i>S.No.</i>	<i>Name of the Nominee(s).</i>	<i>Full Address.</i>	<i>Date of Birth of Nominee if minor.</i>
--------------	--------------------------------	----------------------	---

2. As the nominee(s) at column No. (2) above, is/are minor(s), I appoint the following person(s) to receive the aforesaid amount in the event of my death during the minority of the nominee(s).

Name of Nominee

Name and Address of person Appointed

.....  
.....

.....  
.....

Place :  
Date :

Signature:  
(Name of Agent in full)  
CA No. and Address

**Witness :**

1. Signature with Date  
Name and full Address

2. Signature with Date  
Name and full Address

(One to be given to the Post Office, another to the Agent and the Third Copy to be retained in the office.)

THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF CHEMISTRY

RESEARCH REPORT  
NO. 1000

BY  
J. H. GOLDSTEIN

AND  
M. L. HUGGINS

DEPARTMENT OF CHEMISTRY  
UNIVERSITY OF CHICAGO

CHICAGO, ILLINOIS  
1950

RESEARCH REPORT  
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1950

RESEARCH REPORT  
NO. 1000

BY  
J. H. GOLDSTEIN

### FIDELITY GUARANTEE PROPOSAL FORM

Authorised Agents of National Savings Organisation selling Savings Securities

---

1. Full Name and Address of Applicant :  
(IN BLOCK LETTERS)

---

2. Age of the Applicant

---

3. Please state under what agency scheme you are an agent (A) the standardised Agency system or (b) the authorised Agents (Bank) scheme or both.

---

4. (a) Annual commission drawn during last two years if any (a)

(b) Full particulars of your other income is none, state 'none' (b)

---

5. (a) Have you any private debts or liabilities event ordinary accounts for the current year (a)

(b) If so, State the amount (b)

---

6. How long have you resided at your present address if under 12 months state previous address and period there

---

7. Are you surety for any (a)

(b) If so state particulars (b)

---

8. Are you ever bankrupt or insolvent or have you ever arranged with your creditors.

---

9. (a) Have you ever made any application for guarantee before

(b) If so, state the name of company, the date of application and the result

---

10. Mention two house holders (not relatives) (1) who have known you for some length of time to whom the corporation may refer, (Please State names and full postal address in block letters) (2)

11. Please state the amount for which the policy is required. Rs. (Rupees .....only)

I hereby declare that the foregoing answers are correct without any reservation whatsoever on my PART.

Date :

SIGNATURE OF THE APPLICANT.

I confirm that the above applicant's form for appointment as an agent has been scrutinised by me and found satisfactory and certificate of authority will be issued and the number intimated to the Insurer on receipt of the Fidelity Guarantee Policy.

Date :

Signature of the Appointing Authority :

Office Seal

Designation :

Address :

Date :

No.41

**DEPARTMENT OF POSTS-INDIA**  
**(OBVERSE)**

**APPLICATION FOR TRANSFER OF NATIONAL SAVINGS CERTIFICATE AS SECURITY**  
*(Vide Rule 19 of the P.S.S. Rules 1860)*

Registration No. \_\_\_\_\_ Serial No. and date of original  
Application for purchase of  
National Savings Certificates

To  
The Post Master  
.....

Sir,

I/We ..... (Name in Block  
CAPITALS) am/are required to deposit an amount of Rs. .... as security with  
.....(Official Designation of the Gazetted  
Officer of the Government or name of the Reserve Bank of India or a Scheduled Bank, Co-operative Bank,  
Registered Co-operative Society, Corporation, a Government Company or Local Authority). I/We therefore  
request you to transfer the undermentioned National Savings Certificate(s) Declaration or Duplicate  
Certificate(s) issued in lieu of lost certificate of which I/We am/are the holder(s) in favour of  
.....(Official  
Designation of the officer or name of the Bank, etc., to whom the Certificates are being pledged as security).

I/We agree that the Certificate(s) shall be encashable by the pledgee when the security has  
been forfeited.

Particulars of Certificates or Declaration of Duplicate Certificate in lieu of lost Certificates.

<i>Serial No. of Certificate(s)</i>	<i>Date</i>	<i>Name of Office of Issue</i>	<i>Denomination</i>

Total No. of Certificates or Declaration/Duplicate Certificates .....

Yours faithfully,

Address .....

Signature of the Transfer(s) of  
Certificates

Dated ..... 200

Signature and Designation of Transfer (Pledgee)  
and Seal of Office

Dated ..... 200

(REVERSE)

Serial No. of Head/Sub-Office

\*CERTIFIED that I am authorised under Article 299 of the Constitution of India (Vide) Notification No.10, dated 15-8-1961 day the Government of India, Ministry of Home Affairs to execute such instruments endorsed on behalf of the President of India / Governor of State / Government of India Ministry of Finance Notification No.5-7-620-III/61, dated 30-10-1961.

\*\* Certified that I am duly authorised under the articles of the ..... (Name of the Institution) to execute such instrument or deeds on behalf of ..... (Name of the Institution).

\* In case of Gazetted Officer, Govt. Central/State accepting securities

Signature and Designation of Transferee (Pledgee) and Seal of Office

\*\* In case of RBI/Scheduled Bank/ Co-operative Bank/Corporation, etc.

Note: Certificate can be transferred to be treated as Security only to officers mentioned in Rule 19 of the Post Office Savings Certificate Rules, 1969. Transfer of Certificates as security to private individual or Non-Scheduled Banks. Private Institutions other those mentioned in the aforesaid rule is prohibited.



Oblong M.O. Stamp of The Head/Sub-Office.

Particulars of National Savings Certificates or Declarations or Duplicate Certificates in lieu of lost Certificates issued to transferee(s)

(To be filled in by the Head / Sub-Post Office)

Table with 5 columns: Serial No. of Certificates, Date, Denomination, Date of discharge and the initials of the Post Master, and a note: Every change effecting National Savings Certificate such as transfer, spoiled issue of declaration of Duplicate Certificate, etc., should be noted here, under the dated initials of the Post Master.

Dated ..... 200 .

SIGNATURE OF HEAD/SUB-POST MASTER

FS/38/NC-41

MPKBY-19

# MPKBY APPLICATION

[For Appointment and Renewal]

PLACE:

DATE:

From

①

To

*Assistant*  
The ~~Director~~ Director of Small Savings,  
Corporation of Chennai,  
Chennai-600 003.

*The Personal Assistant to the  
Collector (Small Savings),  
Collectorate,  
District.*

Sir/Madam,

Sub: SMALL SAVINGS SCHEME—Application for  
Appointment of ~~SAS~~/MPKBY Agent—Submitted.

I Understand that agents for ~~SAS~~/MPKBY under the Small Savings Scheme are being appointed.

I therefore submit this application for appointment as ~~SAS~~/MPKBY Agent.

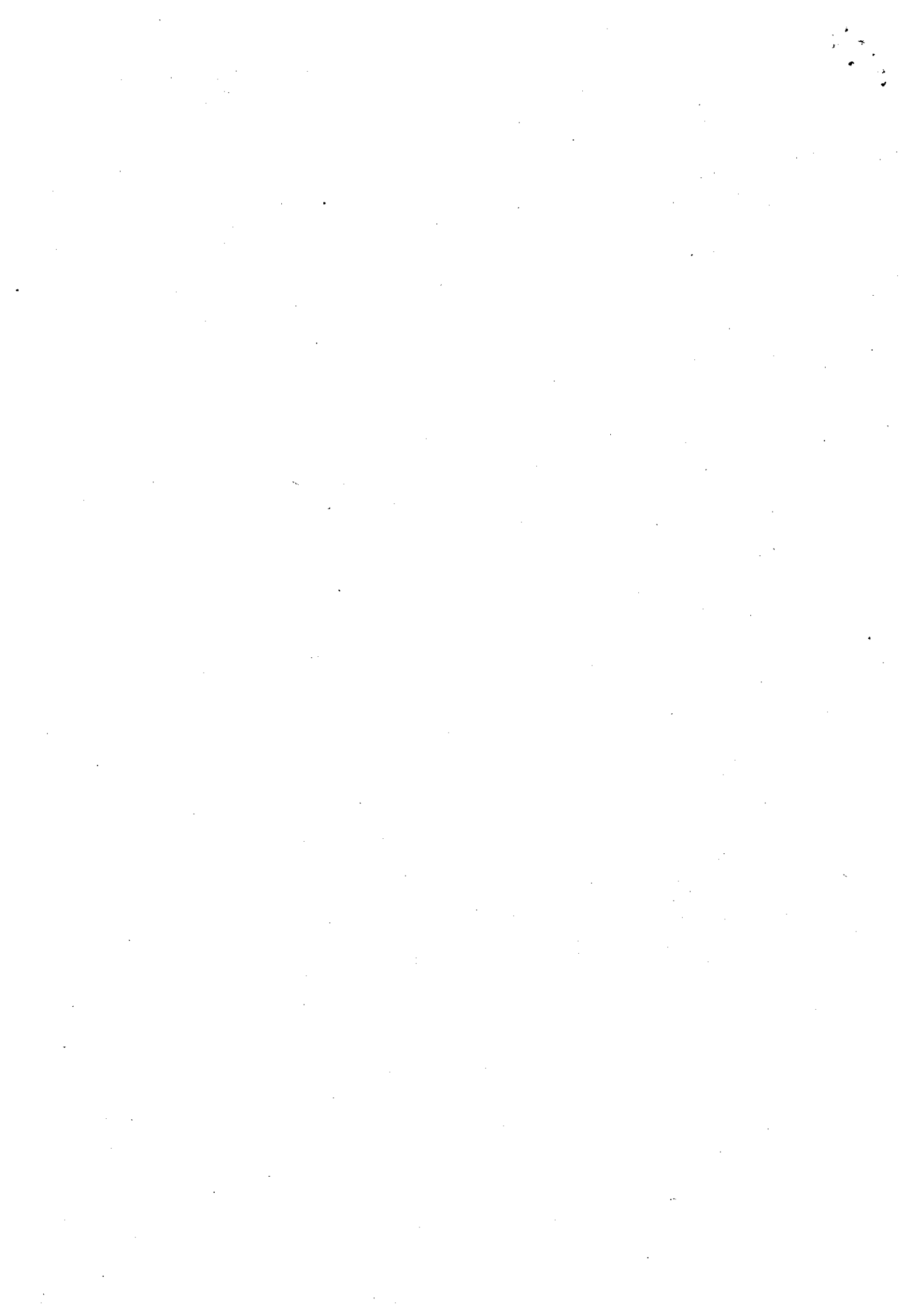
In this connection, I submit the following documents.

1. Name	
2. Residential Address (Original ration card to be furnished for verification)	
3. Phone No.	
Fax No.	
E Mail ID	
Sex	Male/Female
✓ Father/Husband's Name	
Age (completed)	
Educational Qualifications	
Present Employment	
Previous experience, if any	
Corporation Division No. in which residing	Zone No. Division
Nearest Local Post Office	
Nearest Head Post Office	

I submit that the particulars given above are true to the best of my knowledge and belief and I shall produce necessary proof as and when called for.

Yours faithfully

(.....)





APPLICATION FORMAT FOR RENEWAL OF MPKBY AGENTS.

②

[FOR RENEWAL ONLY]

**Sub:** SMALL SAVINGS-Corporation of Chennai-  
Appointment/Renewal of SAS/MPKBY Agency-Reg.

**Ref:** Appointment/Renewal Application from  
Thiru/Tmt./Selvi ..... dated.....

The reference may kindly be seen wherein Appointment / Renewal of Small Savings Agency has been requested for:

1.	Name and full residential address of Applicant	Phone :	
2.	Appointment/Renewal for which Agency	New Appointment Renewal	MPKBY/SAS
3.	Date of Expiry of Existing Agency		
4.	Due date of Submission Actual date of Submission		

**Documents Submitted in support of Appointment / Renewal:**

1.	Declaration for not having any agency in any other Place other than this	Yes / No												
2.	Conduct Certificates by two responsible officers/ Gazetted Officers	Yes / No												
3.	Residential proof (Xerox copy of Ration Card / Voter ID/ IT PAN Card—any one of them)	Yes / No												
4.	Original C.A./Xerox Copy of Appointment Order/ earlier renewal order Two copies of Agreement with Two Witness Nomination form (in triplicate)	Yes / No												
5.	Head Post Office/Sub-Post Office to which attached/to be attached													
6.	Qualification-Xerox Copy Produced	Yes / No												
7.	POSB A/c PORD Xerox Copy Produced	Yes / No												
8.	Performance report for the last three years	<table border="1"> <tr> <td>Year</td> <td>Target</td> <td>Mobilised</td> </tr> <tr> <td>.....</td> <td>Rs. ....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>Rs. ....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>Rs. ....</td> <td>.....</td> </tr> </table>	Year	Target	Mobilised	.....	Rs. ....	.....	.....	Rs. ....	.....	.....	Rs. ....	.....
Year	Target	Mobilised												
.....	Rs. ....	.....												
.....	Rs. ....	.....												
.....	Rs. ....	.....												
9.	Whether performance is as per Govt. norms	Yes / No												
10.	Whether recommended for renewal by the Field Officer	Yes / No												

The Agent has already pledged N.S.C. No. .... for s. ..../- and it is valid up to ..... Therefore pledging N.S.C. is not required for renewing the Agency.

The Fidelity guarantee FORM/N.S.C. pledging form is submitted for approval.



MPKBY.  
③

[FOR NEW APPOINTMENT ONLY]

## APPLICATION FORM FOR AN INDIVIDUAL FOR APPOINTMENT AS AUTHORISED AGENT (MPKBY)

To \_\_\_\_\_  
The \_\_\_\_\_ (Appointing Authority)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Subject: Application for Appointment as Authorised Agent.*

Sir,

I request that I may be appointed as an authorised agent under the "Mahila Pradhan Kshetriya Bachat Yojana" for canvassing and recurring deposit in Post Office 5 Year Recurring Deposit Account on a commission (At such rate as may be notified by the Govt. from time to time) in the .....area.

2. I Agree to abide by all the rules and regulations regarding the appointment of authorised Agents at present in force and as may be amended from time to time under the above said agency scheme.
- 2.A. I am not employed under the Central/State Government.
- 2.B. I declare that none of my near relatives (i.e. my husband legitimate child or step-child, father/step-father, mother/step-mother, brother/step-brother, sister/step-sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law) is employed under the Central/ State Government or Union territory.

OR

I give below the particulars of my near relatives (i.e. my husband legitimate child or step-child, father/ step-father, mother/step-mother, brother/step-brother, sister/step-sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law) who are employed under the Central/State Government / Union territory.

Name of the applicant	Relationship with Office where employed.	Name and Address of Relative.
-----------------------	--	-------------------------------

1.

2.

I attach 'No Objection' certificate(s) from the head(s) of Office / Department where the above mentioned person(s) is / are employed to the effect that there is no objection to my being appointed as agent under the above said agency scheme.

3. I shall provide a security of Rs.500/- (Rupees Five hundred only) in the form of 6-Year National Savings Certificate duly pledged to President of India.

- 4. The agreement (PORD/ASLAAS-3) will be executed by me immediately in hearing from you about the approval of my appointment as an authorised agent.
- 5. Give name and address of two responsible persons known to you.

Sl. No. (1)	Name. (2)	Address of the Person. (3)
1.		
2.		

A Gazetted Officer / Member of Parliament / Metropolitan/Municipal Council / Headmaster of a recognized school / Registered Medical Practitioner / Practicing Advocate / Chartered Accountant/ Bank Manager / Village Pradhan/Sarpanch / Chairman, Block Panchayat Samities.

- 6. I enclose herewith in triplicate, my specimen signature.

Yours faithfully,

Date:

Place:

(Name & Full address of applicant)

For use by the District Savings Officer

Memo No. Date:

Recommended that the applicant may be / may not be appointed as authorised agent on account of the following reasons:-

---



---



---

Signature:  
(District Savings Officer)  
Small Savings Department.

For the use of Appointing Authority

Appointment as recommended by the District Savings Officer, Small Savings Department is approved / not approved.

Signature:  
(Designation of the Appointing Authority)

(To be filled up only if the application is recommended by somebody)

I recommend this application:—

Name.....

Signature.....

Full Address.....  
.....

Designation.....

Date.....

**(TO BE FILLED UP IN THE OFFICE OF THE APPOINTING AUTHORITY)**

(1) Application scrutinised by.....

Signature..... Designation.....

(2) Applicant's appointment as Authorised agent approved on.....(Date) after verifying the solvency of the sureties in case where sureties are put up.

(3) Agreement completed on.....(Date)

(4) Certificate(s) of Authority bearing number(s).....issued on.....(Date)

(5) Signature of Appointing authority.....

(6) Designation of Appointing authority.....Date..... 200



6

DECLARATION [for Appointment and Renewal]

(To be furnished by the applicant for appointment as SAS/MPKBY Agent along with the application.)

I,

W/o / S/o/ D/o

an SAS/MPKBY Agent Under C.A. No. \_\_\_\_\_

resident of

solemnly affirm as under;

1. that I am not an employee of the State / Central Government and Union Territory and undertake to inform the appointing authority and give up the agency whenever I enter such employment;
2. that none of my near relative is working in the Postal Department, in a non-gazetted capacity in the same Division where the agency falls;
3. that none of my near relative who is dependent on me is working in the Postal Department, in a non-gazetted capacity in the State of Tamil Nadu;
4. that none of my near relative is working in the National Savings Organisation in the State of Tamil Nadu;
5. that none of my near relative is working in the Postal Department National Savings Organisation in a Gazetted capacity anywhere in India;
6. that I would apply for my renewal of agency 45 days in advance;
7. that I would procure business myself; and
8. that I would not sit in the Post Office. If I am found without any business in the Post Office, my Agency may be terminated;
9. I further declare that none of my near relative (i.e. my wife/husband, legitimate child or step child, father/step-father, mother/step-mother, brother/step-brother, sister/step-sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law) is employed under the Central/State Government or Union Territory.

OR

10. I give below the particulars of my near relatives (i.e., my wife/husband, legitimate-child or step-child, father/step-father, mother/step-mother, brother/step-brother, sister/step-sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law) who are employed under the Central/State Government or Union Territory.

Sl.No.	Name of relatives.	Relationship with the applicant.	Name and address of Office where employed.
1.			
2.			

I attach the communication(s) in original from the Head(s) of Office/Department where the above mentioned person(s) is/are employed to the effect that there is no objection to my being appointed as Agent under the Standardised Agency System/Mahila Prathan Kshetria Bachat Yognia.

DEPONENT.

I verify that the affirmations made by me as above are correct to the best of my knowledge and belief and that no material facts have been concealed by me.

DEPONENT.

Signed in my presence

Witnesses :

1.

2.

Name & Address  
Signature

Name & Address  
Signature



# AGREEMENT [For Appointment and Renewal]

Articles of Agreement made at.....this.....day of ..... Two thousand ..... between the President of India hereinafter called the "Government" of the one part and ..... (name and full address of the Individual) hereinafter called the Agent (which expression shall be deemed to include her successors wherever the context admits or requires) of the other Part.

WHEREAS with a view to expanding the small savings scheme the Government are desirous of appointing individual Women of the area concerned as authorised agents under the "Mahila Pradhan Kshetriya Bachat Yojana" for canvassing and securing investments in Recurring Deposit Accounts.

AND WHEREAS the Agent has agreed to act as such authorised agent on the terms and conditions hereinafter appearing.

AND WHEREAS it is one of such terms and conditions that the Agent should as security for due fulfilment of the said contract furnish to the Appointing authority a Savings Certificate (issued under the Government Savings Certificates Act, 1959) for Rs.500 (Rupees Five hundred only) duly pledged to the President of India and the Agent has accordingly pledged Savings Certificate No. .... Regn. No. .... dated ..... at .....P.O. for Rs.500 (Rupees Five hundred) only to the President of India.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:—

1. The Agent/Agent-Organisation shall-

- (I) Canvass for and secure deposits 5-year Recurring Deposit Accounts in accordance with the rules governing, the deposit accounts.
- (II) Make necessary entry for any amount received from the depositors under this scheme, in the printed card (F.No.ASLAAS-5) form prescribed by the Government of India and supplied to her/it.
- (III) Deposit the moneys so received in the Post Office to which the Agent is attached for making deposits under the scheme, within 5 (five) days of receipts of the moneys, and pending such deposits to hold the moneys in Trust for and on behalf of the Government of India.
- (IV) Receive from the deposit accepting Post Office the Pass-Book(s) covering each and every deposit made by the Agent and deliver the same Pass-Book(s) to the depositor(s) within 10 days of receiving it from the Post Office.

- (V) Obtain from the depositor(s) his/her acquittance with signature and date in the appropriate column of the card in token of the having received the Pass Book(s).
  - (VI) Notify immediately to the "Appointing Authority" the District savings Officer of the area and the local police of the area the loss of cards/certificate of Authority if such loss takes place while the documents are in the custody of the Agent and to publish the loss as a public notice in atleast one local newspaper at her/its cost.
  - (VII) Follow all directions and instructions as may be issued to her/it from time to time by the Government of India or by persons duly authorised by the Government.
  - (VIII) Be entitled to commission only on deposits made during the period of this agreement in the following types of accounts, namely:—
    - (a) Accounts opened by her under this agreement Mahila Pradhan Kshetriya Bachat Yojana, and
    - (b) Accounts transferred by the "appointing authority" to her/it from another Agent who has opened such accounts and it not in a position to discharge her responsibilities in terms of her agreement in respect of such accounts.
  - (IX) Not be entitled to claim any commission on the deposit received in respect of any other account not pened by her and:—
  - (X) Not assign or otherwise transfer the benefit of this agency or any part thereof to an third party.
2. The Agent shall be entitled to received commission (At such rate as may be notified by the Government of India from time to time) on total investments received and completed according to the aforesaid terms and conditions in the P.O. Recurring Deposit Accounts from the depositor(s) residing in the area for which she is authorised. The commission shall be payable to her by the "Paying Authority" on submission of commission claim in the prescribed manner. The Agent shall not be entitled to any other commission, remuneration or payment whatsoever for the work done under the presents except the commission as aforesaid notwithstanding any expenses she may incur for the purpose.
  3. Subject to the provision for earlier termination hereinafter contained the period of the agency shall be three years commencing from the date of this agreement, and thereafter the agency may, on an application being made in this behalf by the agent, be renewed at the option of the Government for further periods not exceeding three years at a time.
  4. The agency would be liable to be terminated by the "Appointing Authority" without notice, if the work or conduct of the Agent is adversely commented upon by the supervising authorities or if she in the opinion of the "Appointing Authority" which shall be final and binding, guilty of breach of any provision of this agreement, or if she becomes insolvent, or runs into liquidation or it is discovered that a part or the whole of the business was secured by her with the help or connivance of an official of the Postal Department, the commission earned on such business would also be liable to forfeiture and if the commission on such business has already been paid, the Agent must refund it to the Government, failing which the Government shall have the right to recover the amount of such commission paid, from the Agent as an arrears of land revenue.

- 5. Notwithstanding anything contained in paragraphs 3 and 4, this Agreement may be terminated by either party by giving three months notice to the other; provided, however, that the "Appointing Authority" shall be at liberty to terminate the agency at any time without notice and without assigning any reasons for the same.
- 6. On termination of this Agreement, however occasioned, or as and when called for by the "Appointing Authority", the Agent shall be responsible for the return to the "Appointing Authority" of all the documents and papers concerning the agency. The Agent shall indemnify the Government of India against any or all losses or claims that may arise on account of any default of the Agent.
- 7. The terms "Appointing Authority" and "Supervising Authorities" used in this agreement shall be the authorities as specified in "Mahila Pradhan Kshetriya Bachat Yojana" and instruction issued thereunder.
- 8. The stamp duty on this Agreement will be paid by the Government.

IN WITNESS WHEREOF the President has caused the .....

(Designation of the Appointing Authority)

to set his hand and .....has/  
have set his/her their hand on behalf of .....the day,  
month and year first hereinabove written.

(The name of the Agent-Leader/Agent-Organisation)

Signed and delivered by

.....  
.....  
.....

or and on behalf of.....

(the name of the Agent-Leader/Agent-Organisation)

In the presence of (Signature and address of Witnesses)

1. ....  
.....

2. ....  
.....

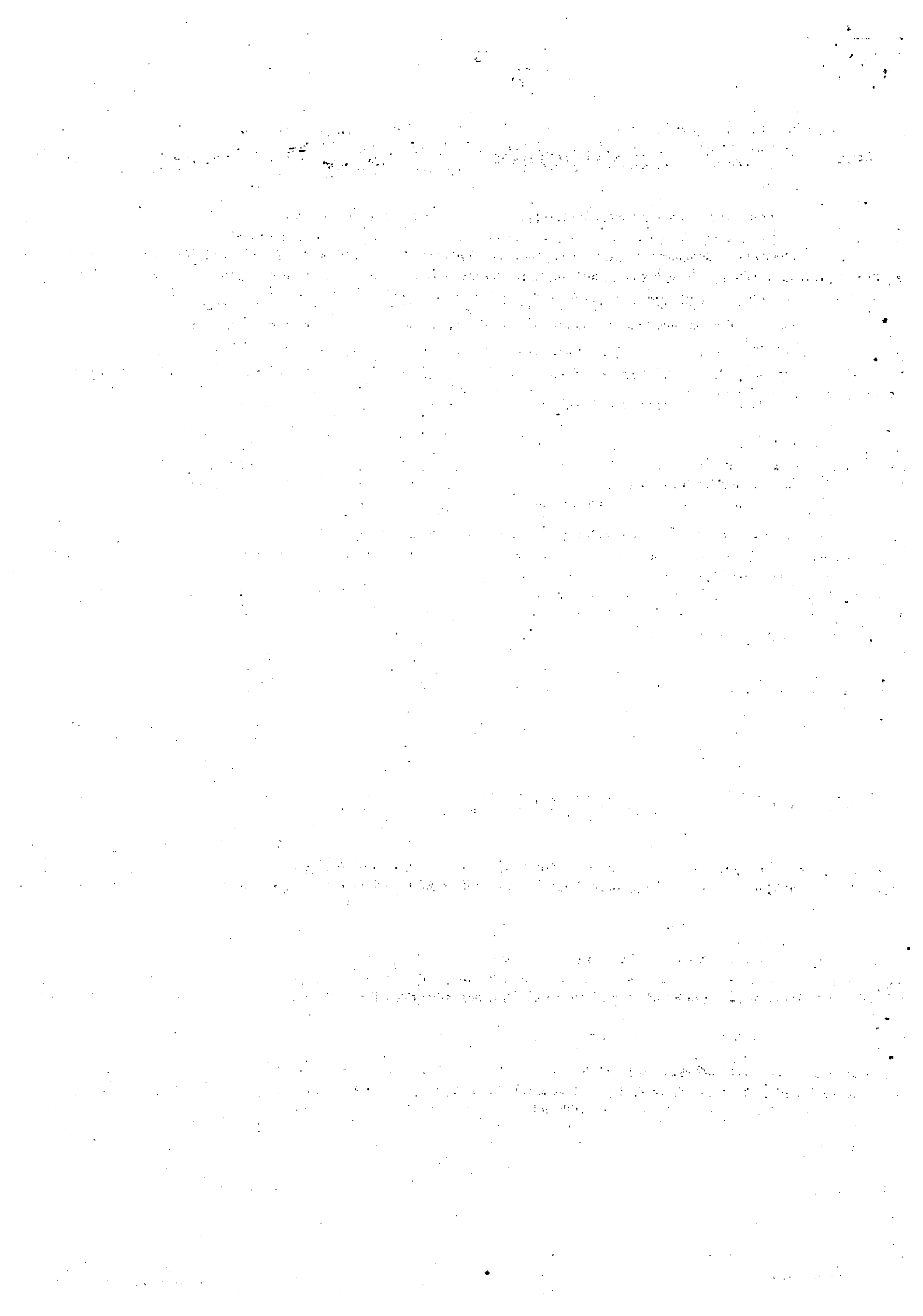
Signed and delivered by the (Name and Designation of the Appointing Authority)

On behalf of the President of India in the presence of

Signature and address of witnesses

1. ....  
2. ....

MPKBY-9



**AGREEMENT** (For Appointment + Renewal)

Articles of Agreement made at.....this..... day of ..... Two thousand ..... between the President of India hereinafter called the "Government" of the one part and ..... (name and full address of the Individual hereinafter called the Agent (which expression shall be deemed to include her wherever the context admits or requires) of the other Part.

WHEREAS with a view to expanding the small savings scheme the Government are desirous of appointing Organisations or Institutions individual, Women of the area concerned as authorised agents under the "Mahila Pradhan Kshetriya Bachat Yojana" for canvassing and securing investments in Recurring Deposit Accounts.

AND, WHEREAS, the Agent has agreed to act as such authorised agent on the terms and conditions hereinafter appearing.

AND, WHEREAS, it is one of such terms and conditions that the Agent/Agent-Organisation should as security for due fulfilment of the said contract furnish to the Appointing authority a Savings Certificate (issued under the Government Savings Certificates Act, 1959) for Rs.500 (Rupees Five hundred only) duly pledged to the President of India and the Agent has accordingly pledged savings Certificate No. .... Regn. No. .... dated ..... at .....P.O. for Rs.500 (Rupees Five hundred only) to the President of India.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:—

1. The Agent shall:—

- (I) Canvass for and secure deposits in 5-year Recurring Deposit Accounts in accordance with the rules governing the deposit accounts.
- (II) Make necessary entry for any amount received from the depositors under this scheme, in the printed card (F.No.ASLAAS-5) form prescribed by the Government of India and supplied to her/it.
- (III) Deposit the moneys so received in the Post Office to which the Agent is attached for making deposits under the scheme, within 5 (five) days of receipts of the moneys, and pending such deposits to hold the moneys in Trust for and on behalf of the Government of India.
- (IV) Receive from the deposit accepting Post Office the Pass Book(s) covering each and every deposit made by the Agent and deliver the same Pass Book(s) to the depositor(s) within 10 days of receiving it from the Post Office.

- (V) Obtain from the depositor(s) his/her acquittance with signature and date in the appropriate column of the card in token of the having received the Pass Book(s).
- (VI) Notify immediately to the "Appointing Authority" the District Savings Officer of the area and the local police of the area the loss of cards/certificate of Authority if such loss takes place while the documents are in the custody of the Agent and to publish the loss as a public notice in at least one local newspaper at her/its cost.
- (VII) Follow all directions and instructions as may be issued to her/it from time to time by the Government of India or by persons duly authorised by the Government.
- (VIII) Be entitled to commission only on deposits made during the period of this agreement in the following types of accounts, namely:—
- (a) Accounts opened by her under this agreement Mahila Pradhan Kshetriya Bachat Yojana, and
  - (b) Accounts transferred by the "Appointing Authority" to her/it from another Agent who has opened such accounts and is not in a position to discharge her responsibilities in terms of her agreement in respect of such accounts.
- (IX) Not be entitled to claim any commission on the deposit received in respect of any other account not opened by her and
- (X) Not assign or otherwise transfer the benefit of this agency or any part thereof to a third party.
2. The Agent shall be entitled to receive commission (At such rate as may be notified by the Government of India from time to time) on total investments received and completed according to the aforesaid terms and conditions in the P.O. Recurring Deposit Accounts from the depositor(s) residing in the area for which she is authorised. The commission shall be payable to her by the "Paying Authority" on submission of commission claim in the prescribed manner. The Agent shall not be entitled to any other commission, remuneration or payment whatsoever for the work done under the presents except the commission as aforesaid notwithstanding any expenses she may incur for the purpose.
  3. Subject to the provision for earlier termination hereinafter contained the period of the agency shall be three years commencing from the date of this agreement, and thereafter the agency may, on an application being made in this behalf by the agent, be renewed at the option of the Government for further periods not exceeding three years at a time.
  4. The agency would be liable to be terminated by the "Appointing Authority" without notice, if the work or conduct of the Agent is adversely commented upon by the supervising authorities or if she in the opinion of the "Appointing Authority" which shall be final and binding, guilty of breach of any provision of this agreement, or if she becomes insolvent, or runs into liquidation or it is discovered that a part or the whole of the business was secured by her with the help or connivance of an official of the Postal Department the commission earned on such business would also be liable to forfeiture and if the commission on such business has already been paid, the Agent must refund it to the Government, failing which the Government shall have the right to recover the amount of such commission paid, from the Agent as an arrear of land revenue.

- 5. Notwithstanding anything contained in paragraphs 3 and 4, this Agreement may be terminated by either party by giving three months notice to the other: provided, however, that the "Appointing Authority" shall be at liberty to terminate the agency at any time without notice and without assigning any reasons for the same.
- 6. On termination of this Agreement, however occasioned, or as and when called for by the "Appointing Authority", the Agent shall be responsible for the return to the "Appointing Authority" of all the documents and papers concerning the agency. The Agent shall indemnify the Government of India against any or all losses or claims that may arise on account of any default of the Agent.
- 7. The terms "Appointing Authority" and "Supervising Authorities" used in this agreement shall be the authorities as specified in Mahila Pradhan Kshetriya Bachat Yojana and instruction issued thereunder.
- 8. The stamp duty on this Agreement will be paid by the Government.

IN WITNESS WHEREOF the President has caused the .....  
 (Designation of the Appointing Authority)

to set his hand and .....has/ have set  
 his/her their hand on behalf of .....the day, month and year  
 first hereinabove written.

(The name of the Agent-Leader/Agent-Organisation)

Signed and delivered by

.....  
 .....  
 .....

or and on behalf of.....

(the name of the Agent-Leader/Agent-Organisation)

In the presence of (Signature and address of Witnesses)

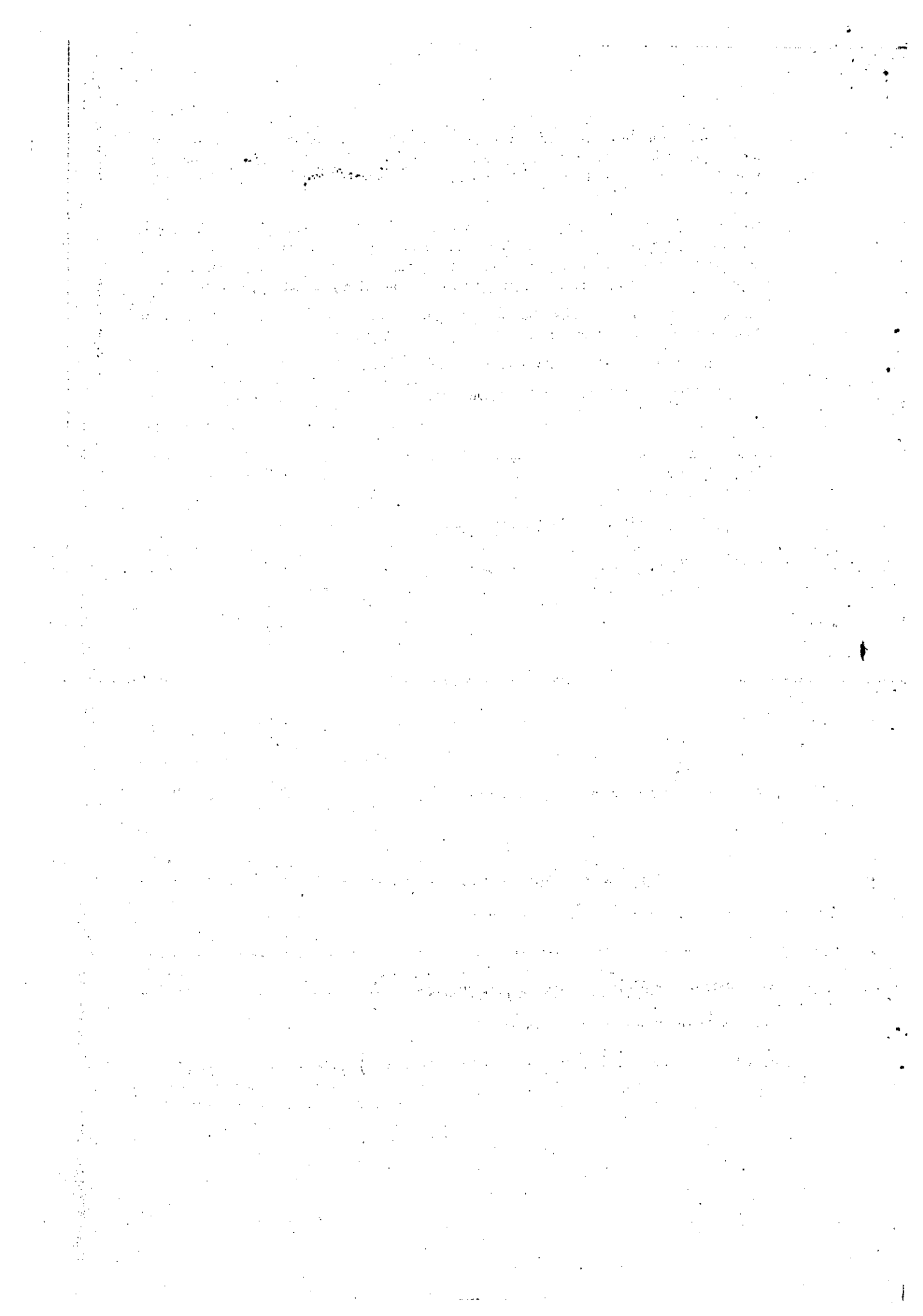
- 1. ....  
 .....
- 2. ....  
 .....

Signed and delivered by the (Name and Designation of the Appointing Authority)

On behalf of the President of India in the presence of :

Signature and address or witnesses

- 1. ....
- 2. ....





**CONDUCT CERTIFICATE**

[For Appointment + Renewal]

Certified that Thiru/Tmt. ....  
S/o/D/o/W/o.....  
Residing at .....

is known to me personally for the past ..... years. He/She has applied for appointment as SAS/MPKBY Agency (Small Saving Agent) to the Deputy Director of Small Savings, Chennai-600 003.

Certified that his/her conduct and character are Good.

He/She may be appointed as SAS/MPKBY Agent. He/She is Trustworthy of handling Cash/Cheque on behalf of Government deposits in Small Savings Scheme.

Office Seal  
with Date

Signature .....

Name .....

Designation .....

Rubber Stamp .....

Note: The Prospective SAS/MPKBY Agent should obtain two certificates from any Gazetted Officers of Government and produce the certificate to the Deputy Director of Small Savings, Chennai-600 003 alongwith his/her application for SAS/MPKBY Agency.

THE HISTORY OF THE UNITED STATES

The first part of the history of the United States is the period of discovery and settlement. It begins with the arrival of Christopher Columbus in 1492 and continues through the early years of the 18th century. This period is characterized by the exploration of the continent and the establishment of the first permanent European colonies.

The second part of the history is the period of the American Revolution. It begins with the outbreak of the war in 1775 and ends with the signing of the Constitution in 1787. This period is marked by the struggle for independence and the formation of a new nation.

The third part of the history is the period of the early republic. It begins with the signing of the Constitution in 1787 and continues through the early years of the 19th century. This period is characterized by the development of the federal government and the expansion of the territory.

The fourth part of the history is the period of the mid-19th century. It begins with the start of the Mexican-American War in 1846 and continues through the Civil War in 1865. This period is marked by the struggle over slavery and the expansion of the territory.

The fifth part of the history is the period of the late 19th century. It begins with the end of the Civil War in 1865 and continues through the early years of the 20th century. This period is characterized by the industrial revolution and the rise of the Gilded Age.

The sixth part of the history is the period of the early 20th century. It begins with the start of World War I in 1914 and continues through the early years of the 20th century. This period is marked by the rise of the Progressive Era and the emergence of the United States as a world power.

The seventh part of the history is the period of the mid-20th century. It begins with the end of World War II in 1945 and continues through the early years of the 20th century. This period is characterized by the Cold War and the civil rights movement.

The eighth part of the history is the period of the late 20th century. It begins with the end of the Vietnam War in 1975 and continues through the early years of the 20th century. This period is marked by the end of the Cold War and the rise of the New Right.

The ninth part of the history is the period of the 21st century. It begins with the start of the 21st century and continues through the early years of the 20th century. This period is characterized by the rise of the Internet and the challenges of globalization.

### CONDUCT CERTIFICATE

Certified that Thiru/Tmt. ....  
 S/o/D/o/W/o. ....  
 Residing at .....

is known to me personally for the past ..... years. He/She has applied for appointment as SAS/  
 MPKBY Agency (Small Saving Agent) to the Deputy Director of Small Savings, Chennai-600 003.

Certified that his/her conduct and character are Good.

He/She may be appointed as SAS/MPKBY Agent. He/She is Trustworthy of handling Cash/Cheque  
 on behalf of Government deposits in Small Savings Scheme.

Office Seal  
 with Date

Signature .....

Name .....

Designation .....

Rubber Stamp .....

---

Note: The Prospective SAS/MPKBY Agent should obtain two certificates from any Gazetted Officers of  
 Government and produce the certificate to the Deputy Director of Small Savings, Chennai-600 003 alongwith  
 his/her application for SAS/MPKBY Agency.

# WATER RESOURCES

## 1. Introduction

The water resources of a region are determined by a number of factors, including climate, topography, and geology. The availability of water is a critical factor in the development of a region, and it is essential to have a clear understanding of the water resources available in a given area. This report provides a comprehensive overview of the water resources of a specific region, including a description of the climate, topography, and geology, and a discussion of the various water resources available in the area.

## 2. Climate and Topography

The climate of the region is characterized by a semi-arid environment, with high temperatures and low precipitation. The topography of the region is primarily flat, with some low hills and valleys. The geology of the region is primarily composed of sedimentary rocks, including sandstone, shale, and limestone.

## 3. Water Resources

The water resources of the region are primarily derived from surface water, including rivers, streams, and lakes. There are also significant groundwater resources in the region, which are primarily located in the valleys and lowlands. The water resources of the region are a critical factor in the development of the region, and it is essential to have a clear understanding of the water resources available in the area.

## 4. Water Management

The water resources of the region are managed through a variety of methods, including dam construction, water treatment, and water conservation. The water resources of the region are a critical factor in the development of the region, and it is essential to have a clear understanding of the water resources available in the area.

## 5. Conclusion

The water resources of the region are a critical factor in the development of the region, and it is essential to have a clear understanding of the water resources available in the area. This report provides a comprehensive overview of the water resources of a specific region, including a description of the climate, topography, and geology, and a discussion of the various water resources available in the area.

**NOMINATION FORM TO BE FILLED-UP BY AGENT  
ON APPOINTMENT (IN TRIPLICATE)**

*[For Appointment and Renewal]*

I ..... appointed as an SAS/MPKBY; Agent as per agreement executed for the purpose hereby nominate the person(s) mentioned below who shall, on my death, become entitled to any amount due and payable to me by way of commission in terms of this agreement to the exclusion of all other persons.

<i>S.No.</i>	<i>Name of the Nominee(s).</i>	<i>Full Address.</i>	<i>Date of Birth of Nominee if minor.</i>
--------------	--------------------------------	----------------------	---

2. As the nominee(s) at column No. (2) above, is/are minor(s), I appoint the following person(s) to receive the aforesaid amount in the event of my death during the minority of the nominee(s).

<i>Name of Nominee .</i>	<i>Name and Address of person appointed</i>
.....	.....
.....	.....

**Place:**  
**Date:**

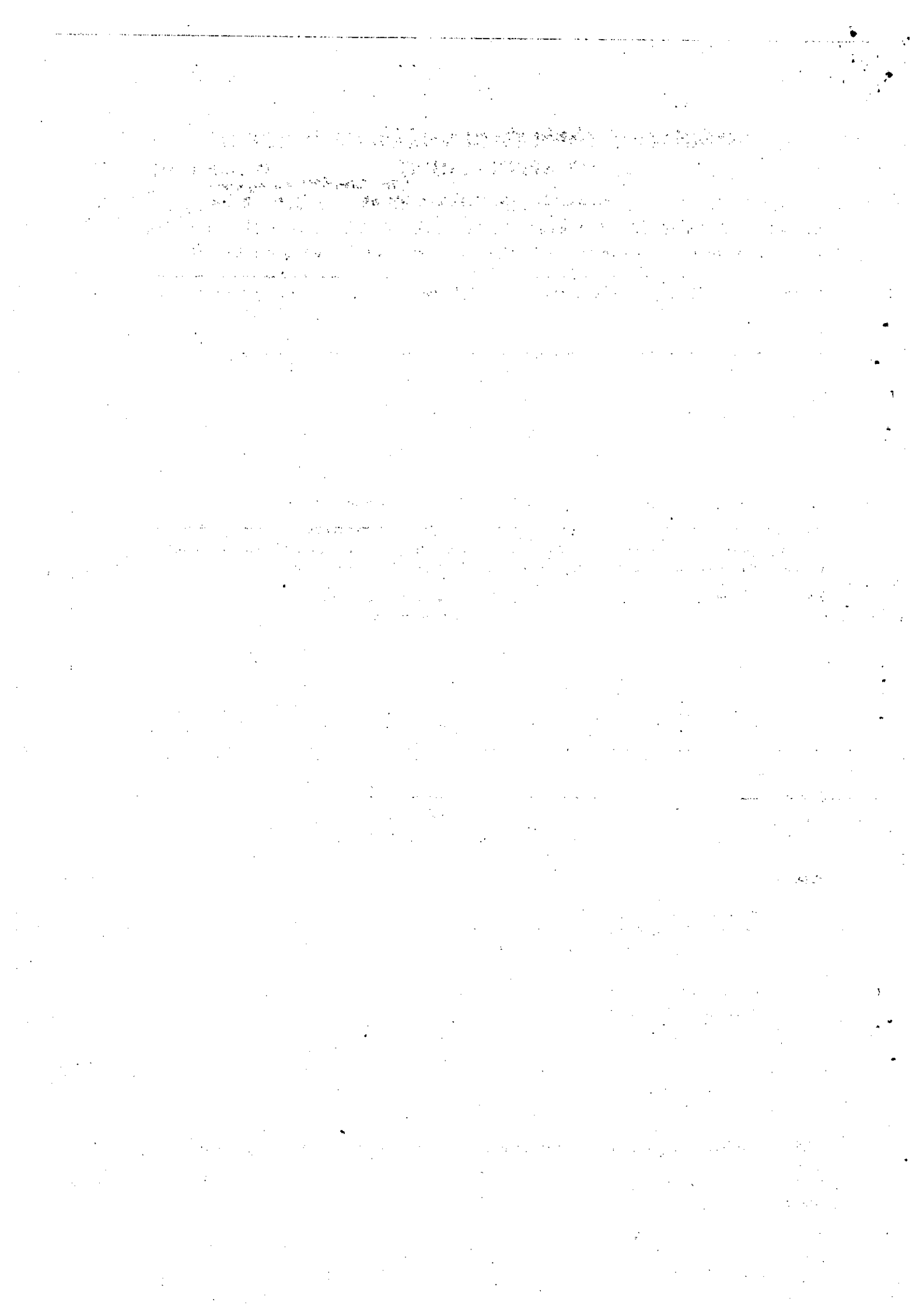
**Signature:**  
**(Name of Agent in Full)**  
**CA No. and Address**

**Witnesses :**

1. Signature with Date,  
Name and Full Address
2. Signature with Date,  
Name and Full Address

(One to be given to the Post Office, another to the Agent and the Third Copy to be retained in the Office.)

MPKBY-15



**NOMINATION FORM TO BE FILLED-UP BY AGENT  
ON APPOINTMENT (IN TRIPLICATE)**

I ..... appointed as an SAS/MPKBY; Agent as per agreement executed for the purpose hereby nominate the person(s) mentioned below who shall, on my death, become entitled to any amount due and payable to me by way of commission in terms of this agreement to the exclusion of all other persons.

<i>S.No.</i>	<i>Name of the Nominee(s).</i>	<i>Full Address.</i>	<i>Date of Birth of Nominee if minor.</i>
--------------	--------------------------------	----------------------	---

2. As the nominee(s) at column No. (2) above, is/are minor(s), I appoint the following person(s) to receive the aforesaid amount in the event of my death during the minority of the nominee(s).

Name of Nominee

Name and Address of person Appointed

.....  
.....

.....  
.....

Place:  
Date:

Signature:  
(Name of Agent in Full)  
CA No. and Address

**Witnesses :**

1. Signature with Date,  
Name and Full Address
2. Signature with Date,  
Name and Full Address

(One to be given to the Post Office, another to the Agent and the Third Copy to be retained in the Office.)

MPKBY-16

THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF CHEMISTRY

RESEARCH REPORT  
NO. 1000  
BY  
J. H. GOLDSTEIN AND  
R. F. SCHNEIDER

PROTON MAGNETIC RESONANCE OF  
POLYMER SOLUTIONS

THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF CHEMISTRY  
5800 S. UNIVERSITY AVENUE  
CHICAGO, ILLINOIS 60637

1968

PROTON MAGNETIC RESONANCE OF  
POLYMER SOLUTIONS

BY  
J. H. GOLDSTEIN AND  
R. F. SCHNEIDER

THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF CHEMISTRY  
5800 S. UNIVERSITY AVENUE  
CHICAGO, ILLINOIS 60637

1968

PROTON MAGNETIC RESONANCE OF  
POLYMER SOLUTIONS



**NOMINATION FORM TO BE FILLED-UP BY AGENT  
ON APPOINTMENT (IN TRIPPLICATE)**

I, ..... appointed as an SAS/MPKBY; Agent as per agreement executed for the purpose hereby nominate the person(s) mentioned below who shall, on my death, become entitled to any amount due and payable to me by way of commission in terms of this agreement to the exclusion of all other persons.

S.No.	Name of the Nominee(s).	Full Address.	Date of Birth of Nominee if minor.
-------	-------------------------	---------------	--

2. As the nominee(s) at column No. (2) above, is/are minor(s), I appoint the following person(s) to receive the aforesaid amount in the event of my death during the minority of the nominee(s).

Name of Nominee

Name and Address of  
person Appointed

.....  
.....

.....  
.....

Place:  
Date:

Signature:  
(Name of Agent in Full)  
CA No. and Address

**Witnesses :**

1. Signature with Date,  
Name and Full Address
2. Signature with Date,  
Name and Full Address

(One to be given to the Post Office, another to the Agent and the Third Copy to be retained in the Office.)

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FAX: 773-936-3200  
WWW.UCHICAGO.PRESS.EDU

No.41

**DEPARTMENT OF POSTS-INDIA**  
**(OBVERSE)**

**APPLICATION FOR TRANSFER OF NATIONAL SAVINGS CERTIFICATE AS SECURITY**  
*(Vide Rule 19 of the P.S.S. Rules 1860)*

Registration No. \_\_\_\_\_ Serial No. and date of original  
Application for purchase of  
National Savings Certificates

To  
The Post Master

Sir,

I/We ..... (Name in Block  
CAPITALS) am/are required to deposit an amount of Rs. .... as security with  
.....(Official Designation of the Gazetted  
Officer of the Government or name of the Reserve Bank of India or a Scheduled Bank, Co-operative Bank,  
Registered Co-operative Society, Corporation, a Government Company or Local Authority). I/We therefore  
request you to transfer the undermentioned National Savings Certificate(s) Declaration or Duplicate  
Certificate(s) issued in lieu of lost certificate of which I/We am/are the holder(s) in favour of  
.....(Official  
Designation of the officer or name of the Bank, etc., to whom the Certificates are being pledged as security).

I/We agree that the Certificate(s) shall be encashable by the pledgee when the security has  
been forfeited.

Particulars of Certificates or Declaration of Duplicate Certificate in lieu of lost Certificates.

Serial No. of Certificate(s)	Date	Name of Office of Issue	Denomination

Total No. of Certificates or Declaration/Duplicate Certificates .....

Yours faithfully,

Address .....

Signature of the Transfer(s) of  
Certificates

Dated ..... 200

Signature and Designation of Transfer (Pledgee)  
and Seal of Office

Dated ..... 200

(REVERSE)

Serial No. of Head/Sub-Office

\*CERTIFIED that I am authorised under Article 299 of the Constitution of India (Vide) Notification No.10, dated 15-8-1961 day the Government of India, Ministry of Home Affairs to execute such instruments endorsed on behalf of the President of India / Governor of State / Government of India Ministry of Finance Notification No.5-7-620-III/61, dated 30-10-1961.

\*\* Certified that I am duly authorised under the articles of the ..... (Name of the Institution) to execute such instrument or deeds on behalf of ..... (Name of the Institution).

\* In case of Gazetted Officer, Govt. Central/State accepting securities

Signature and Designation of Transferee (Pledgee) and Seal of Office

\*\* In case of RBI/Scheduled Bank/ Co-operative Bank/Corporation, etc.

Note: Certificate can be transferred to be treated as Security only to officers mentioned in Rule 19 of the Post Office Savings Certificate Rules, 1969. Transfer of Certificates as security to private individual or Non-Scheduled Banks. Private Institutions other those mentioned in the aforesaid rule is prohibited.



Oblong M.O. Stamp of The Head/Sub-Office.

Particulars of National Savings Certificates or Declarations or Duplicate Certificates in lieu of lost Certificates issued to transferee(s)

(To be filled in by the Head / Sub-Post Office)

Serial No. of Certificates.	Date	Denomination	Date of discharge and the initials of the Post Master.	Every change effecting National Savings Certificate such as transfer, spoiled issue of declaration of Duplicate Certificate, etc., should be noted here, under the dated initials of the Post Master.

Dated ..... 200 .

SIGNATURE OF HEAD/SUB-POST MASTER

FS/38/NC-41

MPKBY-19