

**F.No.: 25-03/2025-LI**  
**Ministry of Communications**  
**Department of Posts**  
**(Directorate of Postal Life Insurance)**  
**Chanakyapuri P.O. Complex**  
**New Delhi-110021**

Dated: 22.08.2025

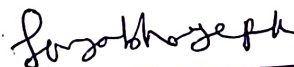
**OFFICE MEMORANDUM**

**Sub:** Issuance of Set of Instructions for Postal Life Insurance Operations and Accounting Processes.

With reference to the aforesaid subject, Please find enclosed herewith set of Instructions covering PLI operations and accounting processes to be followed for phase-I roll out during IT 2.0 transition.

2. Selected functionalities from PLI-APT integration from Phase-I are being deployed on 23.08.2025 evening. After the deployment, the enclosed (Set of Instructions covering Postal Life Insurance Operations and Accounting Processes) will apply. List of functionalities being deployed is as below:

- a) Revival collection (in lump sum and installment) at HO/SOs through APT 2.0
- b) Miscellaneous collection-Policy and agents related
- c) Cancellation of Transaction
- d) Special group collection through booking solution module of APT 2.0 (at HOs only)



**(Ramachandra K. Jayabhaye)**  
**General Manager (Operations)**

(Encl. As above)

**Head of all Circles**

**Copy for kind information to:**

1. PSO to Secretary (Posts)/PPS to Director General Postal Services.
2. PPS/PS to All Members of Postal Services Board
3. AS&FA/Sr. Deputy Director General (Vigilance) & CVO/Sr. Deputy Director General (PAF)
4. Director, Rafi Ahmed Kidwai National Postal Academy, Ghaziabad
5. CGM (BD)/CGM(Parcel)/CGM(CEPT)
6. Addl. DG, APS C\o 56 APO
7. All DDsG/GMs/Secretary PSB
8. GM (CEPT), Mysuru, with the request to upload the order in India Post Website
9. All Directors, Postal Training Centres/Director, PLI, Kolkata
10. All Officers/Officials of PLI Directorate