

F.No. CB-25/41/2021-FS-DOP
Government of India
Ministry of Communications
Department of Posts
(FS Division)

Dak Bhawan, Sansad Marg,
New Delhi 110001,
Dated: 23.03.2026.

To,

All CPMsG/PMsG,

Sub: Instructions regarding execution of EOY activities for 2025-26 in CBS offices.

Sir/Madam,

Following instructions are to be followed in CBS Post Offices/CPCs in connection with the execution of End of Year (EOY) activities for 2025-26.

(A). Instructions regarding execution of EOY activities for 2025-26 in CBS offices:

- i. In view of End of Year Operations, **01.04.2026 and 02.04.2026 are declared as no-transaction days** and there will be no POSB transactions across counters. A public notice should be put up on the notice board of all CBS Post Offices that due to End of Year, no transactions will be accepted on 01.04.2026 and 02.04.2026. DOP E-Banking / M-Banking, IPPB-POSB Sweep-In and Sweep-Out facilities will not be available on No Transaction days. Chennai GPO shall ensure that the DBT operations are performed successfully on all the days.
- ii. Cheques will continue to be accepted by the Post offices on all working days including 01.04.2026 and 02.04.2026 and should not be refused. As 01.04.2026 (Wednesday) is a clearing holiday, CTS application will not be available on this day as there is a validation in the CTS application to check system date and CTS application date. Hence, all outward cheques can be scanned only from 02.04.2026 (Thursday). Post Offices should ensure that all the accepted cheques are processed expeditiously keeping in mind the fact that 5th is a crucial date for interest calculation in PPF and SSA.
- iii. Keeping in view the implementation of Continuous Cheque Truncation System (CCTS), all the cheques received in the Post Offices on or before 31.03.2026 should be scanned, cleared and posted in accounts on or before 31.03.2026. The new accounts for which cheques have been accepted and cleared up to 31.03.2026 should also be opened on or before 31.03.2026.

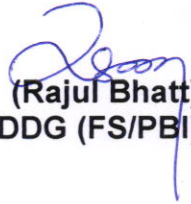
- iv. Salary and Pension uploads in HRMS for POSB Interface will be processed in CBS after completion of EOD for 31.03.2026, which is expected to be completed by 02.04.2026 late evening. CBS APT 2.0 Reports in Finacle and CBS figures in Daily account for CPRC will be available post completion of EOY activities only.
 - v. Post Offices should ensure that no account or modification in accounts of SB/PPF/SSA/NSS-87/NSS-92 remains unverified as interest posting will not happen for any account with pending verification as on 31.03.2026. Concerned staff should be alerted so that such lapses are avoided.
 - vi. On 30.03.2026, all Post Offices should complete all the transactions latest up to 1700 hours and verify all the transactions simultaneously so that there may be no EOD blocking transactions at 1700 hours. All Post Offices should complete HISCOD latest by 1800 hours, except those SOLs which await clearing information from the respective HOs. CPCs should monitor this activity and any blocking validation should be reported to CEPT / IPPB -DOP CBS Teams immediately as soon as it is noticed, so that solution can be provided well in time.
 - vii. CEPT and IPPB DOP CBS Team will be disabling certain menus according to the requirements during EOY Batches execution to control the resource utilizations. CPCs will be kept informed from time-to-time on this and should coordinate with their SOLs & update them whenever found necessary.
 - viii. On submission of HISCOD on 30.03.2026, users of the SOLs will be disabled and no further transactions will be allowed.
 - ix. All the teams who are part of the EOY activities (CPRC, CPC SPOCs, CEPT Team, IPPB DOP CBS Team) should be available and ensure that EOY activities are completed smoothly.
 - x. Reports on Annual Interest Posting, Silent Account Marking, Account Maintenance Charges Collection, Closure of zero balance accounts will be shared through CPCs by the end of second week of April.
 - xi. Since 31st March 2026 (Mahavir Jayanti) and 03rd April 2026 (Good Friday) will be observed as closed holidays, and 04th April 2026 is the next working day for counter operations; high volume of transactions, during the first week of April is expected. Hence circles may consider operating SB counters for full day on 04th April 2026 and if necessary on 05th April 2026 as well to avoid customer inconvenience.
- (B). **Instructions for CPCs:**
- i. CPCs should contact the post offices under their jurisdiction on 30.03.2026 and extend help in clearing blocking validations, if any, and ensure smooth completion of HISCOD.

- ii. All CPCs will remain open till clearing blocking validation of their concerned circles on 30.03.2026/31.03.2026.
- iii. HISCOD/HSCOD for 31/03/2026 will be executed by IPPB DOP team centrally. CPC Teams should be available till HSCOD is completed for all their respective SOLs.

(C) Instruction for Nodal Cheque Clearing Office

It is expected that special clearing sessions may be conducted by RBI/NPCI till late on 31.03.2026 for clearance of Government cheques / dues. Nodal office (Chennai GPO) shall ensure processing of all cheques.

Circles/Regions/Divisions should ensure that these instructions are followed scrupulously by all CBS Post Offices and CPCs.


(Rajul Bhatt)
DDG (FS/PBI)

Copy to:

The Chief General Manager, CEPT (Bengaluru)- for information and necessary action.