No. Q-25/22/2024-PE-I-DOP
Government of India
Ministry of Communications
Department of Posts
(Establishment Division)

Dak Bhawan, Sansad Marg,
New Delhi – 110001
Dated: 16.11.2026

To,

All Heads of Circles
Tamil Nadu, West Bengal, Delhi,
Chhattisgarh, Kerala and Maharashtra Circles

Subject: Conduct of the Establishment Review Portal in the pilot Circles from 18.11.2026 to 21.11.2026 – reg.

Sir/Madam,

Kindly refer to this office letter of even number dated 09.10.2026 regarding the Proof of Concept (PoC) of the Establishment Review Portal conducted in the identified Divisions from 14.10.2026 to 17.10.2026.

2. On completion of the PoC, it has been decided to roll out the Establishment Review Portal in the pilot Circles, namely Tamil Nadu, West Bengal, Delhi, Chhattisgarh, Kerala and Maharashtra Circles. The Portal shall be conducted in all Post Offices (except Branch Post Offices) of these Circles from 18.11.2026 to 21.11.2026.

3. The Circles are requested to take the following action before and during the conduct:

i. The post-wise establishment data of all offices shall be checked and updated in APT 2.0 before 17.11.2026, including the mapping of staff deployed in IDCs and BPCs. Staff deployed in an IDC or BPC should not continue to be shown in the establishment of the parent office.
ii. All the fields have been categorized as 'Auto Fetched" **except "Postman Beat Length".** Circle is requested to nominate a nodal officer (IP/ASP or above) for each Division. The nodal officer will ensure that Beat Length of postman in Delivery Post Office/IDCs/BOs are filled correct and complete.
iii. The Maker, Checker and Approver shall exercise due diligence and ensure that only accurate and verifiable data is entered.
iv. It was observed during the PoC that some offices had entered abnormally high numbers of unregistered articles, which incorrect the workload assessment. An IP/ASP shall be deputed to verify the data entered by the offices before it is approved and finalised.
v. In case of any issue noticed, the same may be reported in the template provided by CEPT during the Pilot Circles roll out.

4. It is further intimated that initially a co-efficient of 45 Minutes for Branch Post Offices, 10% for Sub Post Offices, 15% +additional 8% for Account Branch for Head Post Offices is configured in the portal over the workload calculated based on various activities performed in the post offices.

5. Calculation of leave reserve will be done by the concerned Division after assessment of justified staff strength through the portal, in accordance with the prescribed norms.

6. Continuation of manual assessment of PRI, Sorting Postman, Cash Overseer and Mail Overseer posts is not a part of portal at present, hence will be continued to be carried out as per the existing norms.

7. The Establishment Review Portal will be the basis for assessing the staff requirement of Post Offices. The Circles are requested to accord priority and ensure that it is conducted in all offices as scheduled.

DDG (Establishment)
Dak Bhawan, New Delhi – 110001

Copy to:

1. The General Manager, CEPT, Bengaluru – for information and necessary action. CEPT may be requested to incorporate the changes communicated, re-run the PoC results on the approved norms and coefficients, conduct the demo session at 1100 hrs on 17.11.2026, ensure that the Portal is ready and available to all offices of the pilot Circles from 18.11.2026 to 21.11.2026, and maintain a helpdesk for coordination.