

**Department of Posts**  
**Application for issue of Duplicate Passbook**

- 1      Amount number and type (SB/CTD/TD) .....  
         whether minor public joint account etc and in  
         respect of CTD whether 5-10 or 15 years account
  
- 2      PO which account stands (with the name of HO .....  
         in brackets if the account is not at a HO)
  
- 3      Name(s) of Depositor(s) .....
  
- 4      Name(s) of father/husband/guardian/person .....  
         of authority operating accounts
  
- 5(i)   Address of the Depositor(s) at time of .....  
         opening of the account
  
- (ii) Present address of the depositor(s) .....
  
- 6      Date of opening account office at which .....  
         opened if different from that at Col.2
  
- 7      Date and particulars of the last transaction .....  
         in the account
  
- 8      Balance at credit after the last transaction .....
  
- 9      Name of the PO from which the account was .....  
         last transferred in the office shown at Col.2  
         where applicable
  
- 10     Date of circumstances of loss of passbook .....  
         results of efforts made to trace etc
  
- 11     Whether loss was reported to the police and .....  
         if so, with what results
  
- 12     Remarks .....

Affix Rs.2/- stamp as fee

The particulars given above are true to the best of my/our knowledge. A duplicate passbook may please be issued to me. I shall surrender the passbook if found, the fee of Rs.10/- has been paid by affixing postage stamps, please score if exemption has been granted

Station :

Date :

Signature(s) of depositor(s)

Guardian/personal Authority operating account

NB : If accurate information cannot be furnished in respect of column 1 to 8, available particulars may be given.

**FOR AFFIDAVIT USE**

**Part I**

- 1 Has the account been traced in the ledger binder, index to ledger cards/sub ledger and do the particulars furnished by the applicant(s) tally with the records .....
- 2 Does the signature(s) of the applicant(s) tally with the specimen(s) on record(s) if not has he/she been satisfactory identified .....
- 3 Is the register of undeliverable passbooks in safe custody and the HO consulted and is the passbook available in the HO or SBCO lying undelivered in the Sub Post Office? .....
- 4 If you consider further for laid down in rule 42 of chapter 6 of P&T Vol VI .....
- 5 If answer to 4 yes, result of enquiries made .....  
Recommendation regarding a duplicate PB

Date : .....

Signature of APM/DPM (SB) HO with designation with stamp

**Part – II** Encl (In respect of application received from SO only)

- 1 Have the particulars of the accounts as given in the application been verified with HO records .....
- 2 Is the register of undeliverable passbook in safe ..... custody and the safe custody at the HO been consulted and is the passbook available in the HO
- 3 Recommendations of APM/DPM(SB) HO regarding issue of the duplicate passbook .....

Date : .....

Signature of APM/DPM (SB) HO with designation with stamp

**Part III**

Order of the Head Postmaster  
Duplicate Passbook may/not be issued  
designation stamp

Signature of APM with

**Part IV** Receipt for the duplicate passbook

**Part V** Received the duplicate passbook of account no..... with a balance of Rs.....

Signature(s) of the Depositor(s)

Date stamp of the HO