

Application form for renewal of SAS Agency

To

The Sr. Accounts Officer, Directorate of Small Savings & Lotteries
5th Floor, N-Block, Vikas Bhawan, ITO, New Delhi-110002

Sub:- Request for renewal of SAS Agency code No. SS/_____

Sir,

Please renew my SAS agency for the next 3 years. My particulars are as under :-

1.	Agent's Name (in Block Letters)		
2.	Date of Birth		Place of Birth :
3.	Educational Qualification		
4.	Spouse name		
5.	Father's name		
6.	Mother's Name		
7.	Present Address Since		
8.	Permanent Address		
9.	Criminal History (Yes / No)		
10.	Category (SC/ST/ General)		
11.	Validity of SAS Agency	From	to
12.	Police Station		District

13. My total Annual Turnover during the last 03 years under SAS Agency is as under:-

Financial Year	Scheme					Annual Turnover	H.P.O.
	NSC	KVP	MIS	TD	SCSS		
20 - 20							
20 - 20							
20 - 20							

I hereby affirm and declare that the information given above and in the enclosed documents is true and correct to the best of my knowledge and belief and nothing material has been concealed therein. I am well aware that concealment of facts and giving false information is punishable offence and in case I am guilty of giving false information or concealment of facts therein, I will be liable to be punished with imprisonment and /or fine as per the relevant provisions of law. I also undertake that the benefits availed by me by furnishing such false information or concealment of the facts shall be liable to be summarily withdrawn. Further, I hereby undertake to abide by all the rules & regulations and terms & conditions in force and as may be amended from time to time.

Enclosures:-

1. Application Form AAS-I duly filled.
2. Declaration by the agent on Affidavit (Rs. 10/-)
3. Nomination Form of the agent
4. Conduct Certificates from Two Gazetted Officers
5. Copy of Address Proof (i.e. voter I.D./ Passport, Ration/AADHAR Card) : **Self attested (Original to be shown at the time of submission of application)**
6. Original Certificate of Authority & one photocopy (self attested)
7. Three (03) ticket size recent photographs.

Mobile No. _____

Signature of Agent _____
Name _____

GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI
(SMALL SAVINGS & LOTTERIES)
5th. Floor, N-Block, Vikas Bhawan, I.P. Estate, New Delhi

Application Form for Appointment as SAS Authorised Agent

To

The Joint Director
Small Savings & Lotteries
Govt. of N.C.T. of Delhi.

Sir,

I desire to act as an Authorised Agent for the sale of 6 years National Savings Certificates, Time Deposits (2, 3 & 5 years), Monthly Income Scheme, Kishan Vikas Patra and other Small Savings Securities, which may be notified by the Government of India from time to time as securities which Authorised Agent may canvas.

2. (a) My full name is
- (b) My father/husband's name is
- (c) My occupation is
- (d) My business/Office address is
- (e) My residential address is
- (f) My age is
- (g) My date of birth is
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 Post & 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 any where 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) G.P.O./H.P.O.
5. In the event of my appointment being approved, I shall –
(a) Furnish a Security of the value of Rs. 5000/-
6. I agree to abide by all the rules, regulations etc. regarding the appointment of authorized agent in force and as may be amended from time to time.
7. I previously worked as an authorised agent at (name of Post Office) during the years(s).....
OR
I have not so far worked as an authorised agent.
8. I may be allowed to obtain Receipt Books from.....Name and address of issuing Authority)

Yours faithfully,

Place.....

Date.....

Signature of Applicant

FORM OF AGREEMENT**Cash of Government securities or Fidelity Guarantee Policy**

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

AND.....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) of the other part:

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 deposits from the public.

AND WHEREAS the Government of N.C.T. of Delhi are desirous of appointing authorized agents with a view to improving collections in such Savings Certificates and such Savings Accounts (hereinafter referred to as the "Securities") as the Government of India may, by a notification, throw open to authorized agents for the aforesaid purpose.

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

**AND WHEREAS it is also one of such terms that the Agent should as security for the due fulfillment of the said contract deposit with the Appointing Authority, Cash or Government Securities of the aggregate purchase price of Rupees (five thousand/two thousand/one thousand/one hundred) or Fidelity Guarantee Policy of Rs.

AND WHEREAS THE Agent has accordingly deposited with the appointing Authority/ Government Securities duly transferred to the latter of the aggregate purchase price of Rs. 5000/- particulars whereof are set out in the Schedule hereunder written.

**Not applicable to Banks, Co-operative Societies and Government servants appointed as internal agents who are exempted from furnishing security.

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 six years National Savings Certificates and for obtaining deposits in One/Two/Three/Five Year Post Office Time Deposits and such other schemes of savings which are hereinafter collectively referred to as "securities", as may be introduced by the government and thrown 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 in the Official Gazette in respect of the securities which are subject matter of this agreement.
2. The Agent shall sell the "Securities" referred to in clause (i) above in the NCT of Delhi.
3. The Agent shall on behalf of the Government receive from the investors moneys for 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 the Agent accept money for which he/she is not able immediately to issue a proper valid receipt from the printed Receipts Books.
4. The Agent shall within the ten days from the receipt of the moneys 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 moneys in trust for and on behalf of the Government.

5. The Agent shall obtain from the investors such documents or writing as may from time to time be 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 names of such person or persons and for such amounts as the investors shall have applied for. The agent shall on obtaining such "Securities" deliver the same to the investor or investors in exchange for the original receipt or receipts that may have been passed to them duly discharged by the investors.
7. Subjects as herein otherwise provided the Agent shall be entitled to receive a commission at such rate or rates as may be notified by the 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 receipts(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 presence 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 Cooperative Societies including Co-operative Bank, Compensation Money paid to displaced persons in the form of any 'Securities' Cash Securities already pledged to Government Officials by contractor's and other persons, court funds, trust funds, 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 such other Investments as from time to time notified by the Government in this behalf.
- 7A. In the event of the death of the agent, the amount due and payable to him as commission in terms of this Agreement, shall be payable to his nominee (s) specified by him/her in the Schedule 'B' hereunder written.
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 comply with all rules and regulations, pertaining to the issue of the "Securities" from time to time and orders or regulations issued by the Government together with any modification(s) or additions thereof and to keep himself acquainted with the aforesaid rules, orders, and regulations and in particulars undertake:
 - (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 or investments and not to make any alteration in the matter printed on the receipt forms and counterfoils;
 - (c) to ascertain from the investor before accepting any moneys that the "Securities" for which he/she 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 or investors in excess of the limits of holdings laid down in the said rules for investment by investor or investors, or otherwise received by him in excess of any amount 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(s) to which he is attached;
 - (f) in case of loss or any Receipt Books not to claim any commission on sales of the securities recorded therein
 - (g) to produce the Receipt Books(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 Books(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 investors) to the investors without undue delay and in any cases within thirty days on 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 hereinafter contained, the period of the agency shall be initially for three years from the date given in the preamble to this agreement and thereafter 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 of breach of any provision of this agreement or if he becomes insolvent, or the agent-organization runs into liquidation or if it is discovered that a part or the whole of the business was secured by the agent with the help or connivance of an official of the Posts and Telegraphs Department or the National Savings Organization 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 Bank in India or an official of the Nationalised Bank, the commission earned on such business shall also be liable to be forfeited 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 announces by Notifications, the abolition of the Agency System.
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 moneys and papers including the Certificates(s) of authority, used partially used and 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 manners of embezzlement, misappropriation or miss application of moneys, and the "Securities" which may from time to time during the continuance of this Agreement come into his/its possession or control or into the possession on control of the branches or individuals appointed as authorized workers at his/its request and belonging either to the Government or to the investor or investors 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 investors without directions and authority of the Government or person or persons duly authorized by the Government and against all cost, charges and expenses in relation thereto. The Agent shall also Indemnify fully the Government against all losses or claims that may arise on account of his/its defaults and the defaults of any of the agent organisation's branches or of individuals appointed as authorized workers at the agent-organisation's request and any amounts received by him/it or the authorised workers of any agent-organisation appointed at its request and which are not legally due to him/it and the authorized workers, and the Government shall be fully indemnified against all such losses or damages as aforesaid at any time.
15. The said amount of security of Rupees five thousand deposited as aforesaid shall be retained by Government as security for due fulfillment and faithful performance by the Agent of all and singular the several covenants herein contained on his/its part to be observed with full power to the said Appointing Authority for and on behalf of the Government in case the agent shall fail to

perform, fulfill, keep and observe all or any of the said covenants, conditions, or agreements on his/its part hereinbefore contained to encash the said security or any part thereof and appropriate the amount/proceeds of the security or any part of such proceeds towards the satisfaction of the amount of all or any damages, penalties and other sums which the said agent may have become liable to pay hereunder.

16. 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 Governments in the matter.
17. The Agent shall pay all such sums as shall be due to the Government within the time hereinbefore specified. If the Agent fails 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 sums due to the Government (As to which the decision of Director Small Savings & Lotteries 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 hereinto the day, month and year first hereinabove written.

SCHEDULE REFERRED TO ABOVE (Give details of the Securities) Signed and delivered by.....in the presence of

Signature of the agent

Witness

(1).....

(2).....

for and on behalf of Director of Small Savings & Lotteries

Signature

SEAL

CONDUCT CERTIFICATE

Certified that Shri/Smt./Ms
S/o,W/o,D/o.....R/o.....
..... is personally known to me for the
last.....years (not less than 2 years) and to be of my knowledge and belief
he/she is a person of integrity and good conduct. He/She is not related to me.

Place.....

Date.....

Signature

Name

Address

Seal

CONDUCT CERTIFICATE

Certified that Shri/Smt./Ms
S/o,W/o,D/o.....R/o.....
..... is personally known to me for the last.....years
(not less than 2 years) and to be of my knowledge and belief he/she is a person of
integrity and good conduct. He/She is not related to me.

Place.....

Date.....

Signature

Name

Address

Seal

NOMINATION FORM

I,the agent under this Agreement 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.

Sr. No.	Name of the nominee(s)	Relation	Full Address	Age (Date of birth in Case of minor)
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As the nominee(s) at Serial No.(s) above is/are minor..... I appoint the following persons to received the aforesaid amount.

Name

Witness :

Signature of Agent

1.

Name

Address

C/A No. of the Agent

2.

In the event of the death of the Agent, the amount due and payable to her as commission in terms of this agreement, shall be payable to him/her nominee(s) specified by him/her in Schedule 'A' hereunder written.

Signature of Agent.....

Name in Block Letters.....

Dated.....

DECLARATION

TO BE FURNISHED BY THE APPLICANT FOR APPOINTMENT AS SAS/MPKBY/ PPF AGENT

I	W/o, S/o & D/o
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R/o _____ solemnly affirms as under:-

1. That my date of birth is
2. That I am not an employee of the State Govt./Central Govt. and Union Territory and undertake to inform the appointing authority and give up the agency whenever I enter such employment.
3. That none of my near relative is working in the P & T Department in a non-gazetted capacity in the same Division where the agency falls.
4. That none of my near relative is working in the P & T Department in a non-gazetted capacity in the same State or Union Territory where the agency falls.
5. That none of my near relative is working in National Savings Organisation in the same State or Union Territory where the agency falls.
6. That none of my near relative is working in the P & T Department of the National Savings Organization in a Gazetted capacity anywhere in India.
7. That I would apply for renewal of my agency 60 days in advance from date of expiry of validity.
8. That whenever I shall shift/change my residence I will inform the appointing authority within 15 days.
9. That during the last financial year i.e. _____, I had mobilized the business of Rs. _____
10. That I would procure business myself.
11. 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.
12. I further declare that none of my near relatives i.e. my wife / husband / legitimate child or step child/ my 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 or State/ Union Territory Government (& in Nationalised Banks in case of PPF only).
13. I give below the particulars of my near relatives i.e. my wife, husband, legitimate child or step child, my 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 or State/ Union Territory Government (& in Nationalised Banks in case of PPF only).

Sr. No.	Name of relative	Age	Relationship with the applicant	Name & address of office where employees
1				
2				
3				

I attached 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 SAS/MPKBY/PPF Agency.

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 :-

Witness (s)

- 1.
- 2.