

**CONTRACTOR DATABASE MANAGEMENT
SYSTEM (CDMS)**

SOP for Postal Authorities

Standard Operating Procedure

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Standard Operating Procedure

1 Introduction

To obviate the process of manual submission of Security deposit in shape of NSC/POTD to the Civil License Issuing Authorities. Now Govt. has decided to do the process through online in which postal department has vital role to coordinate with the online process of civil license.

1.1 Purpose

This document will help the users to understand how a postal authority can go for online verification of National Saving Certificate (NSC) / Post Office Time Deposit (POTD) who's ever applying for Civil License from CDMS portal.

1.2 Procedure

- Applicant need to have A/c in India Post Payment Bank for Online transaction
[Physical interaction necessary for KYC purpose]
- Purchase of POTD and / or NSC by Applicant (Contractor)
- Pledging of POTD / NSC can be made upon receipt of online request from Applicant through CDMS Portal
- Verification of Pledged Instruments shall be made by Postal Department using CDMS Portal upon receipt of request from License Issuing Authority.
- Dedicated Staff shall be provided by Postal Department for all Online Actions in CDMS Portal.

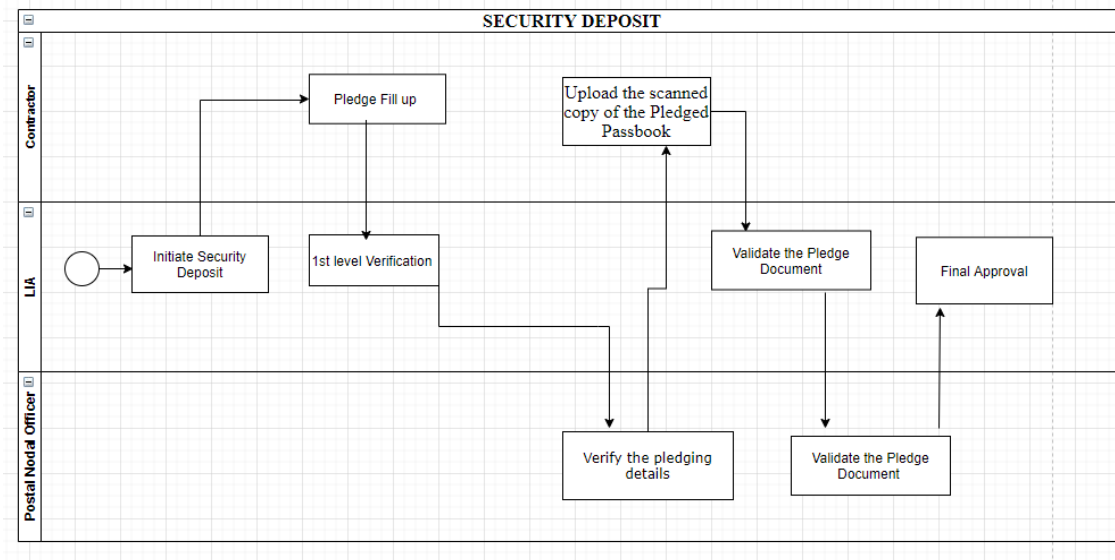
1.3 Process Flow

There are eight steps of process flow for postal security deposit .In the process 4 steps will be attend by Licensing Issuing Authority and other 4 will attend by Post office and Contractor. As shown in Fig 1.

Standard Operating Procedure

Figure: 1

Online Security Deposit- Post Office



2 Postal Process

2.1 Initiate Security Deposit by LIA

After the documents approved by LIA then the office will initiate security deposit and a message will delivered to the contractor for applying NSC/POTD from post office. As shown in fig 2.

Standard Operating Procedure

Figure: 2

The screenshot shows a web application titled "Initiate Security Deposit by LIA". On the left is a dark sidebar menu with options: Dashboard, Manage Application, Verification, Approval, Initiate Security Deposit (selected), Verify Pledge Form, Verify Pledge Document, Approve Pledge Form, Contractor Signature, Print Registration Certificate, Manage Contractor Code, Manage Signed RC, Update License Data, Verify Profile Details, and MTC Report. The main content area is titled "Initiate Security Deposit" and has tabs for "Initiate" and "View". Below the tabs is a table with columns: SIF, CSF No. (Barcode), CSF Receive Date, Applicant Name, Mobile Number, Category, Class, Contractor Regd. No., and Request Type. The table contains four rows of data. At the bottom of the table, it says "Showing 41 to 44 of 44 entries" and there is a "Submit" button. A pagination bar at the bottom shows "Previous", "1", "2", "3", "4", "5", and "Next".

SIF	CSF No. (Barcode)	CSF Receive Date	Applicant Name	Mobile Number	Category	Class	Contractor Regd. No.	Request Type
41	CSF22504	24-Apr-2022	Rakesh Kumar	9090674587	Civil	B Class	976AT946	New License
42	CSF22508	24-Apr-2022	Rakesh Kumar	9090674587	Civil	B Class	976AT946	Upgrade License
43	CSF22509	24-Apr-2022	Rakesh Kumar	9090674587	Civil	B Class	976AT946	Degrade License
44	CSF22517	25-Apr-2022	Tapen Pattnaik	754488888	Civil	B Class	782LK839	New License

2.2 Fill NSC Details by Contractor

After buying of NSC, contractor will visit to their CDMS Log In portal where they will fill their NSC details in Pledge form as shown in Fig: 3.

DEPARTMENT OF POSTS INDIA
APPLICATION FOR TRANSFER OF NATIONAL SAVING CERTIFICATE
NATIONAL PLAN CERTIFICATES NATIONAL PLAN
SAVINGS CERTIFICATES AS SECURITY.

Registration No _____
(vide rule 10 of the P.O.S.C. Rules, 1960)

Serial No. NSCD2022052301 and date or original application for purchase of National Saving Certificate / National Plan Savings Certificate.

To
The Postmaster
Sir,

I/We Sudhanshu Nayak (Name in block capitals) am /are required to deposit an amount of Rs. 80,000 as security with (official) designation of the
Gazetted Officer of the Government or name of the Reserve Bank of India or Scheduled Bank, Co-operative Bank, Regd. Co-operative Society, Corporation, A Government
Company or Local Authority. I /We therefore request you to transfer the under mentioned National Savings Certificate(s) National Plan Savings Certificate(s) Declaration or
Duplicate Certificate(s) issued in lieu of lost certificate or which I/We am/are the holder(s) in favour of Engineer-in-Chief (Civil) (official) designation or the officer or name of
the etc. to whom the certificate are being pledged as security.

I/We agree that the certificate(s) shall encashable by the pledges when the security has been forfeited.

Particulars of certificates of Declaration or Duplicate certificate(s) in lieu of lost certificate.

Sl. #	Date.	Pincode	Name of the issuing Post Office	Denomination	Account No.	Amount(in Rs.)
1						

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Total no. of certificate or Declaration / Duplicate Certificates.

Address: _____ Yours faithfully,

Engineer-in-Chief (Civil)
Signature & designation of transferee
[pledged] & seal of officer

Signature of transferee(s) of certificate.

Certificated that I am duly authorized under article 29th of the Constitution of India vide notification No.7205 dt. 25.04.1969 of the State Govt. of Orissa to execute such documents or deeds on behalf of the Govt. Of Orissa.

[Submit](#) [Reset](#)

- In Pledge form Serial No will auto generate by the system.
- Auto fetch of NSC buyer name and authority name with amount as mentioned in OPWD code book.
- Fill the date field in which date the NSC/POTD has buy.
- Insert the Post Office pin code.
- Auto fetch of Post office from Postal Pin code Master.
- Fill the amount.
- If case of multiple NSC can go for add option.
- Click to Submit button for further process.

2.3 LIA Verification

Now the pledge will transfer to LIA for verification as shown in Figure: 4

Figure: 4

Verify Pledge Form

Display 10 records

Search:

SID	Contractor Name	CSF Code	Class Name	Contractor Code	Validation	Postal Status	Sum(Amount)	Action
21	Salman	CSF22443	B Class	365BF793	APPROVED	VALIDATED	42,000	[i]
22	Raman	CSF22445	B Class	237JB495	VALIDATED	VALIDATED	50,000	[i]
23	cvcv	CSF22480	B Class	953UG697	APPROVED	VALIDATED	40,000	[i]
24	dsfdfs	CSF22483	B Class	366JR699	APPROVED	VALIDATED	40,000	[i]
25	Haris	CSF22484	B Class	239DJ557	APPROVED	APPROVED	50,000	[i]
26	Singh	CSF22493	B Class	658NE472	APPROVED	VALIDATED	40,000	[i]
27	singh pvt ltd	CSF22494	B Class	673MF998	INITIATED	PENDING	40,000	[i]
28	Kula	CSF22502	B Class	469VH879	APPROVED	APPROVED	40,000	[i]
29	Harish Rout	CSF22503	B Class	523VP775	APPROVED	APPROVED	40,000	[i]
30	Japan Partnals	CSF22517	B Class	782LK939	PENDING	PENDING	40,000	[i]

Showing 21 to 30 of 32 entries

Previous 1 2 3 4 Next

Standard Operating Procedure

Verify Pledge Form

DEPARTMENT OF POSTS INDIA
APPLICATION FOR TRANSFER OF NATIONAL SAVING CERTIFICATE
NATIONAL PLAN CERTIFICATES NATIONAL PLAN
SAVINGS CERTIFICATES AS SECURITY.

Registration No. _____ (vide rule 10 of the P.O.S.C. Rules, 1968)

Serial No. NSC102222542951 and date or original application for purchase of National Saving Certificate / National Plan Savings Certificate.

To
The Postmaster
SI: _____
(Name in block capitals) an (am) required to deposit an amount of Rs. 40,000 as security with (official) designation of the Government or name of the Reserve Bank of India or Scheduled Bank, Co-operative Bank, Regd. Co-operative Society Corporation, A Government Company or Local Authority. I/We _____ (official) designation or the officer or name of the etc. to whom the certificate are being pledged as security.

I/We agree that the certificate(s) shall encumberable by the pledgers when the security has been forfeited.
Particulars of certificate of Declaration or Duplicate certificate(s) in lieu of lost certificate.

Sl. #	Date	Name of office of issue	Denomination	Account No.	Amount (in Rs.)
1.	28-Dec-2022	FW		620150301	20,000
2.	31-Jan-2023	PQRS		65463	20,000

Total no. of certificate or Declaration / Duplicate Certificates: _____

Address: _____

Engineer-in-Chief (Civil)
Signature & designation of transferee
(pledged) & seal of officer

Signature of transferee(s) of certificate.

Certificated that I am duly authorized under article 29th of the Constitution of India vide notification No.7205 dt. 25.04.1969 of the State Govt. of Orissa to execute such documents or deeds on behalf of the Govt. Of Orissa.

Verify **Seek clarification**

LIA will forward it to postal department for verification of pledge form.

2.4 Postal Authority Verification

Now Concerned postal authority will visit to CDMS portal and they will log in to their office credential. They can see their pending details activities in there dashboard page. As shown in Fig 5 & 6.

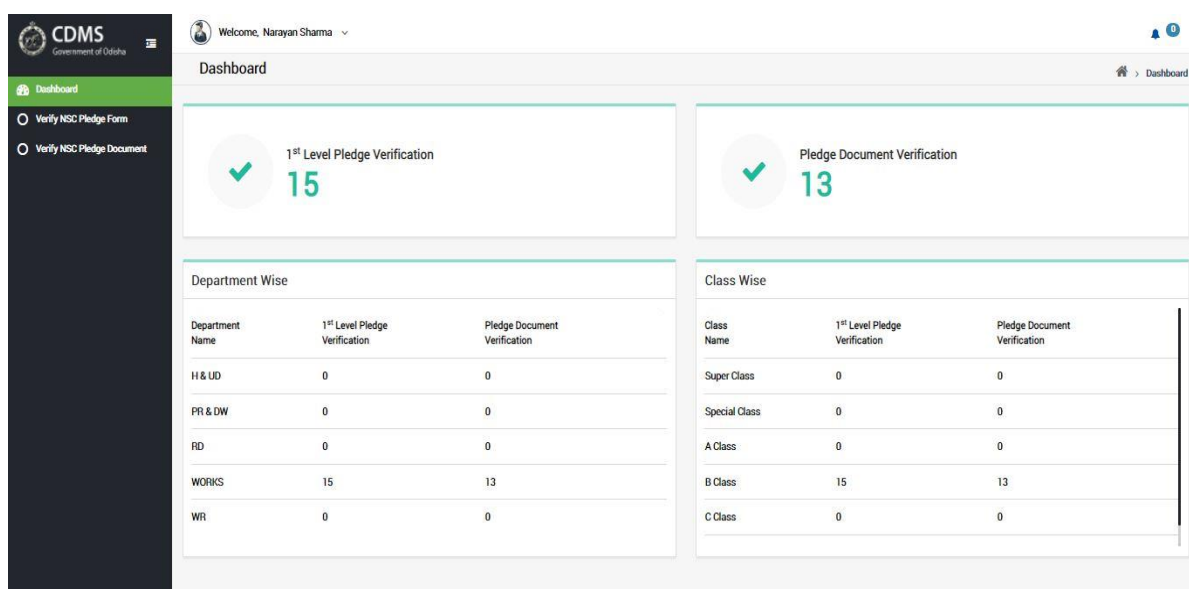
Figure: 5



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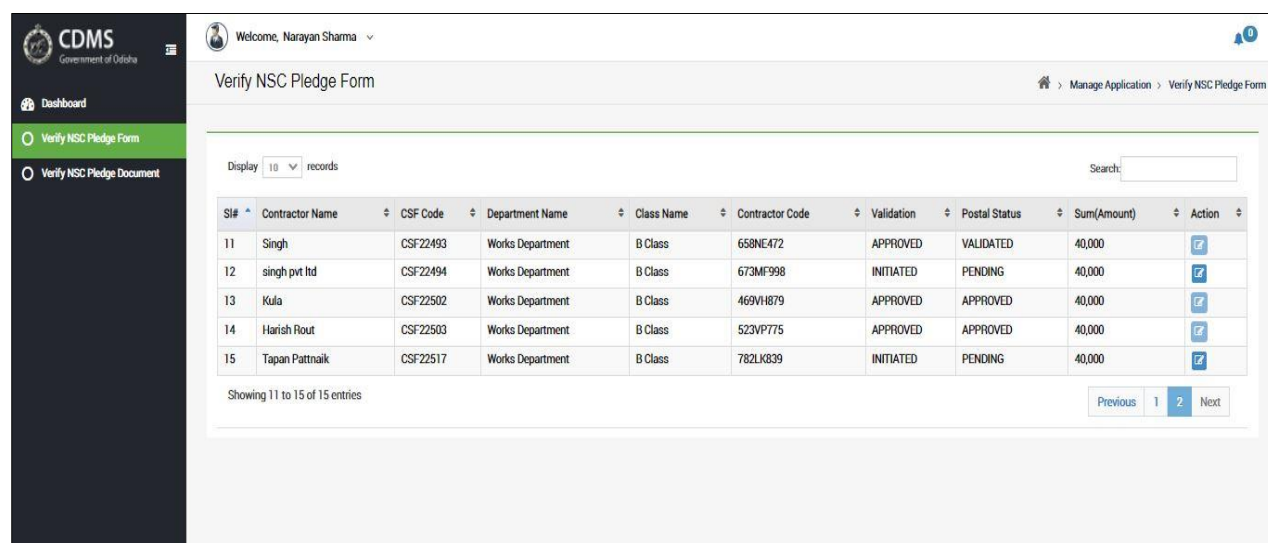
Figure 6:

Postal Dashboard



Two types verification module has present in Menu list. Where they can see the pledge details of applicant which is send by License Issuing Authority and the details will verified by the post office then it may be validate. In case any objection they seek clarification from the LIA. Fig 7&8.

Figure: 7



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Figure: 8

CDMS
Government of Odisha

Welcome, Narayan Sharma

Verify NSC Pledge Form

Manage Application > Verify NSC Pledge Form

DEPARTMENT OF POSTS INDIA
APPLICATION FOR TRANSFER OF NATIONAL SAVING CERTIFICATE
NATIONAL PLAN CERTIFICATES NATIONAL PLAN
SAVINGS CERTIFICATES AS SECURITY.

Registration No. (vide rule 10 of the P.O.S.C. Rules, 1960)

Serial No. and date of original application for purchase of National Saving Certificate / National Plan Savings Certificate.

To
The Postmaster

Sic:
 (Name in block capitals) am /am required to deposit an amount of Rs. as security with (official) designation of the Government or name of the Reserve Bank of India or Scheduled Bank, Co-operative Bank, Regd. Co-operative Society, Corporation, A Government Company or Local Authority / We therefore request you to transfer the under mentioned National Savings Certificate(s) National Plan Savings Certificate(s) Declaration or Duplicate Certificate(s) issued in lieu of lost certificate or which I/We am/are the holder(s) in favour of (official) designation or the office or name of the etc. to whom the certificate are being pledged as security.

I/We agree that the certificate(s) shall encashable by the pledgers when the security has been forfeited.

Particulars of certificates of Declaration or Duplicate certificate(s) in lieu of lost certificate:

Sl. #	Date	Name of office of issue	Denomination	
			Account No.	Amount (in Rs.)
1.	28 Dec-2022	<input type="text"/>	625136351	25,000
2.	31-Jan-2023	<input type="text"/>	65463	25,000

Total no. of certificate or Declaration / Duplicate Certificates:

Address:

Engineer in Chief (Civil)
Signature & designation of transferee
(Indelible & seal of officer)

Signature of transferee(s) of certificate

Yours faithfully

Certificated that I am duly authorized under article 75th of the Constitution of India vide notification No. 7205 dt. 25.04.1969 of the State Govt. of Orissa to execute such documents or deeds on behalf of the Govt. Of Orissa.

2.5 Upload Pledge Document by Contractor

After verified by the HO of Post Office then the applicant will get a message to pledge their NSC/POTD by the post office and the same pledge documents to be uploading in CDMS portal .Fig 9

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Figure 9

AddView

DEPARTMENT OF POSTS INDIA
APPLICATION FOR TRANSFER OF NATIONAL SAVING CERTIFICATE
NATIONAL PLAN CERTIFICATES NATIONAL PLAN
SAVINGS CERTIFICATES AS SECURITY.

Registration No. (vide rule 10 of the P.O.S.C. Rules, 1960)

Serial No. and date or original application for purchase of National Saving Certificate / National Plan Savings Certificate.

To:

The Postmaster

Sec:

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 Scheduled Bank, Co-operative Bank, Regd. Co-operative Society, Corporation, A Government Company or Local Authority. I/We therefore request you to transfer the under mentioned National Savings Certificate(s) National Plan Savings Certificate(s) Declaration or Duplicate Certificate(s) issued in lieu of lost certificate or which I/We am/are the holder(s) in favour of (official) designation or the officer or name of the etc. to whom the certificate are being pledged as security.

I/We agree that the certificate(s) shall encashable by the pledges when the security has been forfeited.

Particulars of certificates of Declaration or Duplicate certificate(s) in lieu of lost certificate.

Sl. #	Date	Name of office of issue	Denomination	Account No.	Amount(in Rs.)	Upload Pledge Certificate
1.	29-Dec-2022	PKW	625356251	20,000		<input type="text"/> Choose File dummy.pdf_2.pdf
2.	31-Jan-2023	PQAB	65463	20,000		<input type="text"/> Choose File dummy.pdf_2.pdf

Total no. of certificate or Declaration / Duplicate Certificates:

Address:

Engineer in Chief (Civil)
Signature & designation of transferee
(signed) & seal of officer

Signature of transferee(s) of certificate.

Yours faithfully,

Certificated that I am duly authorized under article 29th of the Constitution of India vide notification No.7295 dt. 25.04.1969 of the State Govt. of Orissa to execute such documents or deeds on behalf of the Govt. Of Orissa.

UpdateReset

2.6 Send NSC Pledge Document

Then the LIA will send NSC pledge document to Post Office for final document verification. Figure:10

Figure: 10

Dashboard

Manage Application

Verification

Approval

Initiate Security Deposit

Verify Pledge Form

Verify Pledge Document

Approve Pledge Form

Contractor Signature

Print Registration Certificate

Manage Contractor Code

Manage Signed RC

Update Licensee Data

Verify Profile Details

MIS Report

Verify Pledge Document

Manage Application

Display 10 records

Search:

Sl#	Contractor Name	CSF Code	Class Name	Contractor Code	Validation	Postal Status	Sum(Amount)	Action
1	Haris	CSF22484	B Class	239DJ557	APPROVED	APPROVED	50,000	✓
2	Kula	CSF22502	B Class	469VH879	APPROVED	APPROVED	40,000	✓
3	Harish Rout	CSF22503	B Class	523VP775	APPROVED	APPROVED	40,000	✓
4	Tapan Pattnaik	CSF22517	B Class	782LK839	INITIATED	VALIDATED	40,000	✓

Showing 1 to 4 of 4 entries

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Verify Pledge Document

DEPARTMENT OF POSTS INDIA
APPLICATION FOR TRANSFER OF NATIONAL SAVING CERTIFICATE
NATIONAL PLAN CERTIFICATES NATIONAL PLAN
SAVINGS CERTIFICATES AS SECURITY.

Registration No. (vide rule 10 of the P.O.S.C. Rules, 1960)

Serial No. and date or original application for purchase of National Saving Certificate / National Plan Savings Certificate.

To
The Postmaster

Sic (Name in block capitals) am /are required to deposit an amount of Rs. as security with (officially) designation of the Gazetted Officer of the Government or name of the Reserve Bank of India or Scheduled Bank, Co-operative Bank, Regd. Co-operative Society, Corporation, A Government Company or Local Authority. I/We therefore request you to transfer the under mentioned National Savings Certificate(s) Declaration or Duplicate Certificate(s) issued in lieu of lost certificate or which I/We am/are the holder(s) in favour of (officially) designation or the officer or name of the etc. to whom the certificate are being pledged as security.

I/We agree that the certificate(s) shall encashable by the pledgers when the security has been furnished.

Particulars of certificates of Declaration or Duplicate certificate(s) in lieu of lost certificate.

Sl. #	Date	Name of office of issue	Denomination	Account No.	Amount(in Rs.)	Upload Pledge Certificate
1.	31 Jan 2023	PGNS	65463		20,000	
2.	28 Dec 2022	PW	625156301		20,000	

Total no. of certificate or Declaration / Duplicate Certificates.

Address:

Engineer-in-Chief (Civil)
Signature & designation of transferee
(signed) & seal of officer

Signature of transferee(s) of certificate.

Yours faithfully

Certified that I am duly authorized under article 29th of the Constitution of India vide notification No. 7205-01, 25.04.1969 of the State Govt. of Orissa to execute such documents or deeds on behalf of the Govt. Of Orissa.

[Verify](#) [Seek clarification](#)

2.7 Verify NSC Pledge Document

Now the Post office will verify the authenticity of NSC pledge document and to be validated. Fig 11

Figure: 11

Certificate verification by Postal Authority

DEPARTMENT OF POSTS INDIA
APPLICATION FOR TRANSFER OF NATIONAL SAVING CERTIFICATE
NATIONAL PLAN CERTIFICATES NATIONAL PLAN
SAVINGS CERTIFICATES AS SECURITY.

Registration No. (vide rule 10 of the P.O.S.C. Rules, 1960)

Serial No. and date or original application for purchase of National Saving Certificate / National Plan Savings Certificate.

To
The Postmaster

Sic (Name in block capitals) am /are required to deposit an amount of Rs. as security with (officially) designation of the Gazetted Officer of the Government or name of the Reserve Bank of India or Scheduled Bank, Co-operative Bank, Regd. Co-operative Society, Corporation, A Government Company or Local Authority. I/We therefore request you to transfer the under mentioned National Savings Certificate(s) Declaration or Duplicate Certificate(s) issued in lieu of lost certificate or which I/We am/are the holder(s) in favour of (officially) designation or the officer or name of the etc. to whom the certificate are being pledged as security.

I/We agree that the certificate(s) shall encashable by the pledgers when the security has been furnished.

Particulars of certificates of Declaration or Duplicate certificate(s) in lieu of lost certificate.

Sl. #	Date	Name of office of issue	Denomination	Account No.	Amount(in Rs.)	Upload Pledge Certificate
1.	31 Jan 2023	PGNS	65463		20,000	
2.	28 Dec 2022	PW	625156301		20,000	

Total no. of certificate or Declaration / Duplicate Certificates.

Address:

Engineer-in-Chief (Civil)
Signature & designation of transferee
(signed) & seal of officer

Signature of transferee(s) of certificate.

Yours faithfully

Certified that I am duly authorized under article 29th of the Constitution of India vide notification No. 7205-01, 25.04.1969 of the State Govt. of Orissa to execute such documents or deeds on behalf of the Govt. Of Orissa.

[Validate](#) [Seek clarification](#)

