

**F.No. CB-25/41/2021-FS-DOP-Part (1)**  
**Government of India**  
**Ministry of Communications**  
**Department of Posts**  
**(FS Division)**

**Dak Bhawan, Sansad Marg,**  
**New Delhi 110001,**  
**Dated: 13.03.2025.**

To,

**All CPMsG/PMsG,**

**Sub: Instructions regarding execution of EOY activities for 2024-25 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 2024-25

**(A). Instructions regarding execution of EOY activities for 2024-25 in CBS offices:**

- i. In view of End of Year Operations, 01.04.2025 and 02.04.2025 is declared as no-transaction day and there will be no POSB transactions across counters. A public notice should be put on the notice board of all CBS Post Offices that due to End of Year, no transactions will be accepted on 01.04.2025 and 02.04.2025. DOP EBanking / MBanking, 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 Post offices on all working days including 01.04.2025 and 02.04.2025 and should not be refused. As 01.04.2025 (Tuesday) is Clearing Holiday, CTS application will not be available on this day as there is validation in the CTS application to check System date and CTS application date. Hence, Outward cheques can be scanned only on 02.04.2025 (Wednesday). Post Offices should ensure that all the accepted cheques are processed expeditiously keeping in mind the fact that 5<sup>th</sup> is a crucial date for interest calculation in PPF and SSA.
- iii. For current financial year (FY 2024-25) POSB transactions, Post offices should accept the cheques considering that the HOs would be able to scan the cheques on or before 29.03.2025 only. Cheques scanned on 29.03.2025 will be cleared on 31.03.2025. Post Offices should ensure that all the cheques cleared on 31.03.2025 are posted in the accounts concerned on 31.03.2025 itself. Cheques scanned from 30.03.2025 to 01.04.2025, and 02.04.2025 which are uploaded for clearance, will be cleared on 02.04.2025 and 03.04.2025 respectively. Post offices should ensure that all the cheques cleared up to 31.03.2025 are posted in the POSB accounts on or before 31.03.2025. The new accounts for which cheques have been accepted and cleared up to 31.03.2025 should also be opened on or before 31.03.2025.
- iv. Salary and Pension uploads in HRMS for POSB Interface will be processed in CBS after completion of EOD for 31.03.2025, which is expected to be completed by 02.04.2025 late evening. CBS GL Reports in Finacle will be available to users post completion of EOY activities only and CBS figures in Daily Reports in CSI will be available on 04.04.2025.

- v. CBS 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 29.03.2025. Concerned staff should be alerted so that such lapses are avoided.
- vi. On 29.03.2025, all CBS 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 CBS 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 EOD Teams immediately as soon as it is noticed, so that solution can be provided well in time.
- vii. CEPT 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 29.03.2025, users of the SOLs will be disabled and no further transactions will be allowed.
- ix. All the teams concerned who are part of the EOY activities (CPC SPOCs, EOD Support Team, CEPT Team, IPPB 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.

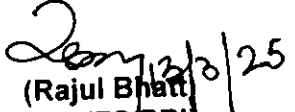
**(B) Instructions for CPCs:**

- i. CPCs should contact the post offices under their jurisdiction on 29.03.2025 and extend help in clearing blocking validations, if any, and ensure smooth completion of HISCOD.
- ii. HISCOD will be executed by CEPT / IPPB team centrally. Teams should be available till HISCOD is completed for all their respective SOLs.
- iii. All CPCs will remain open during the night of 30.03.2025/31.03.2025 and duties of staff should be notified in shifts.

**(C) Instruction for Nodal Cheque Clearing Office**

It is expected that special clearing sessions may be conducted by RBI/NPCI till late on 30.03.2025 & 31.03.2025 for clearance of Government cheques / dues. Nodal office (Chennai GPO) shall ensure processing of the 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:

1. The Chief General Manager, CEPT, Bengaluru for information and necessary action.