

No. 40-29/2026-Plg (Beat Mechanization)
Government of India
Ministry of Communications
Department of Posts
(Establishment Division)

Dak Bhawan, Sansad Marg,
New Delhi - 110001
Dated: 03.09.2026

To,

All Heads of Postal Circles

Subject: Enhanced Service Delivery in Branch Post Offices through Beat Mechanization by reviewing existing mail arrangement in Branch Post Offices – regarding.

The Mail Operations (MO) Division, vide Letter No. 16-02/2024-D dated 25.10.2024, has issued policy guidelines for the mechanization of delivery beats by converting bicycle beats into motorized beats. This initiative has been implemented in urban areas, i.e., Head Post Offices (HOs) and Sub Post Offices (SOs) particularly in urban areas.

2. At present, Assistant Branch Postmasters (ABPMs)/Gramin Dak Sevaks (GDSs) collect mail bags directly from the Account Office and return the Branch Office (BO) mail bags to the Account Office. This arrangement often results in delays in mail delivery and poses operational difficulties in handling large parcels.

3. With the increasing volume of parcel traffic and the growing emphasis on e-commerce logistics, there is a need to mechanize the delivery beats of Branch Post Offices to facilitate faster transportation of mail between Account Offices and Branch Post Offices, improve delivery efficiency, and enhance parcel business.

4. It has observed that in most of the Branch Post Office, delivery of accountable articles is very less. By mechanized beat the transmission of mails will be handled efficiently as well as create scope for delivery of a greater number of parcels/mail items in Branch Post Office.

5. Accordingly, all Circles shall undertake a comprehensive review of mail delivery arrangements in all Branch Post Offices and **make concerted efforts to convert manual delivery beats into mechanized beats wherever feasible.**



6. The advantages of beat mechanization in Branch Post Offices for citizens and the Department are as follows:

- (a) Mail will reach Branch Post Offices earlier compared to transmission through bicycle or foot beats.
- (b) Parcels will be delivered at the doorstep of customers in rural areas, thereby improving the quality and timeliness of delivery services.
- (c) Improved delivery services in rural areas are expected to enhance customer satisfaction and facilitate the acquisition of additional business.
- (d) ABPMs will receive higher remuneration in the form of mileage allowance for the transmission and delivery of mail through mechanized means.

7. The detailed **Standard Operating Procedure (SOP)** for the review and implementation of mechanized beats in Branch Post Offices is enclosed as **Annexure-I**.

8. Circles are requested to initiate the Beat Mechanization exercise across their respective Circles through the Regions/Divisions/Sub-Divisions and identify and convert all potential manual beats of Branch Post Offices into mechanized beats. For the purpose an online workshop may be organized at Circle/Regional Level for all Divisions/Sub Divisions to brief details of activities to be carried out for Beat Mechanization in Branch Post Offices.

9. After completion of Beat Mechanization in the Circle, wherever the Circle considers it necessary to convert an ABPM/GDS post into a BPM post, or vice versa, the Circle shall submit a proposal to the Establishment Division of the Postal Directorate for consideration and approval.

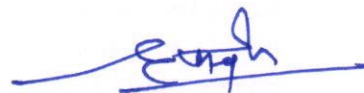
10. The compliance report may be submitted by **31.10.2026** in the proforma enclosed as **Annexure-II**.

11. To facilitate the smooth conduct of the exercise, an Excel Template is also provided with SoP for use of the Divisions/Sub-Divisions. The template may be utilized for mapping the existing routes, identifying the proposed mechanized beats, calculating the associated cost, and assessing the utilization of surplus posts.



11. As the SOP is detailed and contains illustrative images, Circles are requested, as a **green initiative**; circulate this order among the concerned Regions/Divisions/Sub-Divisions through **e-Office or e-mail**. Printing of this order may be avoided, to the extent possible.

This bears approval of Secretary (Posts)



(Dushyant Mudgal)

DDG (Establishment)

Copy to:

- 1) Sr. PPS to Secretary (Posts)/Director General (PS)
- 2) Sr. PPS to Members (Postal Services Board)/PPS to all Members of Postal Services Board
- 3) Director, RAKNPA/JS&FA
- 4) Sr. DDG (Vigilance)/Sr. DDG (PAF)/CGM(Parcel)/CGM(PLI)
- 5) Secretary, Postal Services Board/DDG(Personnel)/All Deputy Directors General (through Office Notice Board)
- 6) Director (Staff)/Directors of all PTCs
- 7) ADG (SPG/SPN)
- 8) SO Guard File

**STANDARD OPERATING PROCEDURE (SOP) FOR MECHANIZATION
OF MAIL ROUTES BETWEEN ACCOUNTS
OFFICE AND BRANCH POST OFFICES**

During the last few years, India Post has undertaken several initiatives to ensure the speedy, reliable and secure transmission of mail bags and parcels between RMS Offices, as well as between RMS Offices and Post Offices. The Mail Operations (MO) Division, vide letter No. 16-02/2024-D dated 25.10.2024, has issued policy guidelines for the mechanization of delivery beats for the delivery of accountable articles and for the conveyance of mail between Account Offices and Branch Post Offices.

2. At present, in many cases, Branch Postmasters (BPMs)/Gramin Dak Sevaks (GDS) personally collect/ return mail bags from/to their Account Offices. The time so spent can be substantially reduced by mechanizing the identified mail routes and deploying dedicated mail carriers on such routes. The saved time can be used for more productive purposes.

3. There is an urgent need to review the existing arrangements for transmission of mail between Account Offices and Branch Post Offices. It is proposed that **Mechanized GDS Mail Carrier-cum-Delivery (GDSMC-cum-Delivery) routes** may be introduced between Account Offices and Branch Post Offices, wherever feasible and justified, to ensure reliable, faster and cost-effective transmission of mails/parcels and delivery of parcels.

4. **Coverage under the Policy Guidelines:** - As per the policy guidelines issued vide Postal Directorate letter No. 16-02/2024-D dated 25.10.2024 regarding mechanization of delivery beats and reimbursement of fuel expenses, the following categories of staff are covered under the guidelines:

- Regular Postman staff;
- Gramin Dak Sevaks (GDS), including GDS Mail Carriers (MC), including GDS MCs engaged in Branch Post Offices;
- Other departmental staff engaged in delivery work; and
- Outsourced delivery staff.

(ii) The Delivery Norms for Delivery Staff fixed vide above letter is as under: -

Items	Congested areas in Minutes	Non-Congested areas in minutes	Remarks
Distance Travelled			A d - h o c
By Foot	19 Mts/KM	12 Mts/KM	Norms
By Bicycle	10 Mts/KM	06 Mts/KM	
By 2-Wheeler vehicle	05 Mts/KM	03 Mts/KM	

Note: - The norms for distance travelled are ad-hoc in nature. In non-congested areas, depending on terrain and road conditions, the norm of 3 mts/ km can be modified at Circle level.

(iii) **Fixation & Review of Rate of reimbursement of Fuel Charges to delivery Staff:**
Vide M.O. Division OM No. 18-0/2022-PD dated 06.05.2022 the rate of reimbursement



of Fuel charges to delivery staff was circulated, the same will be applicable for GDS staff engaged in BO beat mechanization. The rate of fuel reimbursement and periodic maintenance shall be payable as under: -

Total fuel reimbursement charges paid to delivery staff per KM =

(a) Average expenditure on periodic maintenance per km. (Rs. 0.98) + Average fuel charges per km

(b) Average Fuel Charges per km (ie Fuel price in the respective state / Average mileage of the bike ie 40 Km/Litre)

Note: - 1. The rate of fuel charges/maintenance charges are to be fixed by the Circle during the month of April for the Financial Year. However, due to any global situation any drastic upward/downward change in the fuel prices, the HoC may revise the fuel charges/maintenance charges any time during a financial year.

2. The conditions prescribed for two-wheeler, licensing and other documents will be applicable as prescribed in Mail Operations (MO) Division, vide letter No. 16-02/2024-D dated 25.10.2024.

5. Expected Benefits of Mechanized BO Routes

The mechanization of mail routes between Account Offices and Branch Post Offices is expected to provide the following benefits:

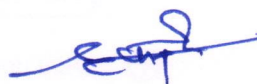
(i) Reduction in transit time and improvement in reliability

- Same day transmission of mails between AO and BOs and vice versa.
- Chances of missing bags, over carrying etc are almost nil thereby improving reliability

(ii) Doorstep delivery of large and heavy parcels: The Department has been focusing on delivering parcels at the doorstep of customers through mechanized delivery beats. While this model has already been implemented in urban areas, it needs to be introduced in rural areas also where number of parcels for delivery are on the increase. Mechanization of mail transmission will enable Mail carrier deployed for transmission of mails to deliver parcels at doorstep of customer.

(iii) Better utilization of GDS manpower: The time and manpower so saved in transmission can be utilized for more customer centric activities allowing the department to introduce more customer centric activities.

(iv) Improved customer satisfaction: Faster transmission and doorstep delivery of parcels, particularly in rural and remote areas, will improve service quality, enhance reliability and contribute significantly towards improving customer satisfaction and the public perception of India Post.



Part-A – Revision of Mail Arrangements for Branch Post Offices from Manual Beats to Mechanized Beats

1. Steps to be followed by the Sub-Divisional Head for Review of Mail Arrangements and Identification of Mail Routes.

The aim of this exercise is to reduce the transit time, improve reliability and optimize the cost involved in transmission and delivery. Various steps and models given below must be understood from this perspective.

For reviewing the existing mail arrangements and identifying suitable mail routes for mechanization, the following steps may be followed by the Sub-Divisional Head:

(i) **Preparation of Data:** At Sub Divisional Level data should be collected for each BO under each account office in the below mentioned format with the help of Due Mail Sorting List, Work Hours Statements, Line/Stage Statements.

Format A : - Existing Mail Transmission Beat (AO to BO and Vice versa)

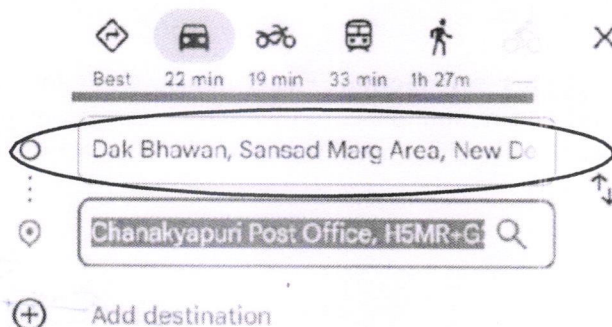
(To be prepared for Each BO under a Sub Division)

Name of the Account Office	Name of the BO	UP Trip		Down Trip		Mode of dispatch (By GDS/ABP M/BPM)	Distance in KM. (Both way)	HQ of Mail Carrier	Sanction Strength of BO	Working strength of BO	Details of Posts of BPM/ABP M/GDS/ Outsider in the BO.
		Dispatch time from BO	Arrival time at Account Office	Dispatch time from BO	Arrival time at Account Office						

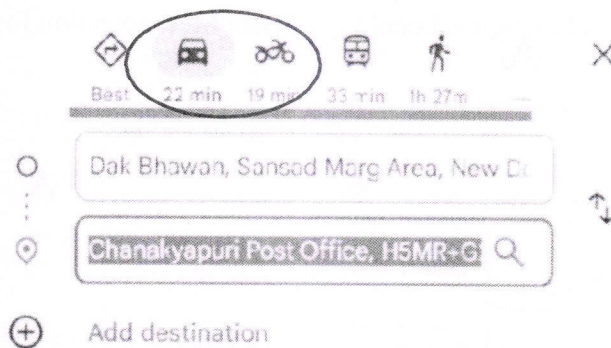
Note: The column Mode of dispatch should be used to give details of arrival/ departure and mode of dispatch if there is any transit BO in between AO and BO.

(ii) **Mapping of Existing Mail Arrangements:** After collection of data the existing BO beat should be mapped by using Google Map from Account Office to each BO to get exact route distance for each BO from Account Office and expected travelling time to facilitate a clear understanding and assessment of the existing mail arrangements.

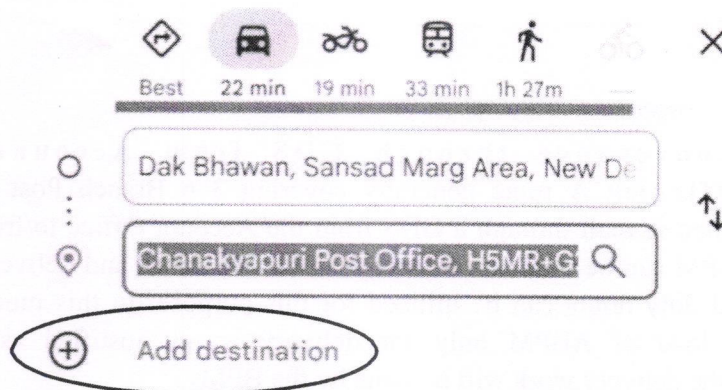
- Open Google Maps on a desktop/laptop.
- In the first field, enter the name and full location of the **Account Office**. This will be the starting point for the BO beat.



- In the second field, enter the name and location of the **first BO**. Select the correct location from the search results and choose the **Driving** mode.



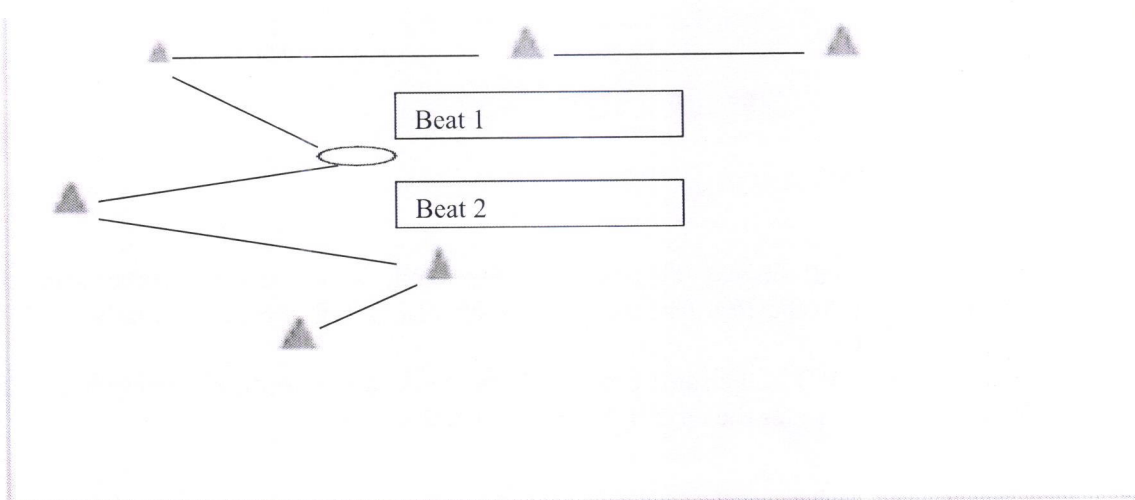
- d. Google Maps will display the route distance and estimated travel time from the Account Office to the BO. Use the most practical motorable route normally used for mail conveyance.
- e. To add the next BO in the same beat, click the “+ **Add destination**” option below the destination field. Enter the next BO as the new destination.



- f. Continue adding each subsequent BO in the order in which the mail beat is actually travelled. Google Maps will then show:
 - a. Total distance of the complete beat
 - b. Estimated total travel time
 - c. Distance and travel time between successive BOs
- g. Repeat the process for every existing BO beat under the Account Office. A separate Google Maps route should be created for each beat for all BOs under an Account Office.
- h. Where a BO is not accurately available on Google Maps, search using the BO name along with village, block, district and PIN code. If required, use the nearest landmark and validate the route with the concerned field office.
- i. For hilly, forest, river-crossing, seasonal or otherwise difficult routes, record the relevant access constraint. Google Maps travel time should be treated as indicative and supplemented by local operational knowledge.
- j. Retain a screenshot of the completed route map for each beat, clearly showing the Account Office, BO sequence, total distance and estimated travel time.

(iii) Identification of Suitable Routes: After preparation of existing route map of BOs from account office, Sub Division Head shall examine possible Mechanized Beats by using “Google Map” for each account office. The proposed mechanized beat shall consist of distance travelled, time taken etc.

On examination of route of BOs from Account Office Circle/Division/Sub Division may adopt following methodology of Beat Mechanization for smooth implementation: -



Model-1: Mail Conveyance through GDS from Account Office to Branch Post Office(s): A route generally covering 3–6 Branch Post Offices may be identified for conveyance of mail through a GDS from the Account Office to/from these Branch Post Offices. This ABPM can be utilized fully for mail carrier duties and delivery of big parcels enroute if his/her total duty hours can be utilized for this purpose. In this model, Branch Post Offices where work load of ABPM only for delivery is not justified as per prescribed establishment norms, the delivery work will be done by the BPMs.

Model-2: Mail transmission and Delivery of Articles by GDS from Account Office to Branch Office(s): In cases where the distance between the Account Office and the Branch Post Offices is relatively short a GDS may be entrusted with the responsibility of conveying mail from the Account Office to/from Branch Post Offices and also delivering the articles at some of the Branch Post Offices. This model may be adopted where the combined workload of mail conveyance and delivery can be effectively managed by a single GDS.

In this model delivery of articles will be done by GDS with mail transmission work for one or two Branch Post Offices and in remaining Branch Post Offices where work load of ABPM only for delivery is not justified as per prescribed establishment norms, the delivery work will be done by the BPMs.

Model-3: Mail Transmission and Delivery of single BO through ABPM: In cases where the delivery work load is heavy, the existing system of mail transmission and delivery through an ABPM may continue. Such Branch Post Offices may continue to be served through the existing arrangement, considering the higher volume of delivery work.

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2. In some cases where BPM is performing both roles eg Mail Carrier and BPM, the

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for each account office.

(vi) Documentation of Proposed Routes: After finalization of proposed mechanized beat, details of the proposed mechanized routes identified, duties proposed to be assigned to ABPM/ BPMs, etc, and Google Maps of the proposed routes shall be prepared in the following format as a separate sheet for each Account office.

Format-B : Proposed “Mechanized GDSMC cum mechanized delivery Beat”

(To be prepared for all account Office at Sub Divisional Level)

Name of Account Office	Name of BO	BO Proposed for a. Mechanized beat. b. Delivery from Account Office. c. Delivery through GDS Mail Carrier d. Other	Proposed Mechanized Beat	No. and name of BOs covered	Transmission of mail from AO to BO conveyed through mechanized beat	Distance in KM.	UP Trip		Down Trip		Google Map link of the route
							Dispatch time from AO	Arrival time at BO	Dispatch time from BO	Arrival time at Account Office	
SO1	BO1	a	Beat 1	BO1	AO to BO1						
SO1	BO2	a		BO2	BO1 to BO2						
SO1	BO3	a		BO3	BO2 to BO3						

Note: - All BOs under an Account Office are to be filled in this proforma, so that a clear projection can be ascertained.

(vii) Submission to Divisional Office: The data are to be prepared in the prescribed Excel format for proposed mechanized Beats and the Sub Divisional Head shall submit Account Office wise proposal to Divisional Office as completed and so on. The timeline for preparation of proposal for mechanized beat for an account office is prescribed as under: -

- If number of BOs in an account office are less than 10 - 2 working days.
- If number of BOs in an account office are 10 and above – 3 working days.

7. Consolidation and Approval at Divisional Level

On receipt of proposal Account Office wise on Mechanized Beat from each sub-division, the proposal shall be examined at Divisional Level and after examination if proposal found adequate, the revised mail arrangement of Branch Post Offices through Mechanized Beats shall be approved by the Divisional Head within 3 working days and in case of any discrepancy noticed in any proposal the same shall be communicated to Sub Divisional Head concerned within 3 working days. However, this proposal must be finalized in next three days. A copy of the approved plan may also be sent to RO/CO for information and review.

An account office wise consolidated report of revised mail arrangement shall be prepared at Divisional Level and information of all mechanized beats of Division shall also be submitted to Region/Circle concerned.

Part-B Calculation of cost benefits and Proposal for Manpower redeployment

After completion of activities prescribed in **Part A**, at Divisional Level the assessment of cost in respect of conversion of BO beats into Mechanized beats are to be calculated. Further, on implementation of mechanized beat the assessment of calculation of ABPM posts spared and redeployment plan of such posts is also to be prepared.

1. Action to be taken at Divisional Level

(i) Cost Calculation: - At divisional level data will be prepared in consultation with Sub Divisional Heads, in respect of cost calculation viz existing expenditure and proposed expenditure in connection with mail arrangement for each account office sub-division wise in the following format: -

Format C – Calculation of cost for existing and proposed mail arrangement

Sr. No.	Name of AO (HO/SO)	Existing Mail Arrangement	Total Existing Expenditure	Total Proposed Expenditure			Total
			Conveyance Allowance + TRCA + FC+DA+ Bonus (Delivery allowance)	Fuel Charges	Expenditure on TRCA + FC+DA+ Bonus (Delivery allowance) of Mail Carrier	BPMs Combined duty allowance (If any)	
1.	AO1	AO1-BO1					
		AO1-BO2					
		AO1-BO3					
		Total	(A)	(B)			

Total saving of Division is as under: - Rs.....(A) - Rs..... (B) =Rs...per month

Total annual saving is Rs.../-

Total man power saving=..... ABPM

(ii) Revised Manpower Calculation and Redeployment Plan: - In addition to calculation of cost, at Divisional Level calculation of manpower requirement on implementation of Mechanized Beats are to be done as well as a detailed plan for redeployment of spare ABPM posts are also to be prepared.

The calculation of existing and proposed manpower is to be done in following format: -

Format D – Calculation of existing and proposed manpower

S. No.	Name of AO (HO/SO)	Name of BO	Present Details			Proposed Details			Remarks
			BPM	ABPM	Dak Sevak	BPM	ABPM	Dak Sevak	
1.	AO1	A BO1	1	1	0	1	0	0	Post may be redeployed to X SO
2.		B BO2	1	0	0	1	0	0	Post may be kept held in abeyance
3.		C BO3	1	0	0	1	0	0	Post may be attached to X SO for...(Aadhar, SB, PLI, Delivery work etc.)
4.	AO2	A BO1	1	1	0	1	0	0	Post may be redeployed to X SO
5.		B BO2	1	0	0	1	0	0	Post may be kept held in abeyance

6.		C BO3	1	0	0	1	0	0	Post may be attached to X SO for...(Aadhar, SB, PLI, Delivery work etc.)
		Total	6	2	0	6	0	0	--

(iii) Utilization of Spare Manpower (ABPMs) after Beat Mechanization

After implementation of beat mechanization, the Circle may utilize the spare manpower (ABPMs) arising from such mechanization strictly as per objectively defined operational requirement in the following areas:

(a) Within the Sub-Division: Spare ABPMs may, in the first instance, be accommodated within the same Sub-Division against vacant posts of BPMs/GDSs

(b) Deployment at Account Office: One GDS may be deployed at the Account Office, wherever required, to support activities such as pickup of mail/articles, business promotion, help in sorting of BO mails etc subject to the prescribed norms and workload.

(c) Within the Division: In cases where spare ABPMs cannot be accommodated within the same Sub-Division due to non-availability of suitable vacancies, they may be accommodated within the Division against other vacant posts of BPMs/GDSs.

(d) Within the Region/Circle: In cases where spare ABPMs cannot be accommodated within the same Division, options may be obtained from the concerned ABPMs. Based on their willingness and availability of suitable vacancies, they may be accommodated in other Divisions within the Region/Circle, subject to administrative feasibility.

(e) Utilization for Revenue Generation Activities: Spare ABPMs may also be utilized for revenue-generating and business-development activities within the Division, such as Aadhaar Centres, Bulk Mail/Parcel Pickup, Business Post Centres, and other identified business activities, subject to prescribed norms and demonstratable results in terms of revenue generation.

(f) Holding of Residual Posts in Abeyance: After making all feasible arrangements for the utilization/accommodation of spare ABPMs, any posts of ABPMs remaining vacant may be declared as "Held in Abeyance" until further orders.

(iv) Redeployment of spare Posts: - After assessment of manpower requirement Division shall prepare post redeployment plan for the Division in the following format: -

Format E: Details of posts which redeployed

Sr. No.	Name of Post (From)	Name /Unit (To)	BPM	ABPM	Dak Sevak
1.					
2.					

Format F: Details of Unit in which spare Posts attached (in details)

Sr. No.	Name of Post (From)	Name of Post/Unit (To)	BPM	ABPM	Dak Sevak
1.					
2.					

Format G: Details of posts proposed to kept as held in abeyance



Sr. No.	Name of AO (HO/SO)	BPM	ABPM	Dak Sevak
1.				
2.				

Divisional Office shall prepare a comprehensive proposal in Format C to G in consolidate for whole Division which will cover:

- Financial and operational benefits arising from the proposed mechanization.
- Details of existing and proposed manpower.
- Details of utilization/redeployment of spare posts.
- Identification of posts to be kept **"Held in Abeyance"**, wherever required; and

The consolidated proposal shall be submitted to the concerned **Circle Office/Regional Office** for examination and approval.

2. Action to be taken at Regional/Circle Level

a. Sensitization and training to Divisional Heads/Sub Divisional Heads: - Region/Circle shall conduct an online workshop for Divisional head/Sub Divisional Head, having detailed sensitization plan which all activities to be carried out for Beat Mechanization in Branch Post Offices.

b. Timely Examination and approval of proposals received from Division: - RO/CO must examine the revised mail arrangements approved by Divisional Office for each account office to oversee its correctness and convey to Divisional office if any deficiencies are noticed. On receipt of consolidated proposal from the Division the same will be examined at Regional/Circle level in case found fit the same shall be approved and communicated to respective Division within 15 days from the receipt of the proposal in Regional/Circle Office.

After completion of this beat mechanization activity across the circle a compliance report is to be submitted by the Circle concerned to Postal Directorate in the following proforma.

Format H: Summary of Beat Mechanization in the Circle

SLN o	Name of the Division	No of manual beats reviewed	No of Manual Beats transformed into mechanized beat	Expenditure on existing manual beats	Expenditure on proposed manual beats	Existing Manpower			Proposed Manpower			No of posts identified as held in abeyance		
						GD S	ABP M	BP M	GD S	ABP M	BP M	GD S	ABP M	BP M

Monitoring and Implementation

(a) Preparation of Beat Mechanization Plan at Sub-Divisional Level: For each Sub-Division, the Sub-Divisional Inspector shall prepare a detailed Beat Mechanization Plan covering all Account Offices and the Branch Post Offices attached thereto. The plan shall be submitted to the concerned Divisional Office as per timelines given at Part A(vii). The exercise for whole of sub-division has to be completed within 30 days.

(b) Identification of GDS for Mechanized Beats: For each mechanized beat, one

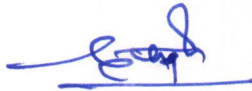
GDS shall be identified. Fuel/Mileage Allowance, as admissible under the applicable rules, shall be paid to such GDS on a monthly basis as per guidelines issued vide Postal Directorate letter No. 16-02/2024-D dated 25.10.2024.

(c) Examination Approval and Consolidation at Divisional Level: The Beat Mechanization Plans received from the Sub-Divisions shall be examined at the Divisional level for each account office as per time line given at Part A 1(vii). Division shall submit a comprehensive Beat Mechanization Plan approved for the entire Division to the concerned Regional/Circle Office.

(d) Activities mentioned in Part A which relates to transformation of manual beats into mechanized beats and revision of mail arrangement will be prepared at Sub Divisional Level and approved at Divisional Level.

(e) Activities mentioned in Part B which relates to cost calculation and manpower redeployment, will be carried out at Divisional Level in consultation with Sub Division Head concerned and approved at Region/Circle.

The various format prepared in this SOP are illustrative, Circle can modify any format as per administrative needs.



Annexure-II

Name of the Circle: -

Details of Review of Manual Beats						Operational Benefits			Cost Benefits (In Rs.)				Number of Mechanized GDSMC Route identified
Sr. No.	Name of Division	Name of sub Division	Total No of Delivery sub offices having BOs	Number of Delivery office which mail arrangement from AO to BO has been reviewed and mechanized GDSMC cum delivery Beat identified	Number of Double /Triple Handled Branch Post Offices	No of GDS Post before review	No of GDS Post after review	No of post saved	(a) Before review cost (In Rs.)	(b) After review cost (In Rs.)	(c) Saving per month in cost (In Rs.) (c= a-b)	(d) Yearly saving (In Rs.) (d= C*12)	
Total													

