

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: 19.03.2024.

To,

All CPMsG

Sub: Instruction regarding execution of EOY for 2023-24 in CBS offices.

Respected Sir/Madam,

Following instructions are to be followed in CBS Post Offices/CPCs for executing End of Year (EOY) activities for 2023-24 -

(A). Instructions regarding execution of EOY for 2023-24 in CBS offices:

- i. In view of End of Year Operations, **1st & 2nd April 2024 are declared as no-transaction days** and there will be no **POSB transactions** across counters during this time. A public notice should be put on the notice board of all CBS Post Offices that due to End of Year, **no transaction will be accepted on 01.04.2024 and 02.04.2024**. However, ATMs will be operational on all days. DOP E-Banking / M-Banking, IPPB-POSB Sweep-In and Sweep-Out facility will not be available on no transaction days. Chennai GPO shall ensure that the DBT operations are performed successfully on all the days.
- ii. Post Offices will accept cheques for credit in POSB schemes on all working days and should not be refused. As 01.04.2024 (Monday) is Clearing Holiday, CTS applications 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 02.04.2024 (Tuesday). Post Offices should ensure that all the accepted cheques are processed expeditiously keeping in mind the fact that 5th is crucial date for interest calculation in PPF and SSA.
- iii. **No cheques should be accepted for current financial year FY 2023-24 POSB transactions from 30.03.2024. Cheques accepted and scanned on 30.03.2024 and 02.04.2024 which are uploaded for clearance will be cleared on 02.04.2024 and 03.04.2024 respectively.** Post offices should ensure that all the cheques cleared up to 30.03.2024 are posted in the POSB accounts on or before 30.03.2024. The new accounts for which cheques have been accepted and cleared up to 30.03.2024 should also be opened on or before 30.03.2024.
- iv. Salary and Pension uploads in HRMS for POSB Interface will be processed in CBS after completion of EOD for 31st March, 2024 which is expected to be completed by 02.04.2024 late evening. CBS GL Reports in Finacle will be available to users post completion of EOY activities only and Daily Reports in CSI will be available on 04.04.2024.
- 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 on 30.03.2024. Concerned staff should be alerted so that such lapses are avoided.

- vi. On 30.03.2024, 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 on noticing, so that solution can be provided well in time.
- vii. CEPT Team will be disabling certain menus according to the requirements during EOY Batch execution to control resource utilization. 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 30.03.2024, 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.

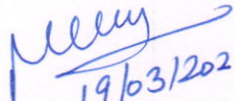
(B) Instructions for CPCs:

- i. CPCs should contact post offices under their jurisdiction on 30.03.2024 and extend help in clearing blocking validations if any and ensure smooth completion of HISCOD.
- ii. HSCOD will be executed by CEPT / IPPB team centrally; CPC teams should be available till HSCOD is completed for all their respective SOLs.
- iii. All CPCs will remain open during the intervening night of 30.03.2024/31.03.2024 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 30.03.2024 & 31.03.2024 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.


19/03/2024
(Manoj Kumar Yadav)
Director (FS & CBS)

Copy to:

1. The Chief General Manager, CEPT / Director, CEPT, Chennai for information and necessary action.