

No. Y-41/21/2026-PE-II-DOP
Government of India
Ministry of Communications
Department of Posts, India
(Establishment Division)

Dak Bhawan, Sansad Marg,
New Delhi-110001
Dated: 19.10.2026

To,

All Head of Postal Circles,

Subject: Instructions for Implementation of Common Organizational Structure and Creation of New Administrative Units in Circles – Regarding.

Background:

1. Instructions for a comprehensive review and rationalization of Administrative Units across the Postal Circles, with a view to enhancing administrative efficiency, business development and revenue generation, were issued vide letter No. Y-38/2/2026-PE-II-DOP dated 17.07.2026.
2. Instructions regarding the implementation of a common organizational structure in Administrative Units and the creation of revised structures for the Heads of Region, Logistics and Sales were issued vide letter No. Y-38/2/2026-PE-II-DOP dated 20.07.2026.
3. Instructions regarding the roles and responsibilities of the Heads of Region, Logistics, Sales and Transportation were issued vide letter No. Y-41/79/2026-PE-II-DOP dated 09.09.2026.
4. Further instructions for the implementation of a common organizational structure in Administrative Units across the Circles by 30.09.2026 were issued vide letter No. Y-41/19/2026-PE-II-DOP dated 15.09.2026.
5. Based on the review of Administrative Units, the proposals received from the Circles were examined, and orders for the creation, rebalancing and merger of Regions, Divisions and Sub-Divisions were issued on 12.10.2026.



6. Accordingly, detailed instructions regarding the redeployment of posts at the JAG/SAG levels for the implementation of the revised organizational structure and creation of new Administrative Units were issued vide letter No. Y-41/21/2026-PE-II-DOP dated 16.10.2026.
7. Consequent upon the redeployment of JAG/SAG-level posts for the creation of Regions and the posts of Heads of Logistics and Sales, the Personnel Division issued instructions regarding the transfer and posting of JAG/SAG-level officers vide letter No. R-01/12/2026-SPG-DOP (Part-I) dated 16.10.2026, to take immediate effect.

In continuation of above, the following instructions are issued to the Circles for the implementation of the common organizational structure in Administrative Units and the creation of new Administrative Units:

1. The orders regarding the redeployment of posts and the transfer and posting of officers to take immediate effect.
2. As per the Standard Operating Procedure (SOP) issued vide letter No. Y-38/2/2026-PE-II-DOP dated 13.10.2026, the Circles shall update the details of the newly constituted Regions, Divisions and Sub-Divisions, as well as mergers of Divisions/Sub-Divisions, in APT 2.0 by 19.10.2026.
3. Redeployment of JTS/STS posts within circle are to be carried out in connection with rebalancing of administrative unit till 23.10.2026 by the Head of the Circle wherever required, under intimation to Directorate
4. The Circles shall take necessary action to operationalize the revised Administrative Units with immediate effect.

The Circles are requested to take necessary action to implement the above arrangements in their respective jurisdictions and submit a compliance report by 23.10.2026.

This issues with approval of Secretary (Posts)


(Dushyant Mudgal)
DDG (Establishment)

Copy to:

1. PS to Hon'ble Minister of Communications.
2. PS to Hon'ble Minister of State for Communications.
3. Sr. PPS to Secretary (P)/DG (Postal Services).
4. Sr. PPS to all Members, Postal Services Board.
5. Sr. DDG (Vigilance)/CGM, PLI/CGM (CCS & RB)/Sr. DDG (PAF).
6. Director, RAKNPA.
7. JS & FA.
8. All Chief Postmasters General.
9. All Postmasters General.
10. All DDsG/GMs in Postal, PLI and Parcel Directorates (through e-Office).
11. Additional Director General, Army Postal Service, C/o 56 APO.
12. GM, CEPT – with a request to upload the OM on the India Post website.
13. All recognized Federations/Unions/Associations (through India Post website)
14. SO, Guard File.

