

No. CPRC/18-21/2026  
भारत सरकार / Government of India  
डाक विभाग / **Department of Posts**  
केंद्रीकृत प्रोसेसिंग एवं समायोजन केंद्र / **Centralized Processing and Reconciliation Centre**  
चेन्नई / Chennai – 600002  
दिनांक / Date: 19.02.2026

To  
**All Heads of Circle**

**Subject:** Disposal of Surrendered/Inactive/Expired ATM cards – Reg.

**Reference:** Directorate letter No. CBS-25/51/2022-FS-DOP dated 15.09.2022

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This is regarding disposal of Surrendered/Inactive/Expired ATM cards by Post Offices/SBCOs and CBC CPCs.

2. A Standard Operating Procedure has been circulated vide the letter cited under reference. A copy of the same is attached for ready reference.
3. It is intimated that some post offices are sending the Expired Instant ATM kits to this unit for disposal without following the SOP.
4. In this regard, it is requested to instruct all concerned to dispose the Surrendered/Inactive/Expired ATM cards, as per the instructions circulated vide reference cited above.
5. This is issued with the approval of the Director, CPRC.

Yours faithfully

Encl: As above.

**(T C VIJAYAN)**  
Assistant Director

Copy to: The DDG (FS), Postal Directorate, New Delhi – 110001 for kind information.