

CHECKLIST OF CLAIM CASES (TO BE KEPT WITH EACH CLAIM CASE)

NO	ITEM	PARTICULARS		
1	Account(s)/Certificate(s) No			
2	Name of Post office and HO where account/certificate stands open/registered			
3	Full name and last address of the depositor/holder			
4	1) Date of death of the depositor/holder			
	2) Is death certificate from competent authority produced?			
5	Full name and address of the claimant			
6	Exact amount to which the sanction has to be issued			
<u>i) Savings, NSS and PPF accounts:</u> - The amount at credit at the time of death of the depositor plus the interest accrued thereon up to the end of the financial year preceding the year in which death occurred.				
<u>ii) RD/CTD accounts:-</u> Amount payable to the claimant on immediate closure of account according to the prescribed tables appended to RD/CTD rules				
<u>iii) TD and MIS accounts:</u> - The principal at credit plus the amount of annual interest accrued and unclaimed by the depositor as on the date of death of the depositor.				
<u>iv) NSCs :-</u> The face value/discounted value plus the annual/half yearly interest accrued and not claimed by the holder on the date of death of the holder				
<u>v) All other certificates:-</u> The face value plus interest accrued upto the last complete year or half year, as the case may be, prior to the death of the deceased holder.				
7	i) Type of account or certificate (Also mention whether it is a Security Deposit account, minor account, single or joint A or B certificate etc.)			
	ii) If it is Security Deposit account certificate pledged, is release order from pledge attached?			
	iii) Is it a silent Savings account?			
	iv) Is it an SB account not bearing interest?			
	v) Full particulars of Government Securities (if any), i.e., Government Security Nos, nominal value, rate of interest, etc.)			
	vi) Date of last transaction in case of SB/CTD/RD/MIS/NSS/TD/FD accounts and date of last purchase in case of certificates			
8	i) Whether pass book/certificate is in the possession of the claimant?			
	ii) If so, are they verified with office records and found correct?			

9	Whether nomination exists? If so, mention serial number, date of registration, office of registration name and address of the nominee	
10	i) Is the claim supported by legal evidence	
	ii) If so, is original or attested true copy of the legal evidence attached?(If attested true copy is attached, the same need be verified by postal official)	
11	In cases when claim is preferred without nomination or legal evidence	
	i) Whether the claim is applied in the prescribed form (SB.84) and complete?	
	ii) Is the declaration under oath given by the claimant before any sanctioning authority (irrespective of amount)?	
	iii) If the above oath was not administered, was attestation from competent authority obtained and is it verified by postal official?	
	iv) Whether the depositor belongs to joint or divided Hindu family?	
	v) Whether the consent letters from all the near relatives produced?	
	vi) a) Is the interest of any minor near relative involved?	
	b) If so, is consent statement on behalf of minors obtained from natural/legal guardian?	
	vii) Whether signature of the attesting authority on all the consent statements verified by postal official (in cases where oath is not administered)?	
12	Whether any other accounts or certificates standing in the name of the deceased depositor have come to notice?	
13	Whether the amount is free from Court attachment?	
14	Recommendations of SPM/APM/PM	RECOMMENDED

SUB-POSTMASTER

APM (SB)

POST MASTER

Note 1:- Items 1 to 13 should be completed even if three months have not elapsed from the death of depositor.

Note 2:- Items 14 should be completed and put up/forwarded to sanctioning authority. The sanctioning authority can sanction the claim after 3 months elapsed from the date of death of the depositor when the claim is not supported by nomination or legal evidence.