

# PPF Transfer to Bank from Post Office & Vice Versa

## 1. PPF Transfer from Post Office to Bank

### Step 1: Zeroing of Interest in Post Office (HINTTM Menu)

1. Log in using the Postmaster credentials and invoke the **HINTTM** menu to zero out the interest for the current financial year.
2. Enter the PPF account number and select the start date as 01-04-YYYY (current financial year).
3. In the interest table code, choose 'Zero'.
4. The supervisor must then verify this entry.

### Step 2: Account Closure and Transfer Initiation (HCAAC Menu)

1. The supervisor should access the **HCAAC** menu to initiate the closure of the account.
2. Choose the option 'Transfer' and enter the Postmaster account ID (0340) as the destination.
3. Select the closure reason as 'Transfer to Bank'.
4. The closure request should be verified by the supervisor.

## 2. PPF Transfer from Bank to Post Office

### Step 1: CIF ID Creation and Account Opening (CPPFAO Menu)

1. Create a Customer Information File (CIF) ID if one isn't already available.
2. Log in as PA and use the **CPPFAO** menu to open a new PPF account.
3. Select the CIF ID, choose the option 'TRANSFER', and enter the old account number.
4. Input the correct account open date and maturity date (usually 31-03-YYYY).
5. The supervisor must verify the account opening through the **CPPFAV** menu. Note the newly created account number.

### Step 2: Transaction Data Preparation and Upload

1. Before generating the text file, ensure the system date format is set to mm/dd/yyyy.
2. Use the provided Excel sheet template to list all transactions, ensuring the balance is accurate.
3. Mark the field 'Financial Year End Balance Identifier' as YES only for the last transaction of a financial year; for all other transactions, set it to NO.
4. The 'Transaction Date' and 'Value Date' should both follow the mm/dd/yyyy format.
5. Generate the text file by entering the account number created in Finacle, then click on the "Generate File" button.

### Step 3: Upload and Verification of Transactions

1. In the Counter PA login, access the **HTRFTOUN** menu, select the generated text file, and enter /dop as the 'Destination Directory'.
2. Once the message 'File uploaded successfully' is displayed, proceed to the **CTUPLD** menu.
3. Enter the new account number and the file name exactly as it appears, then confirm the 'Data uploaded successfully' message.

### Step 4: Final Processing and Verification

1. Log in as Supervisor and go to the **CTPROC** menu, select 'Verify', and enter the account number. The transactions will appear; click on 'SUBMIT'.
2. Switch to PA login and again access the **CTPROC** menu, select 'Process', enter the account number, and click on 'SUBMIT'. A screen showing transaction ID details will be displayed.
3. Verify the current year's transactions in the **HACLI** menu and previous years' transactions in the **CTINQ** menu.