



**Pakistan Institute
of Public Finance Accountants**

Model Solutions

**Postal Accounts Rules and
Procedures (Application)**

AGP | CGA

Summer Exam-2024

MODEL SOLUTIONS – DISCLAIMER

INTRODUCTION

The Model Solutions are provided to students for clear understanding of relevant subject and it helps them to prepare for their examinations in organized way.

These Model Solutions are prepared only for the guidance of students that how they should attempt the questions. The solutions are not meant for assessment criteria in the same pattern mentioned in the Model Solution. The purpose of Model Solution is only to guide the students in their future studies for appearing in examination.

The students should use these Model Solutions as a study aid. These have been prepared by the professionals on the basis of the International Standards and laws applicable at the relevant time. These solutions will not be updated with changes in laws or Standards, subsequently. The laws, standards and syllabus of the relevant time would be applicable. PIPFA is not supposed to respond to individual queries from students or any other person regarding the Model Solutions.

DISCLAIMER

The Model Solutions have been developed by the professionals, based on standards, laws, rules, regulations, theories and practices as applicable on the date of that particular examination. No subsequent change will be applicable on the past papers solutions.

Further, PIPFA is not liable in any way for an answer being solved in some other way or otherwise of the Model Solution nor would it carry out any correspondence in this regard.

PIPFA does not take responsibility for any deviation of views, opinion or solution suggested by any other person or faculty or stake holders. PIPFA assumes no responsibility for the errors or omissions in the suggested answers. Errors or omissions, if noticed, should be brought to the notice of the Executive Director for information.

If you are not the intended recipient, you are hereby notified that any dissemination, copying, distributing, commenting or printing of these solutions is strictly prohibited.



Summer Exam-2024

Postal Accounts Rules and Procedures (Application)

Q.1. Money orders paid by book transfer:

(1) Revenue money orders and money orders in payment of other Government dues are paid by book transfer. The postoffice of payment issues a treasury voucher for the total value of such money orders to be paid on each day and adjusts the account by crediting the amount to the head "Drawn from Treasuries" and debiting it to the head "Money orders paid".

FAMILY ALLOTMENT MONEY ORDERS

(1) Family allotment money orders drawn in Pakistan in favour of the dependents of combatants and non-combatants on field service or service under peace conditions beyond the limits of Pakistan, will be presented without cash for issue by the Officer Commanding of the corps or Regimental centre concerned. A special form of money order printed in red ink on blue paper (M.O.-49) has been prescribed for this purpose.

(2) Stocks of the money order form and the form of the list of money orders (M.O.-50) in which the money orders are to be entered when presented for issue at the post office will be supplied to the disbursing offices referred to above on requisition to the local post office.

(3) The officers concerned will prepare the money order in the usual manner, furnishing all the particulars provided for in the form. The greatest care will be taken to secure from the allottees complete and accurate information relating to the allottee's address. The name of the post office of payment as well as the *Zilla, Pargana, Tehsil or Taluka* in which the office is situated will invariably be mentioned, and any further particulars which will serve to identify the allottee or to distinguish the post office of payment will also be added.

(4) (a) The money orders completed each day will be presented at the post office for issue entered in the list of money orders [Form M.O.-50 referred to in paragraph (2)]. The list will be prepared in triplicate (or in quadruplicate if presented at a sub-office) by means of carbon paper. The Nos. of money orders entered in column 1 of the list will be in a monthly series commencing with the No. 1 at the beginning of each month. A total of the entries will be struck at the foot of the list for the day and the amount of the money orders *plus* commission written in words without erasure. Each copy of the list will be signed by the Officer Commanding or order remitting officer. A payment order for the total amount of the orders and commission drawn on the Audit officer who audits the allotment payments will be presented along with the list and the money orders.

(b) No alteration in a list once accepted by the Post Office will be permissible. If the payment of any money orders is to be withheld, the disbursing officer will make an application in the ordinary course for this to be done and the money order will then be repaid to him in the ordinary way.

(5) (a) On presentation at the post office, the money order clerk should check each of the entries in the list with the corresponding money orders, after examining the orders in the usual manner, and should also see that the amount of the payment order agrees with the total of the list. He should then enter a No. against each order in all copies of the list in the column provided for the purpose and also on the corresponding money order form. *No money order receipt book should be used* in issuing the orders but the Nos. to be assigned to all the family allotment money orders should run in a consecutive series from 1 to 99999 entirely separate from the Nos. assigned to money orders accepted from the general public. Care must be taken to see that there is no break in the series and to guard against this, the separate journal of money orders issued for the preceding day prescribed in paragraph (7) should always be referred to before the numbers are assigned to the orders. The postmaster should then sign all the copies of the list and return the original copy to the officer presenting the money orders.

(b) The triplicate copies of the lists (Form M.O.-50) should be numbered in a monthly series in cash office and be filed in guard book for preservation for three * years as the equivalent of book of money order receipts.

(6) The letters "F.A.," should be placed before the No. of a family allotment money order, whenever it is recorded, except in the case of the separate journals of family allotment money orders issued and paid.

(7) The money orders should then be issued in the same way as other money orders, with the following exceptions:—

(a) The money orders should be entered in a separate journal of money orders issued, which should be conspicuously marked "F.A.M.O." at the top of each sheet.

(b) The totals of the separate journal should be entered in the ordinary journal below the daily totals and a grand total struck to be transferred to the accounts of the office.

(c) If the transaction is at a sub-office the quadruplicate copy of the list of money orders presented for issue should accompany the daily list of issue to the head office for the purpose of enabling the latter to carry out the prescribed checks.

(8) All the family allotment money orders drawn on a particular office of payment should be enclosed in a cover addressed to that office with the letters "F.A.M.O." written on it conspicuously. The total number of money orders enclosed in each cover should be noted on it. The total number of covers should be advised at the foot of the registered list for the office or section concerned.

(9) The amount of the payment order should be treated as a remittance to the head office concerned according to the location of the headquarters of the Audit officer in whose favour the payment order is drawn, the payment order being dispatched in lieu of cash along with remittance advice, together with duplicate copy of the list of money orders. If the post office of issue is a sub-office, the amount should be treated by it as a remittance is also head office, being supported by the payment order and the duplicate copy of the list. The head office will then transmit the payment order to the proper office.

(10) On receipt in offices of payment, the family allotment money orders, which will be readily distinguishable owing to their being printed in red ink on blue paper, should be treated exactly in the same way as other money orders, except—

(a) that special steps must be taken to effect prompt payment,

(b) that they should, after payment, be entered in separate journals of money orders paid, after classification according to months of issue and the Home Audit office of issue. The totals of those journals should be entered in the ordinary journal for the issues of the corresponding months and Audit offices below the daily total, and

(c) that the separate journal should be marked prominently "Family Allotments" at the top of each sheet.

(11) Since the money orders will be issued on fixed dates, the regular receipt of the orders can be booked for and officers not situated at treasury or sub-treasury stations which experience difficulty in procuring funds should arrange to obtain funds a day or two in advance of the date when money orders may be expected. Other offices should arrange to draw funds from the treasury or sub-treasury a day in advance of the expected arrival of the orders.

(12) The payees' acknowledgments should be forwarded enclosed in a service cover addressed to the office of issue or if it is a non-delivery office to the delivery office which serves that office. The total number of acknowledgments enclosed in each cover should be written on it and the total number of covers should be advised at the foot of the registered list for the office or section concerned. On receipt in the office of issue, the acknowledgment should be delivered under receipt to the officer, who draws the money orders, a lump entry being made in the postmen's book of receipts for intimations and notices delivered.

(13) Family allotment money orders, which are unclaimed, refused or are withheld from payment by the officer who drew them, or the period of currency of which has expired, should be disposed of in the same manner as other money orders in similar circumstances.

(14) Family allotment money orders repaid to the remitters should be entered in the same journal of money orders paid with other money orders with the exception that the entries should be made in a separate group below those relating to other money orders.

(15) When a family allotment money order is redirected full particulars of the revised address of the payee should be given in the intimation of re-direction which should, on receipt in the office of issue, be passed on to the officer who issued order with a view to enable him to call on the allotter to revise the original instructions regarding the allottee's address as recorded in his office.

(16) The payment orders and lists collected daily at the head office at the headquarters of the Audit officer, should be sent once every day to the Audit officer after arrangement with him, accompanied by a statement showing the total amount payable in respect of these orders. The head office will receive in return within seven days a cheque for credit in the post office accounts. Acknowledgments of remittances to the post offices, which dispatched the payment orders, should then be dispatched thereto in the usual manner.

Q.2. (Rule 260 P.O Manual Vol-VI, Chap-7, Page-159)

Where the postmen did not serve daily and payee of a money order resides in the limits of an acceding state, following procedure will be adopted for payment.

Notice to be given to planters and payees in acceding States:

In the case of planters and others residing at places not served daily by the postmen, who send messengers regularly to the post office, and when the payee of a money order resides within the limits of an acceding State with which no arrangement exists for the payment of money orders, the money order should be placed in deposit, and a notice in form M. O. 11, signed by the postmaster and impressed with the round money order stamp, should be sent to the payee. The acknowledgment (to be returned to the remitter) and the coupon should be cut off from the money order and sent to the payee along with the notice.

If delivery of the notice is to be made through a postman, the particulars of the notice should be entered in his book of receipts for intimations and notice delivered (Form RP.-53) and then handed over to him with the acknowledgment and the coupon ; if delivery is to be made through a village postman, these documents should be handed over, under receipts, to the sub-account clerk ; if the notice is made over to the payee's messenger, his receipts should be taken in the register of money orders received ; If the notice is presented together with the acknowledgment, by the payee or an agent authorized in writing to sign the money order, the amount of the money order should be paid to him on his signing the money order and the acknowledgment. If the notice is returned endorsed with a receipt of payment, together with the acknowledgment duly signed by the payee, the amount should be paid to the person presenting the notice, after his signature has been obtained on the money order. These notices should in every case be securely attached to the office copies of the journals of money orders paid in which the entries of the money orders appear.

Q.3. Chapter-XII, Post Office Manual Vol-II)

Sl. No.	Description	Amount as on 01.07.2023	20% Cut	Revised Budget
01	Pay & allowances	102,575,000	0	102,575,000
02	House Requisition	55,720,150	0	55,720,150
03	Purchase of Machinery & Equipment	81,223,250	16,244,650	64,978,600
04	Purchase of Furniture & Fixture	155,681,600	31,136,320	124,545,280
05	Purchase of Building	50,000,000	10,000,000	40,000,000
06	Construction of new block at Mianwali	54,800,000	10,960,000	43,840,000
		500,000,000	68,340,970	431,659,030

Q.4. Anonymous and pseudonymous communications:

Anonymous communications must invariably be destroyed by their recipient. No action of any kind is to be taken on them and no notice of any kind is to be taken of their contents. If a communication is found to be pseudonymous, it (and any previous notes, etc., connected with it) must similarly be destroyed. There is no exception to this rule. It is recognized, however, that there may be very rare and exceptional cases where for example, an enquiry is already contemplated or proceedings drawn up against some offender in which anonymous complaint would supply a vital missing link in evidence. In such cases, the first step to be taken is to verify antecedents and credentials of the author (complainant). Second step is to address the author at his given address to furnish an affidavit on judicial stamp paper on solemn declaration to the effect that he would prove all the allegations levelled by him in the complaint. If his affidavit is proved false legal action should be taken against him under the law. On receipt of affidavit from the author the Head of the Department/Office should use his discretion in ordering conduct of enquiry. In the absence of affidavit, such complaints should be destroyed.

Q.5. (Rule-44, Note-III, Appendix-A IAC Vol-I)

Mail Vans:

Cost including overhead charges	=	90,000	
Residual Value	=	4,500	(90,000x5%)
Net Value of Assets	=	85,500	(90,000-4500)
Annual depreciation	=	2,850	(85,500/30)
Total depreciation for 3 years =		8,550	(2,850 x 3)
Depreciated Value after 3 years	=	81,450	(90,000 – 8,550)

Telephone Circuit Iron wire:

Cost including overhead charges	=	205,000	
Residual Value	=	30,750	(205,000x15%)
Net Value of Assets	=	174,250	(205,000-30,750)
Annual depreciation	=	17,425	(174,250/10)
Total depreciation for 3 years =		52,275	(17,425 x 3)
Depreciated Value after 3 years	=	152,725	(205,000 – 52,275)

Automatic Exchange:

Cost including overhead charges	=	365,000	
Residual Value	=	43,800	(365,000x12%)
Net Value of Assets	=	321,200	(365,000-43,800)
Annual depreciation	=	12,848	(321,200/25)
Total depreciation for 3 years =		38,544	(12,848 x 3)
Depreciated Value after 3 years	=	326,544	(365,000 – 38,544)

Q.6. IAC Vol-I, Rule 256-A, Chapter-11, Page-121

Posts	Sanctioned Strength	Working Strength	Permanent	Contract	Shortage/ Excess	Post Vacant
BPS-11	2490	2000	2000	15	(75)	90
BPS-14	1635	1481	1481	21	(133)	30
BPS-16	125	95	95	0	(30)	30
BPS-17	145	124	124	0	0	21
