

ANNUAL ADMINISTRATIVE REPORT

DIRECTORATE OF SMALL SAVINGS

MANIPUR

(2025-2026)

ANNUAL ADMINISTRATIVE REPORT IN RESPECT OF DIRECTORATE OF SMALL SAVINGS MANIPUR FOR THE YEAR 2025-26

1. INTRODUCTION:

The Directorate of Small Savings, Manipur is headed by Director, Small Savings, Manipur as Head of Department and assisted by Savings Promotion Officer as Head of Office and a few supporting staff. At present, there is acute shortage of manpower in this Directorate.

Men in position as on date against the sanctioned posts for this Directorate are listed below:

Sl. No.	Name of Post	Sanctioned Strength	Men in Position	Vacant post	% of vacancy
1.	Director	1	1	Nil	0
2.	Savings Promotion Officer	1	1	Nil	0
3.	Superintendent	1	0	1	100
4.	Inspector	1	0	1	100
5.	U.D.C	1	1	Nil	0
6.	Savings Publicity Assistant	1	0	1	100
7.	LDC	2	0	2	100
8.	Driver	2	1	1	50
9.	Peon	3	0	3	100
	Total:	13	4	9	69

The above table depicting the details of category-wise staff in position against the sanctioned post clearly shows the existing position of the Directorate. Due to the obvious reason of shortage of staff, this Directorate faces difficulties in carrying out the routine functions of the Office. In spite of this, the Directorate has been carrying out its mandated duties and responsibilities.

2. ROLE OF SMALL SAVINGS DEPARTMENT:

The Directorate of Small Savings plays an important role in the present socio-economic condition of the State and Central Government. The main objectives of Small Savings Movement are as follows: -

- (i). To promote and foster the habit of thrift/frugality among the people;
- (ii). To channelize the savings of all section of the people into investment in small savings securities; and
- (iii). To co-operate with National Savings Institute (Government of India), Postal Department and Authorised Agents in making savings-movement a success.

Consequent upon the restructuring of the National Savings Organisations, certain functions have been transferred to the State Government such as appointment and renewal of the agencies viz., Standardised Agency system(SAS)and MahilaPradhan Kshetriya BachatYojana(MPKBY).All deposits under Small Savings Schemes are credited to "National Small Savings Funds" (NSSF) of the Central Government.

There are 2 (two) extension agencies working under this Directorate for giving satisfactory service to the public with a view to provide door-step service to investors.They canvass for these schemes and also educate investors about the importance and benefits available in them to these schemes.The 2 (two) agency systems are: -

- (a) Standardised Agency System(SAS),
- (b) Mahila Pradhan Kshetriya BachatYojana(MPKBY)

The Directorate of Small Savings, Manipur (Finance Department, Government of Manipur) is the authority for the appointment of agents under the above two agency systems.

3. Small Savings Schemes:

There are 10 (ten) National (Small) Saving schemes through which the public may invest money. They are given below: -

- (i). Post Office Savings Account.
- (ii). National Savings Recurring deposit account.
- (iii). National Savings time deposit account.
- (iv). National Savings (MonthlyIncomeAccount) Scheme.
- (v). Public Provident FundScheme.
- (vi). National Savings Certificate(VIII-Issue).
- (vii). Senior Citizens SavingsScheme, 2004.
- (viii). Kishan Vikash Patra (KVP).
- (ix). Sukanya SamridhhiAccount.
- (x). Mahila Samman Savings Certificate,2023.

4. Achievements during the year 2025-26:

(i). In order to provide awareness on National (Small) Savings Schemes and to inculcate thrift-habit among the people of Manipur, a discussion on "Sukanya Samriddhi Account" was given by Shri Sapam Surjit Singh, Savings Promotion Officer which was broadcasted on Doordarshan Manipur official youtube channel on 5th August,2025.

(ii). One of the major achievements of the Directorate of Small Savings is the appointment of Small Savings Agents. So far, a total of 220 (twohundredtwenty) educated unemployed persons of the state have been appointed as agents under S.A.S (Standardised Agency system)and M.P.K.B.Y. (Mahila Pradhan Kshetriya Bachat Yojana).

(iii). Awareness-cum-account opening camps are conducted from time to time for officials/staff and students of all institutions under the jurisdiction of ZEO in collaboration with the Department of Posts, Manipur Division.

(iv).Furthermore, in order to create awareness on National Small Savings Schemes and to inculcate the habit of thrift among the people of Manipur, a discussion on 'National Savings Certificate' was delivered by Shri Thoudam Shantikumar Singh, SAS Agent, Mantripukhri Post Office, Manipur, which was broadcast on the official YouTube channel of Doordarshan Manipur in October.

NATIONALSAVINGS SCHEMES AT A GLANCE:

Sl.No.	Name of the scheme	Features
1.	PostOfficeMonthly Income Scheme	<ul style="list-style-type: none"> i. Interestrate7.4%p.a ii.Account can be open in multiplesofRs.1000/-subjecttoa maximum of Rs.9 lakhs for single and Rs.15 lakh for Joint account iii. Interest is paid monthly iv. Maturity period is five years; can be prematurely closed after completion of 1year from the date of opening account
2.	National Saving Certificate(NSC) VIII-issue.	<ul style="list-style-type: none"> i. Interest rate 7.7%p.a.compounded annually ii. Deposits as well as interest earned annually but deemed to be reinvested will qualify for deduction U/S 80-C of I.T. Act iii.5 years is its maturity period.MinimumofRs.1000/-andin multiples of Rs.100/- & no maximum limit iv. Any number of accounts can be opened
3.	5yearsPostOffice Recurring Deposit scheme.	<ul style="list-style-type: none"> i. Interest rate is6.2%per annum which is compounded quarterly ii. Minimum instalment of Rs.100/-per month & higher depositsin multiples of Rs.10/-. Maximum no limit iii. Its maturity period is five years and can also extended after maturity iv. Any number of accounts can be opened(Jointorsingle)
4.	PostOfficeTime Deposit	<ul style="list-style-type: none"> i. Maturity periodsare1,2,3&5years ii. Interest @6.9%,7%,7.1%and7.4%for1/2/3and5yrs account calculated in quarterly basis iii. No maximum limit. Incometax benefit under section80-Cof I.T.Acton5yearsT.D. account iv.Any number of accounts can be opened
5.	PublicProvident Fund Account.	<ul style="list-style-type: none"> i. Current Interest@7.1%p.a.compounded annually ii. Minimum depositofRs.500/-and maximum of Rs.1,50,000/- in a financial year iii. Beneficial for incometax payers as the deposit in the account qualify for deduction from income tax under section 80C of IncomeTax act. Interest is completely tax free under section 10 of IT Act iv. Single account can be opened v. Maturity period 15years;after15years,can be extended for another block of 5 years
6.	PostOfficesaving Account	<ul style="list-style-type: none"> i. Current Interestrate@4%p.a. ii. Deposits and withdrawals permitted through cash/cheque iii. ATM/debit card facility available without charges &can be used at the ATMs of other banks iv. Account can be opened with minimum of Rs.500/-and no maximum limit
7.	Senior Citizens SavingsScheme.	<ul style="list-style-type: none"> i. Current Interest rate @8.2%p.a.and paid quarterly ii. Persons who have attained 60Years of age can open iii. Income tax rebate under section 80CC of IT Act is available iv. Account can be open in multiples of Rs.1000/-and not exceeding Rs.30 lakh v. Account can be open individually or jointly with spouse vi. Account can be closed after expiry of 5years which can be extended for further 3 years

8.	KishanVikas Patra	<ul style="list-style-type: none"> i. Current Interest rate @7.5%p.a ii. Money doubles in 115 months iii. Can be cashed prematurely only after 2 and 1/2 years iv. Minimum Rs.1000/- and maximum no limit v. Can be opened single or jointly
9.	Sukanya Samridhi Account	<ul style="list-style-type: none"> i. Current Interest rate @8.2% which is compounded annually ii. Minimum Rs.250/- and maximum Rs.1,50,000/- in a financial year iii. Account can be open in the name of girl child below 10 years of age iv. Account shall mature after 21 years from the date of opening v. Eligible for 2 (two) girl-child below the age of 10 (ten) years vi. Income tax benefit U/S 80-C of I.T. Act vii. 50% balance can be withdrawn for higher education after attaining the age of 18 Years or passing of 10th standard whichever is earlier
10	Mahila Samman Savings Certificate, 2023 (came into existence from 31 st March, 2023)	<ul style="list-style-type: none"> i. Current interest rate is 7.5% and shall be compounded quarterly ii. It is one-time scheme available for two years, from April-2023 to March-2025; offers a maximum deposit facility of up to Rs. 2 lakh in the name of women or girls for two years at a fixed interest rate iii. Account can be opened by a woman for herself or by the guardian on behalf of a minor girl (single type Account) iv. 40% of the eligible balance at the credit of the account can be withdrawn at the expiry of one year from the date of opening account v. Minimum with Rs.1000/- & multiples of Rs.100/- and maximum up to Rs.2 lakh vi. Premature withdrawal is permissible subject to conditions

