

No. Y-41/19/2026-PE-II-DOP
Government of India
Ministry of Communications
Department of Posts, India
(Establishment Division)

Dak Bhawan, Sansad Marg,
New Delhi-110001
Dated. 15.09.2026

To,

All Head of Postal Circles,

Subject: Implementation of common organization structure in administrative units in line with Department's hierarchy of Horizontal and Vertical – Regarding.

This is in continuation of this office letter No. **Y-38/2/2026-PE-II-DOP** dated 17.07.2026, 20.07.2026 & 09.09.2026 on the aforesaid subject.

The proposals received from the Circles regarding the revised organizational structure of administrative offices have been examined from the perspective of both **horizontal and vertical alignment**. It has been observed that the existing/proposed organizational structures are not adequately aligned and do not ensure an equitable distribution of branches and workload.

(A) Group Officers at Circle Level (APMG/ADs): Group Officers posted in the Circle Office play a key role in the implementation and monitoring of departmental activities at the Circle level. They also play a vital role as a bridge between the Directorate and the Divisions of the respective circle.

(ii) Therefore, Group Officers in the Circle Office should have a common portfolio across all Circles aligned with the Directorate structure to ensure effective coordination, prompt response, and uniform and effective implementation of departmental policies. The proposed arrangement seeks to provide clearer functional ownership of verticals and horizontal functions, with aligned nomenclature and portfolios across Circles and Directorate, while retaining flexibility to address Circle-specific operational requirements.

(iii) Accordingly, an indicative common organizational structure for each Circle including the logistic vertical has been formulated and is being forwarded to each Circle as **Annexure-I**. Circle are requested to decide final logistic structure in consultation with Member (Operation).



(iv) However, in respect of miscellaneous branches which are not covered under the common organizational structure, the Circle may assign such branches to any Group Officer, keeping in view the operational requirements.

Note: The indicative number of IPs/ASPs/Supervisors has been mentioned; however, Circles may interchange the deployment of IPs/ASPs/Supervisors, keeping in view the workload and functional requirements/justification.

(B) Group Officers in Regional Offices: Regional Offices provide the supervisory link between the Circle Office and various units under the respective.

(ii) Accordingly, a **common organizational structure for Regional Offices** has been formulated to bring greater consistency in the allocation of functions and portfolios across regions. The proposed structure provides for clear allocation of major vertical and horizontal responsibilities among Group Officers, with nomenclature and functional ownership aligned, to the extent feasible, with the structure at the Circle Office and Directorate.

(iii) The common organizational structure for Regional Offices is enclosed as **Annexure-II**.

Note: The indicative number of IPs/ASPs/Supervisors/OA has been mentioned; however, Head of Region may access and deploy IPs/ASPs/Supervisors/OA, keeping in view the workload and functional requirements/justification.

(C) IPs/ASPs in Postal Divisional Offices: Postal Divisional Offices are the principal field-level administrative units responsible for supervision of Post Offices and implementation of departmental programmes.

(ii) Accordingly, a **common organizational structure for Postal Divisional Offices** has been formulated with standardized allocation of functional responsibilities among IPs/ASPs. The structure is intended to provide greater consistency across Divisions while retaining sufficient flexibility for local requirements.

(iii) Two models for Divisional Offices have been formulated, namely, the **2 IP/ASP model** and the **3 IP/ASP model**. The **2 IP/ASP model** may be implemented in rural and smaller Divisions, whereas the **3 IP/ASP model** may be implemented in urban, larger and logistic revenue-potential Divisions, having regard to workload, network size and operational requirements. While identifying logistic potential divisions, existing business needs to be given priority and additional IP/ASP post should not be deployed unnecessarily.



(iii) In order to ensure effective handling of important branches and specialized functions at the Divisional level, and to leverage the experience and supervisory capabilities of senior officials, **LSG-level officials may also be posted in Divisional Offices, wherever considered necessary, based on workload, functional requirements and administrative feasibility.** Such deployment would facilitate effective supervision of critical branches, improve institutional efficiency, and ensure that the experience of senior officials is appropriately utilized for important administrative and operational functions.

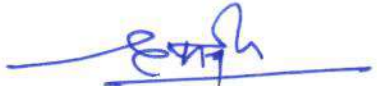
(iv) The common organizational structure for Postal Divisional Offices is enclosed as **Annexure-III**

(D) IP/ASPs in RMS Divisions: — To ensure an efficient organizational structure of RMS Divisions and to facilitate timely processing and transportation of mail and parcels, improved operational efficiency, reduction in transit time, and effective monitoring and inspection, an indicative deployment structure of IPs/ASPs in RMS Divisions has been prescribed and is enclosed as **Annexure-IV**.

(ii) However, in smaller RMS Divisions having fewer Sorting Offices under their jurisdiction, the Circles may deploy 3–4 IPs/ASPs, depending upon the workload, geographical jurisdiction and functional requirements of the Division.

Circles are requested to take necessary action for implementation of the above arrangements in their respective jurisdictions by **30.09.2026** and submit a **compliance report** by **05.10.2026**.

This bears approval of Secretary (Posts)


(Dushyant Mudgal)
DDG (Establishment)

Copy to: -

1. Sr. PPS to Secretary (P)/ DG (Postal Services)
2. Sr.PPS to all Members, Postal Services Board
3. Sr. DDG (Vigilance)/CGM PLI/CGM (CCS &RB)/Sr. DDG (PAF)
4. Director, RAKNPA
5. JS&FA
6. All Chief Postmasters General
7. All Postmasters General
8. All DDsG/GMs in Postal, PLI and Parcel Directorates (Through e-office)
9. Additional Director General, Army Postal Service, C/O 56 APO
10. GM, CEPT- with a request to upload the OM on the India Post Website.
11. SO, Guard File



भारतीय डाक
डाक सेवा-जन सेवा

India Post
Dak Sewa-Jan Sewa

Annexure-I

India Post Organization

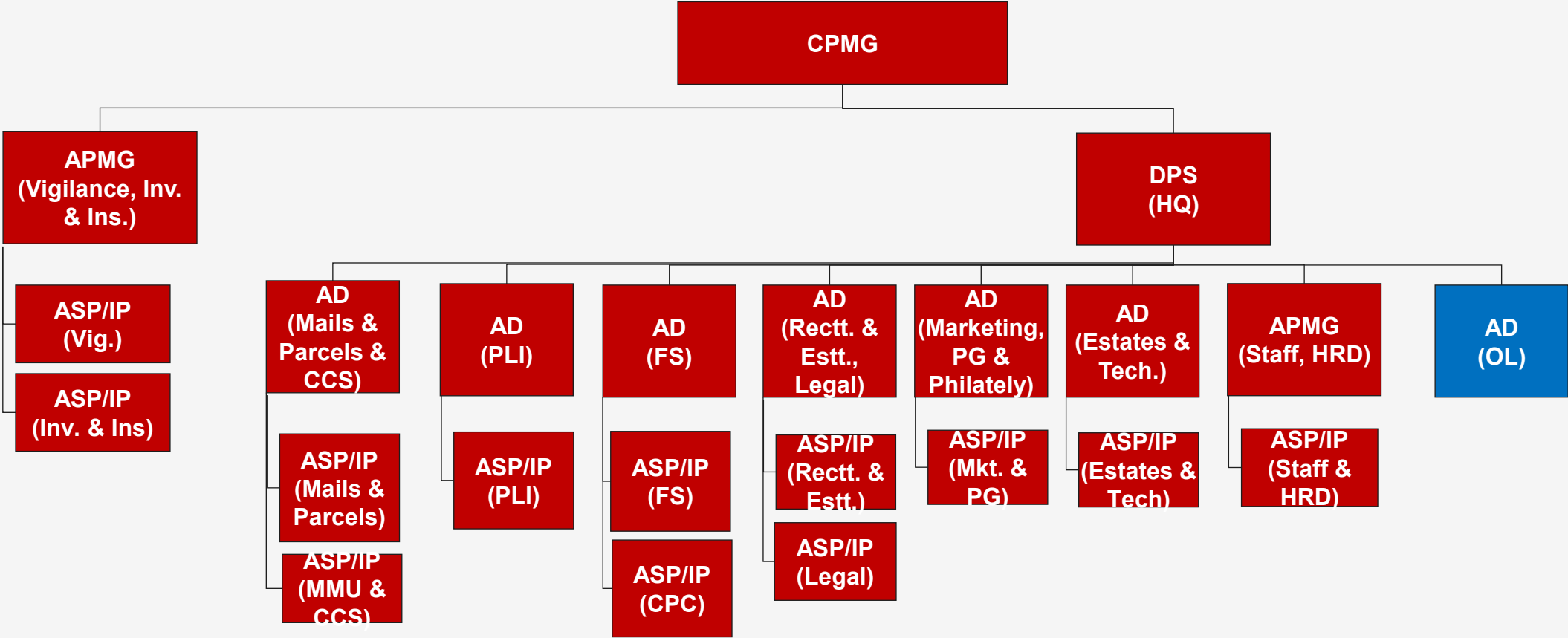
Office org structures

भारतीय डाक
डाक सेवा-जन सेवा

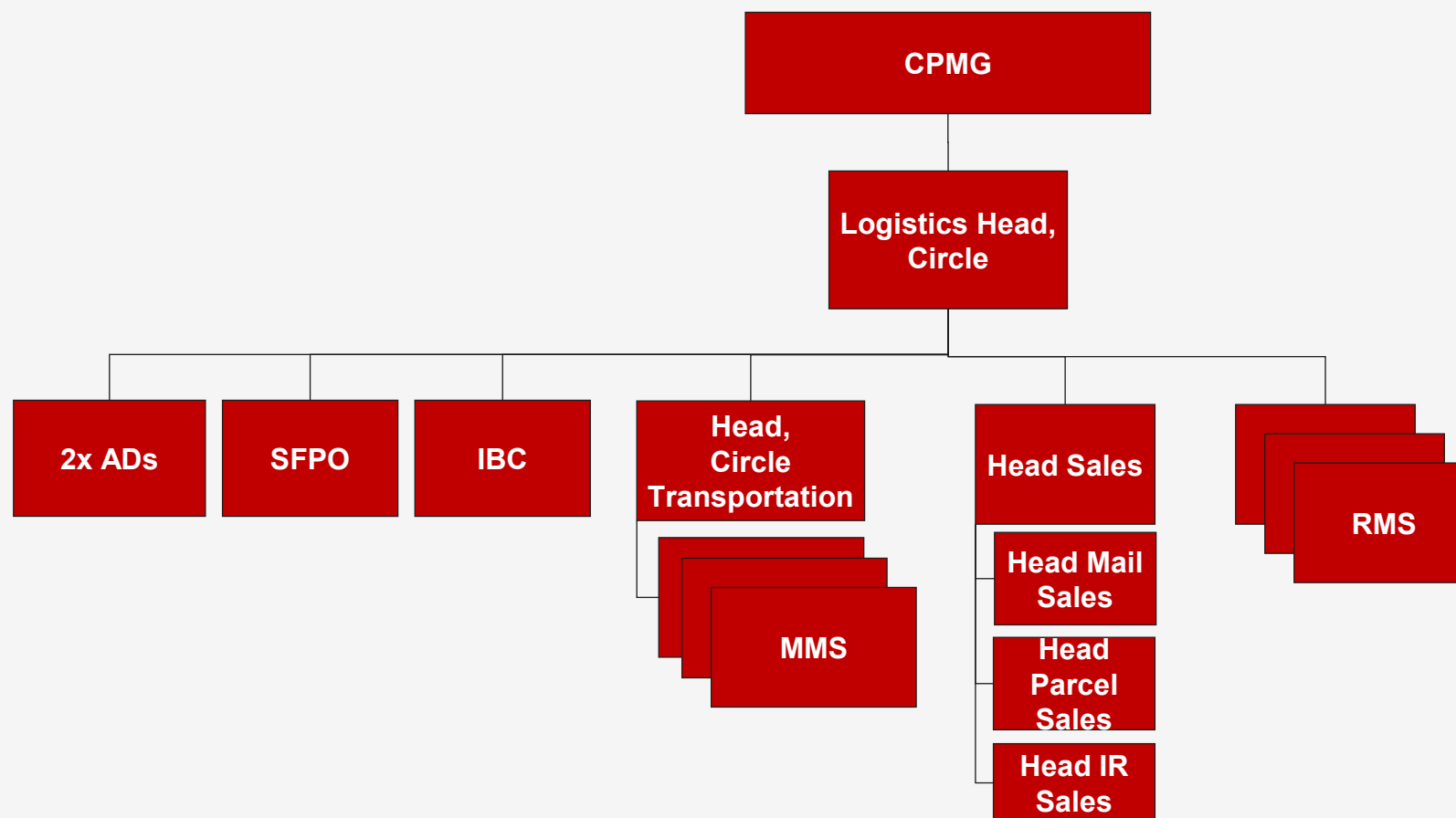


India Post
Dak Sewa-Jan Sewa

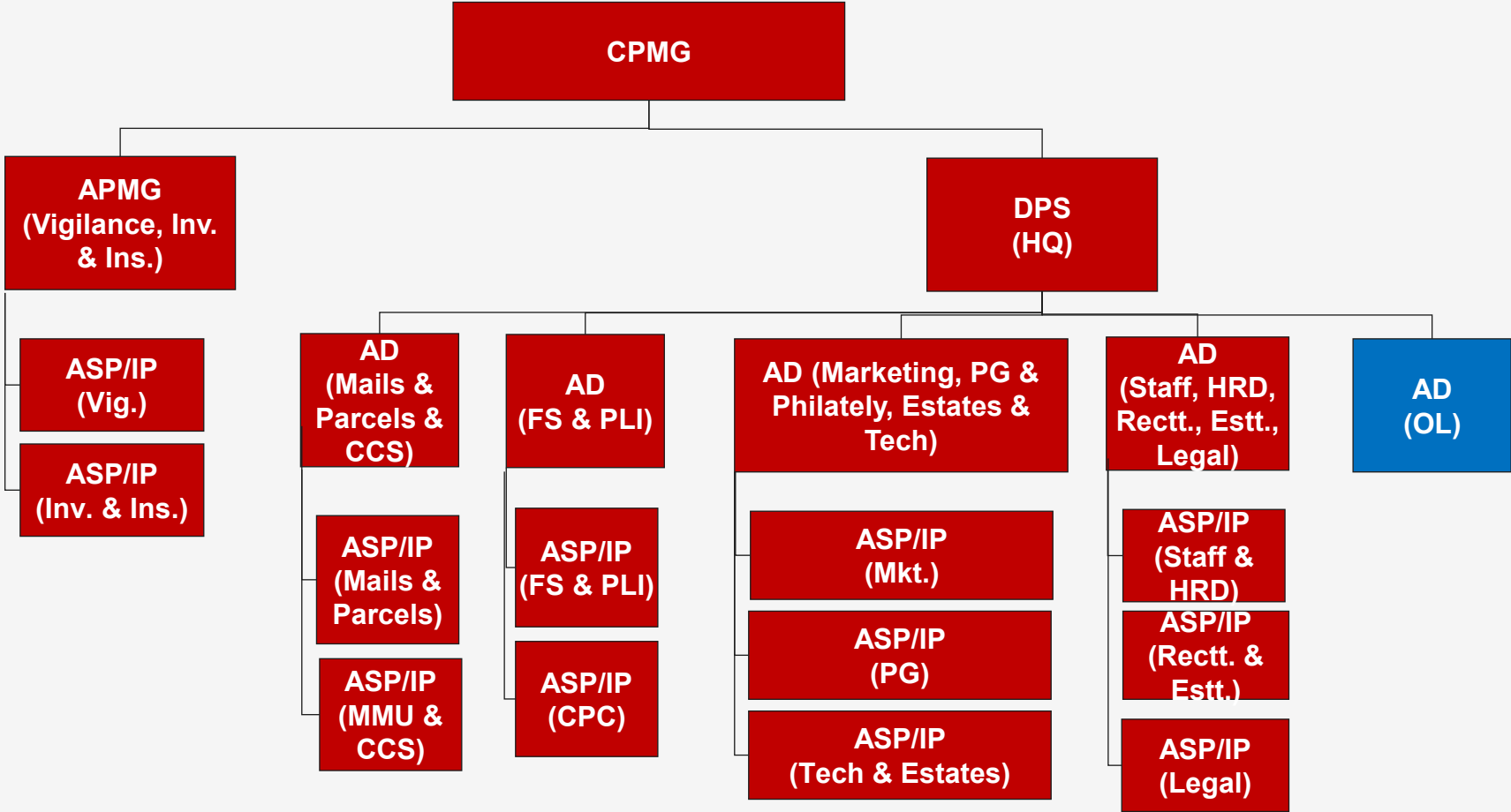
Andhra Pradesh Circle – Circle Office



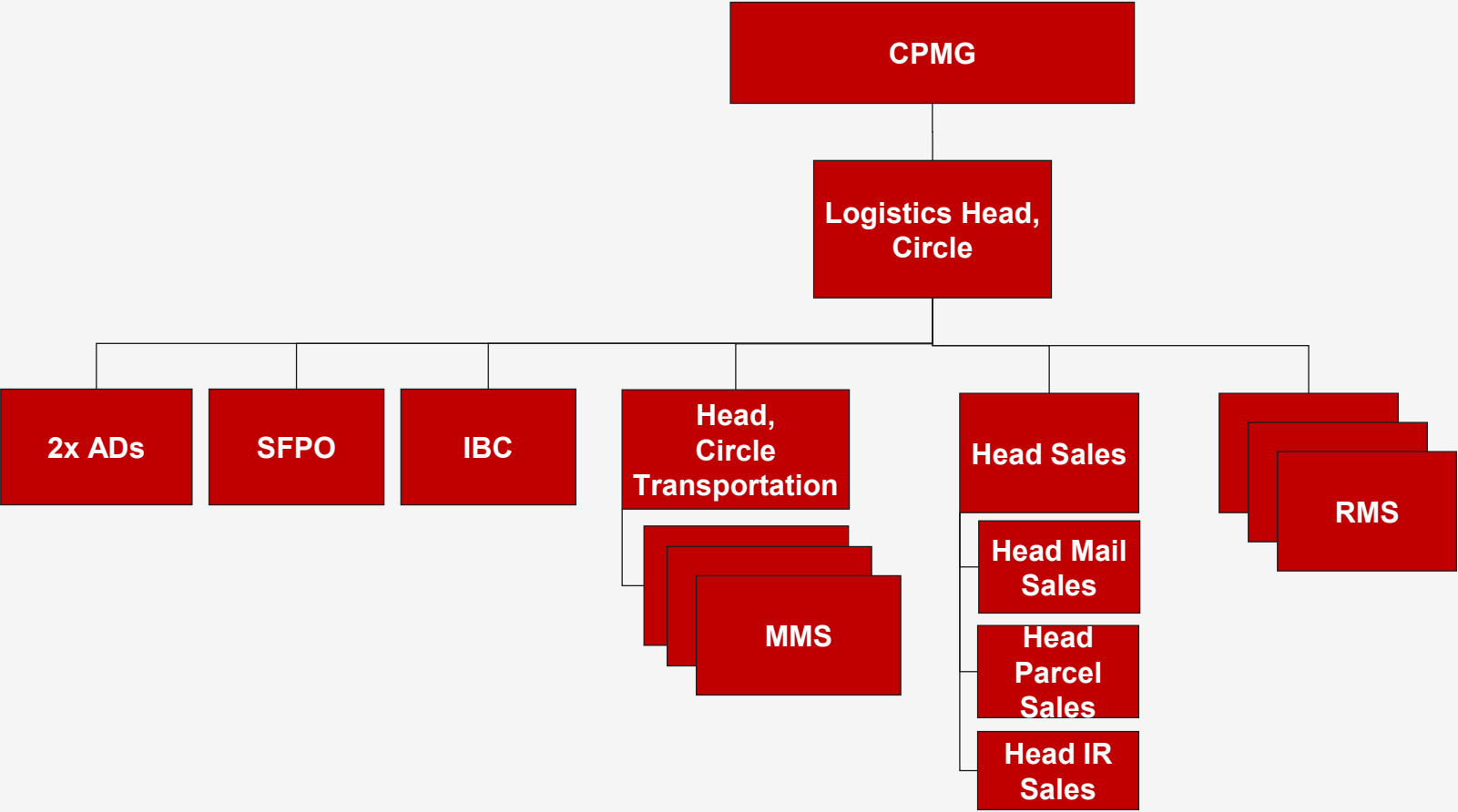
Andhra Pradesh Circle – Logistics Vertical



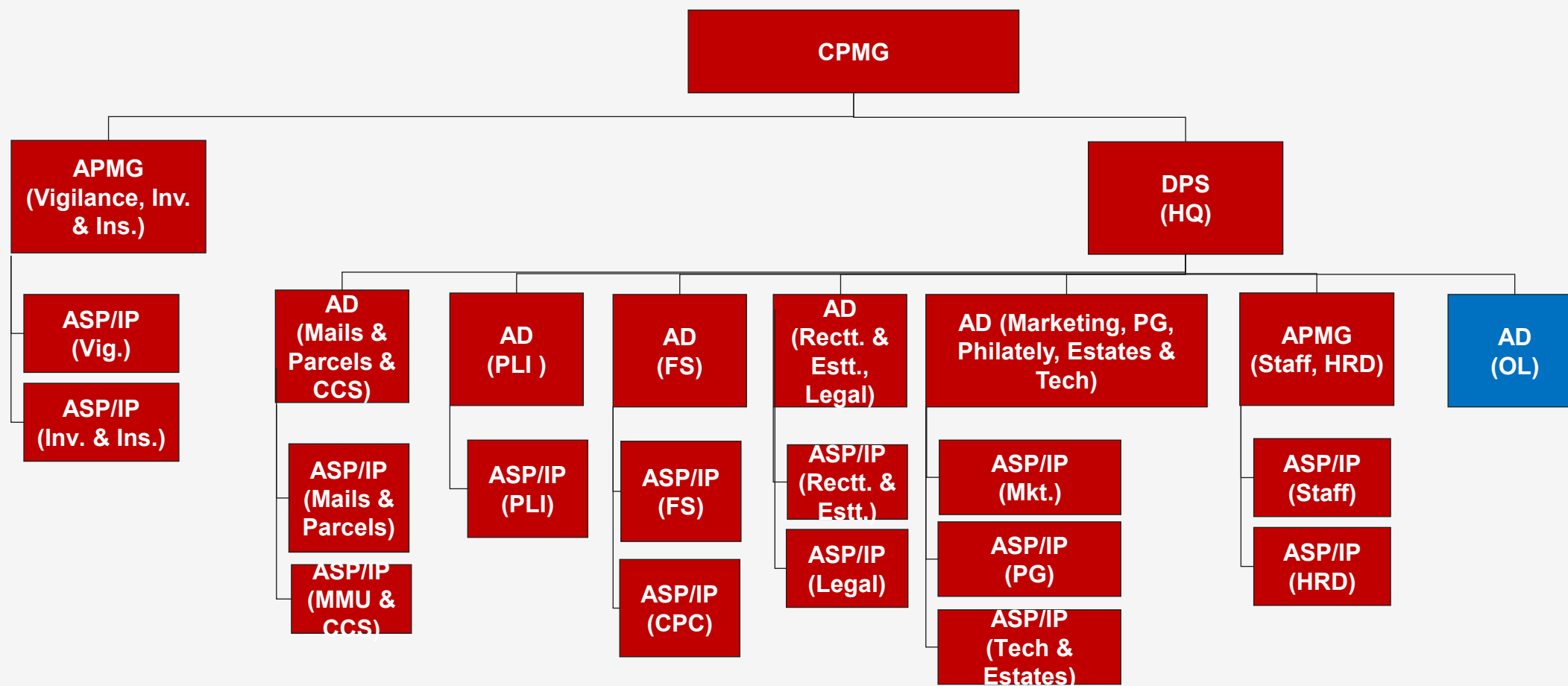
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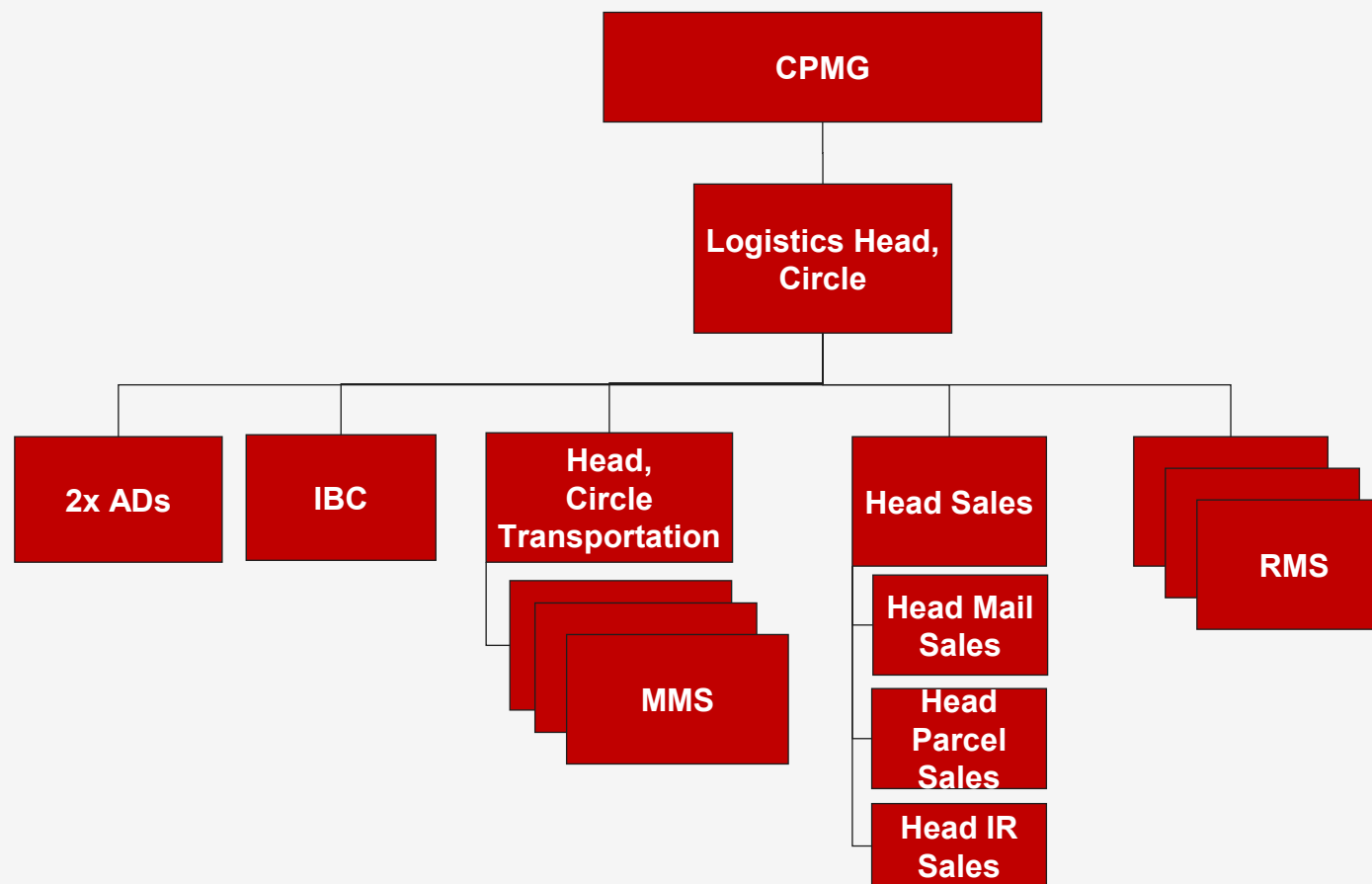
Assam Circle – Logistics Vertical



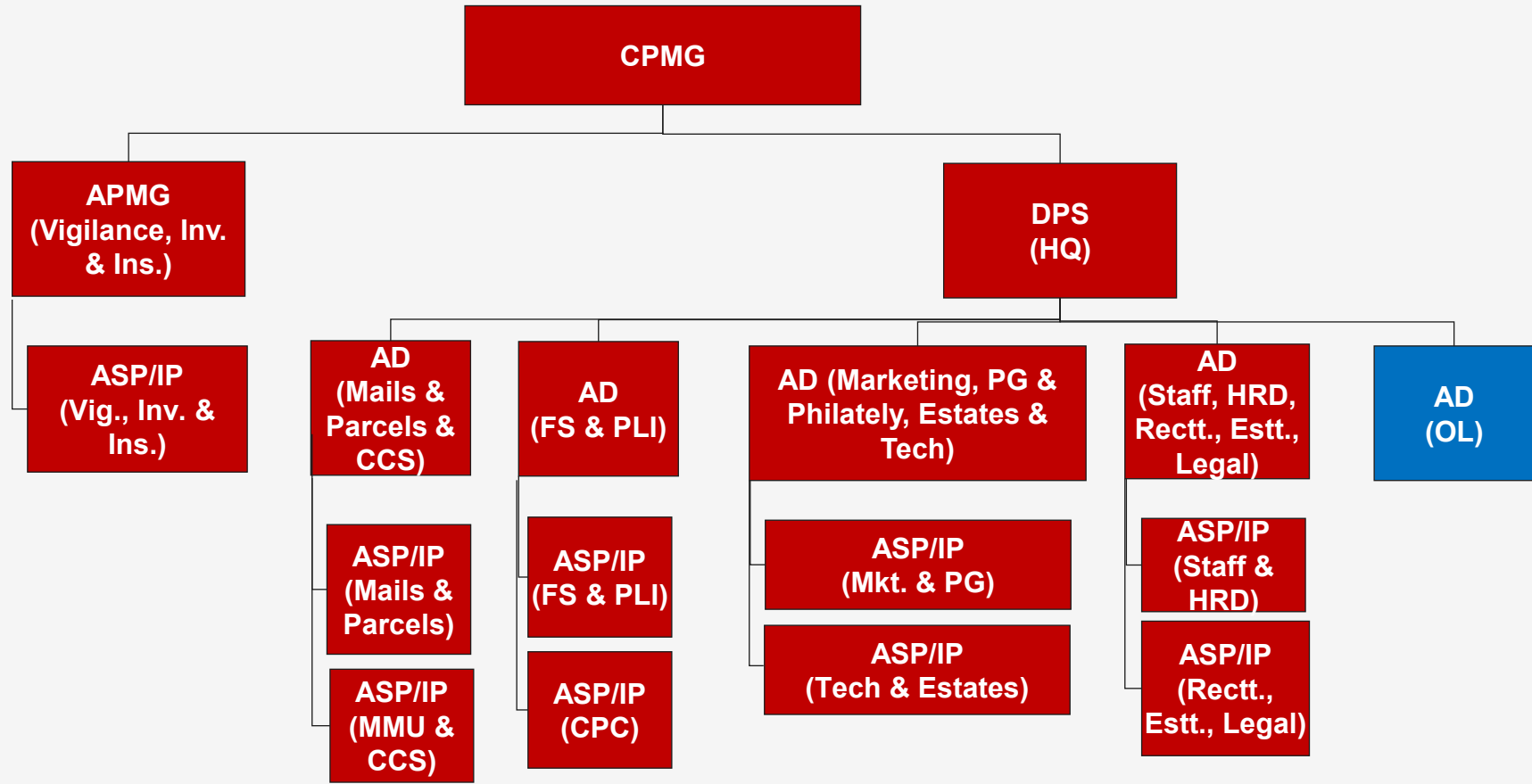
Bihar Circle – Circle Office



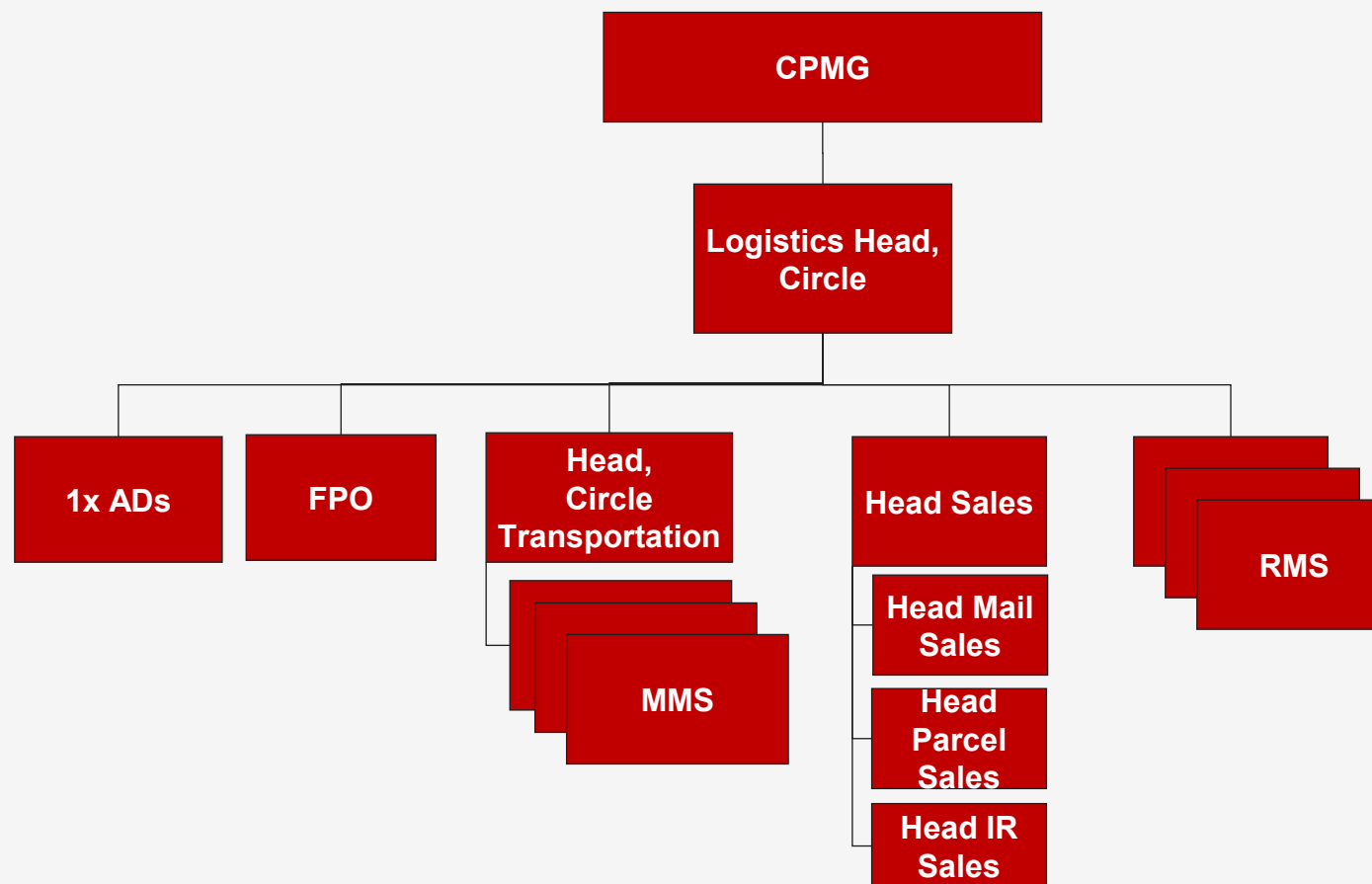
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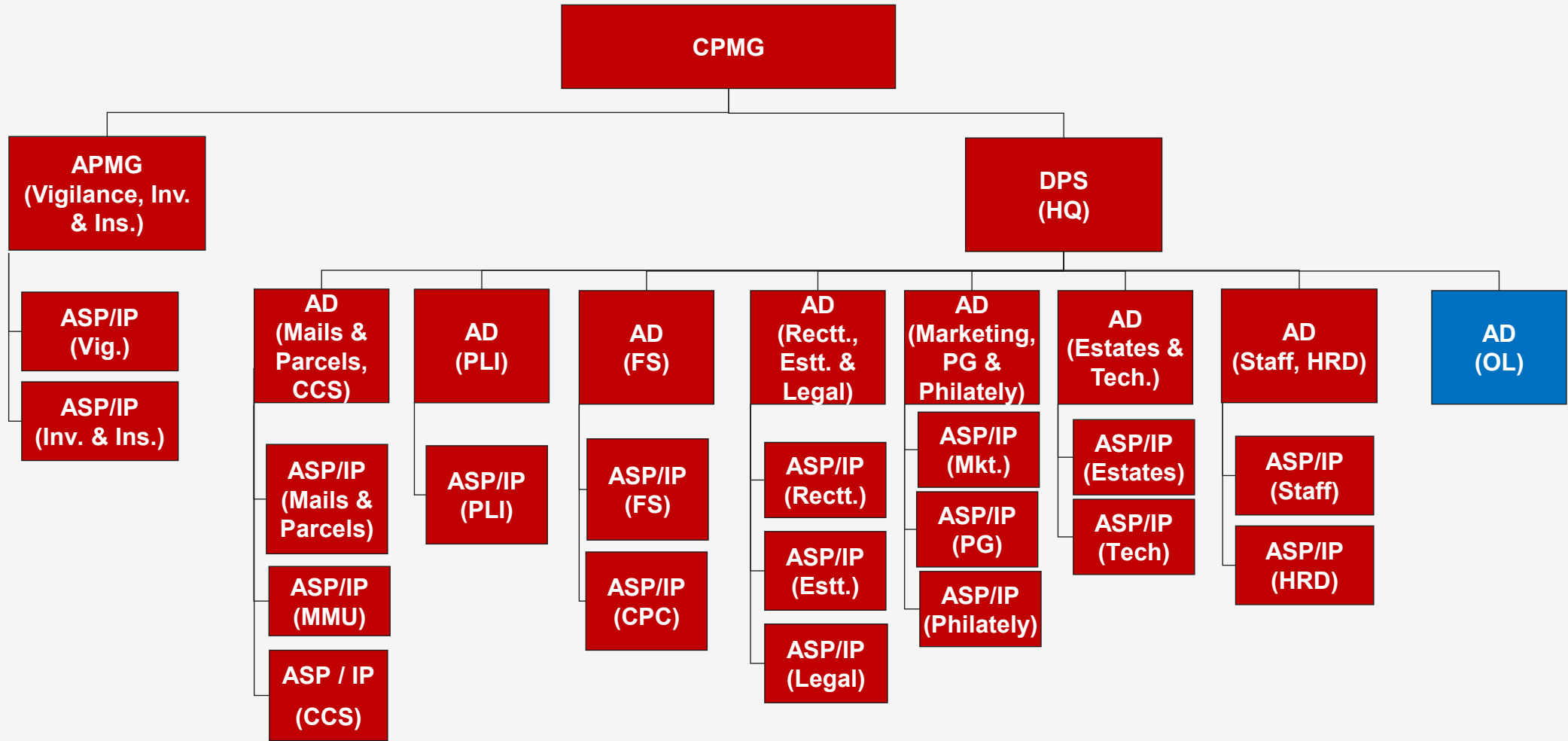
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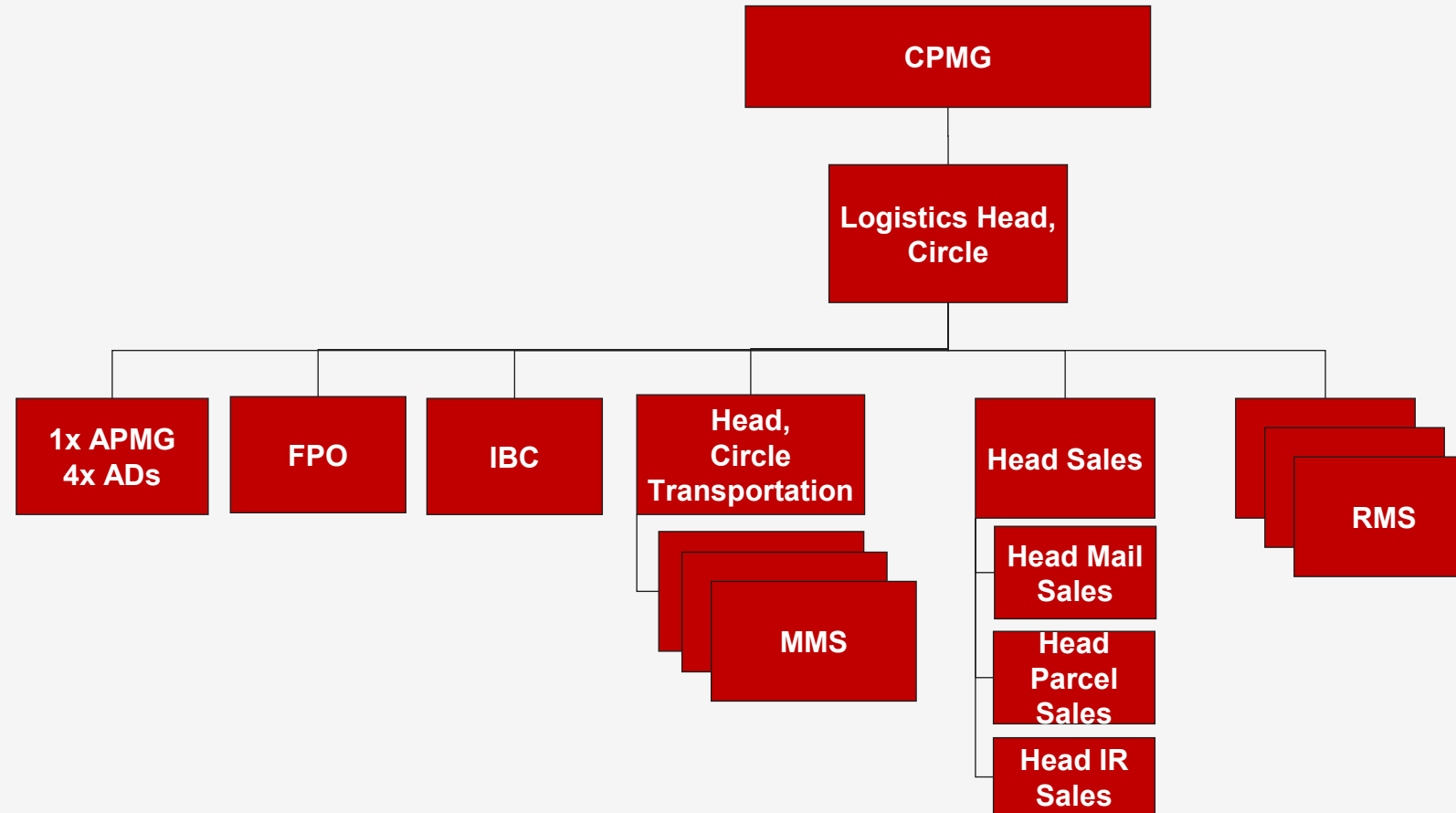
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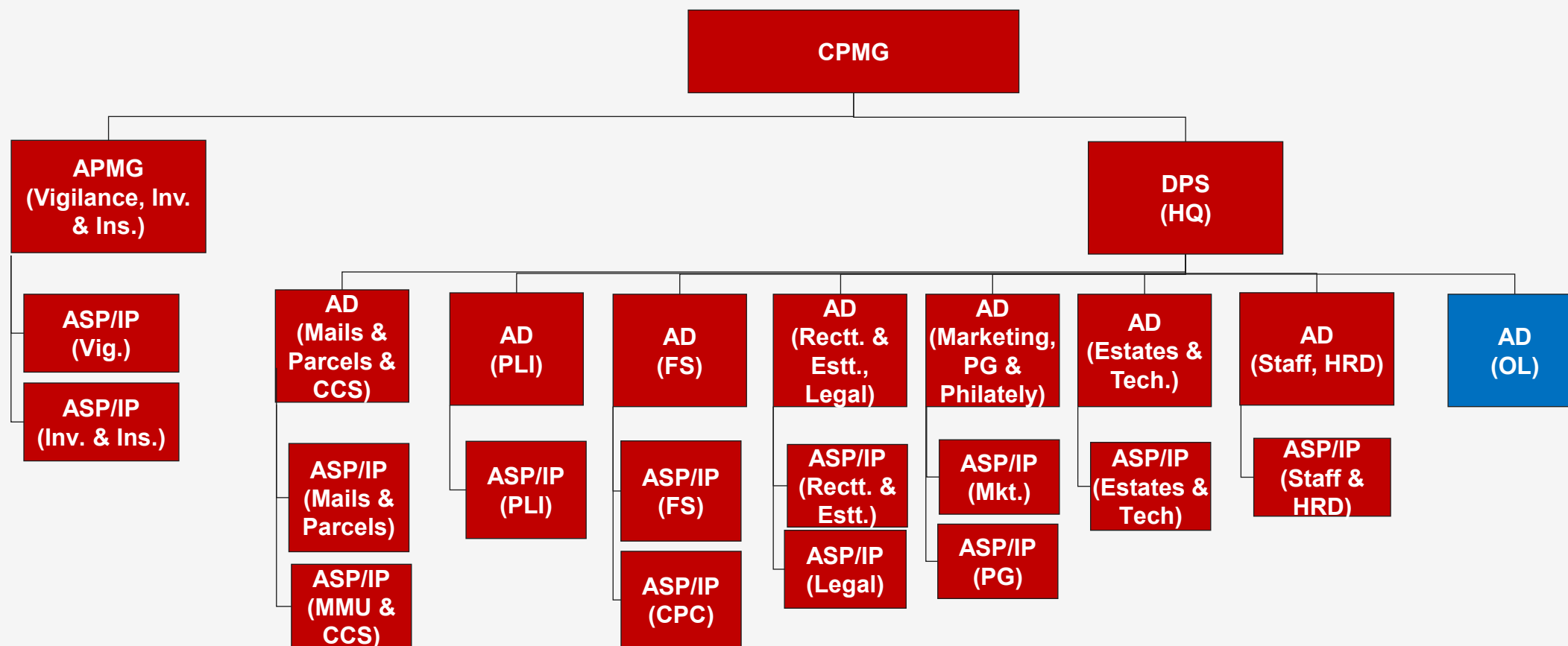
Delhi Circle – Circle Office



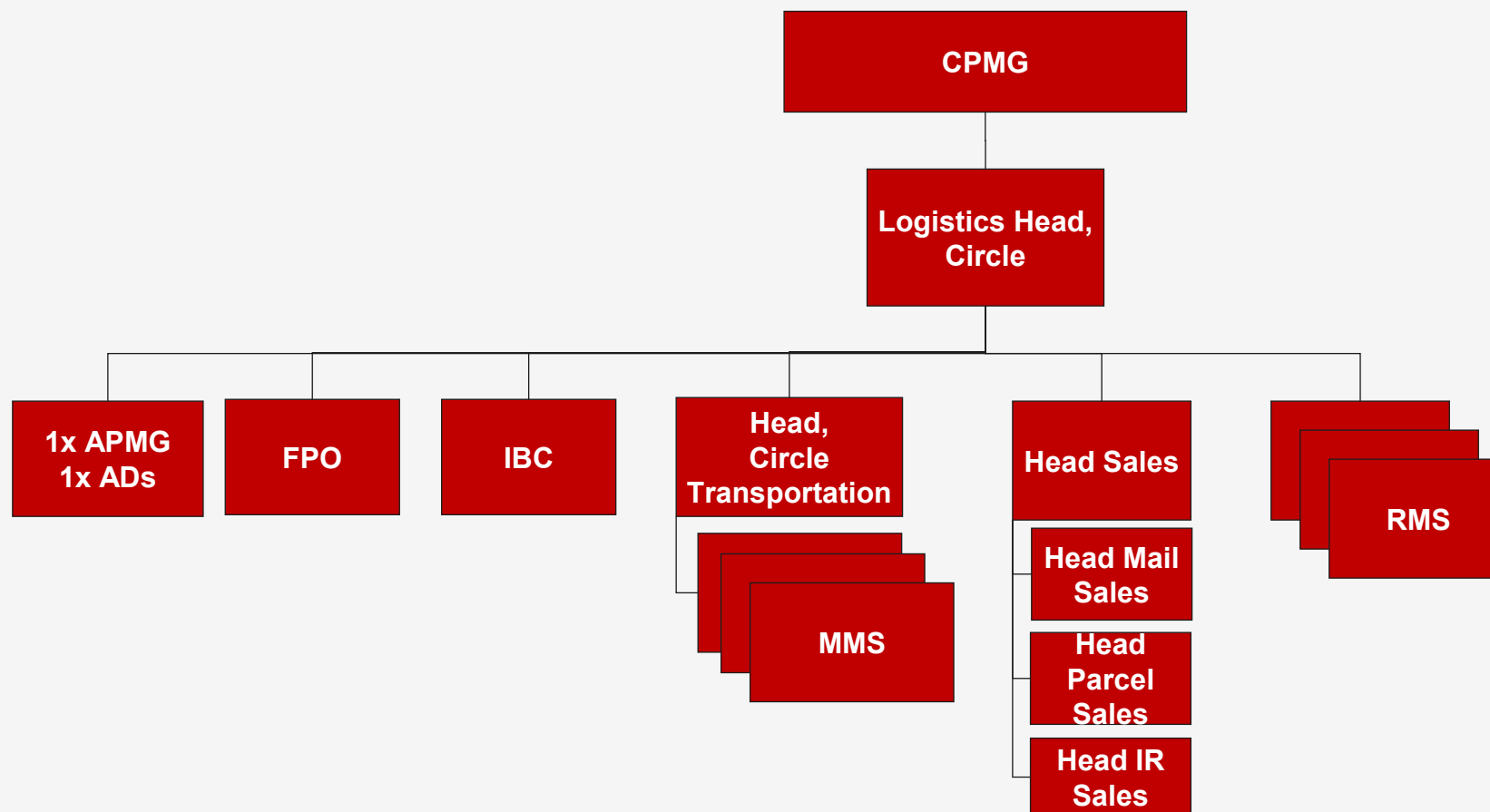
Delhi Circle – Logistics Vertical



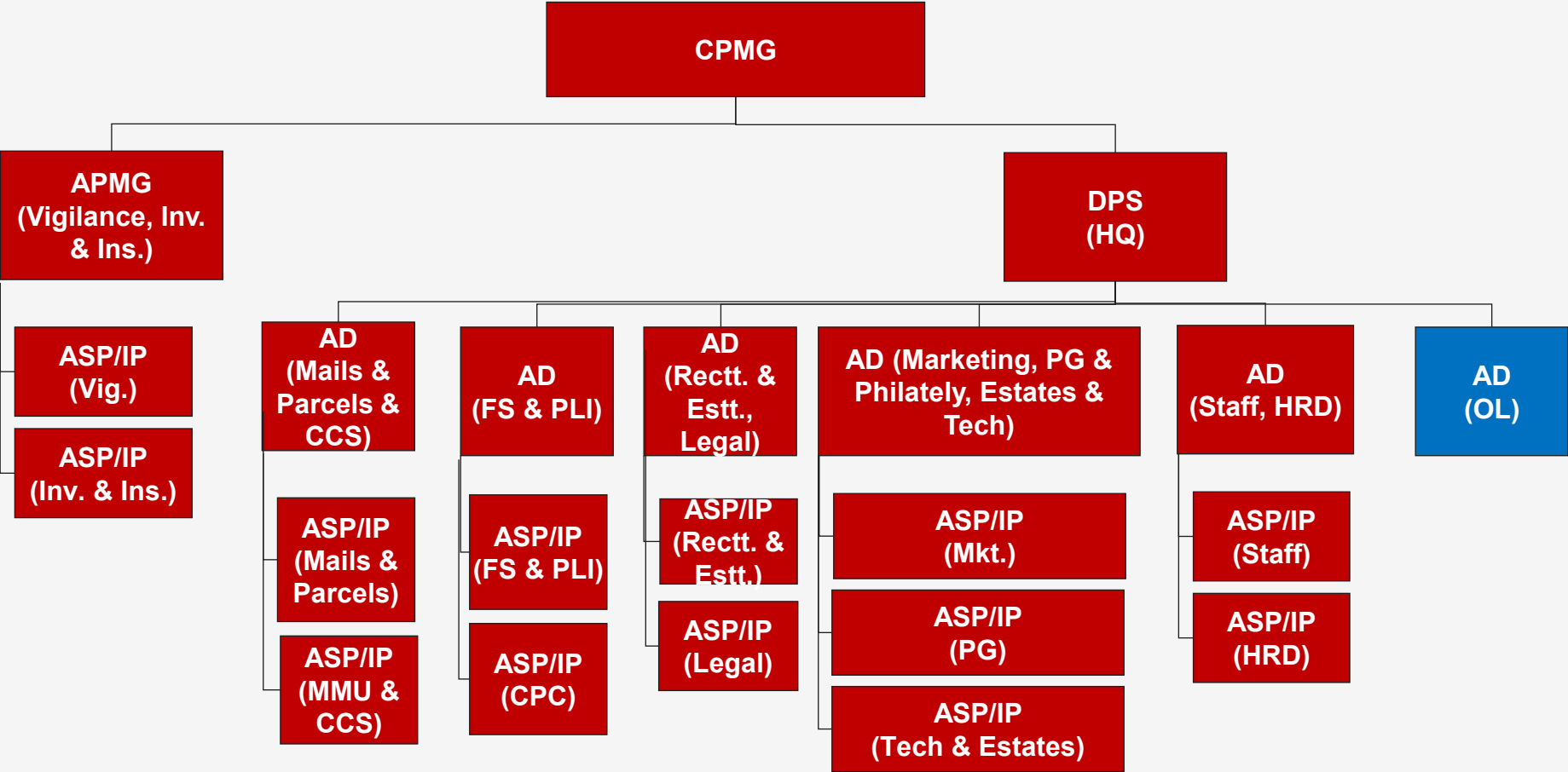
Gujarat Circle – Circle Office



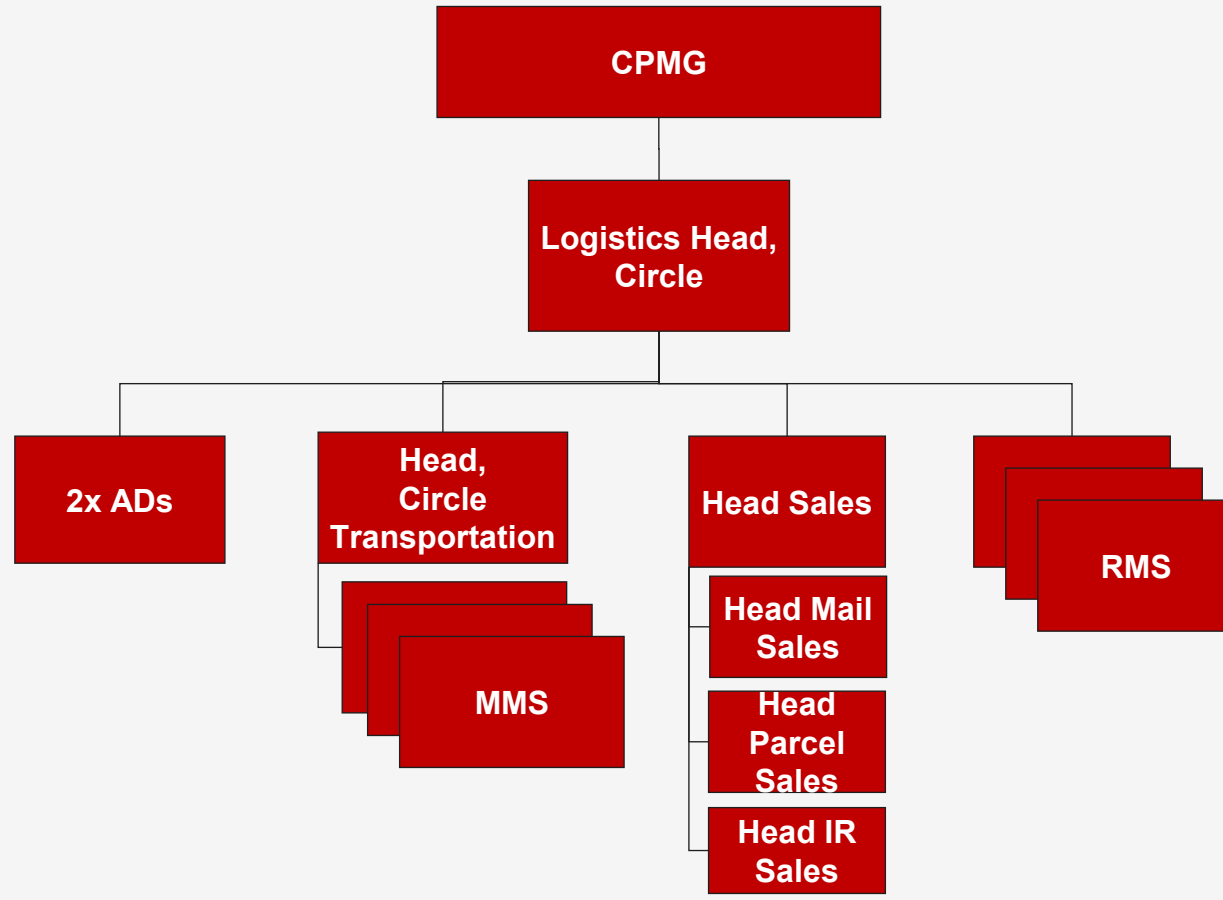
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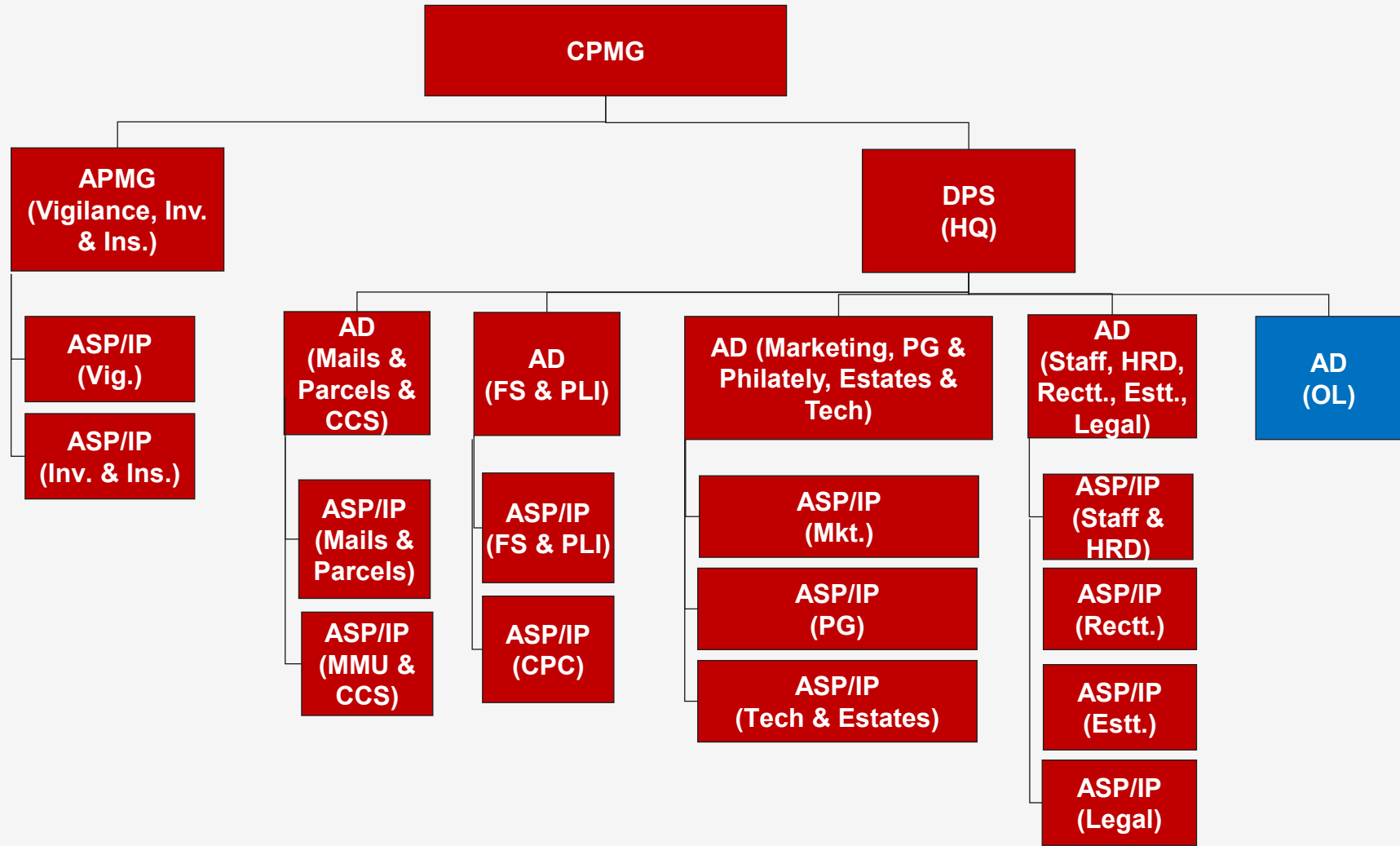
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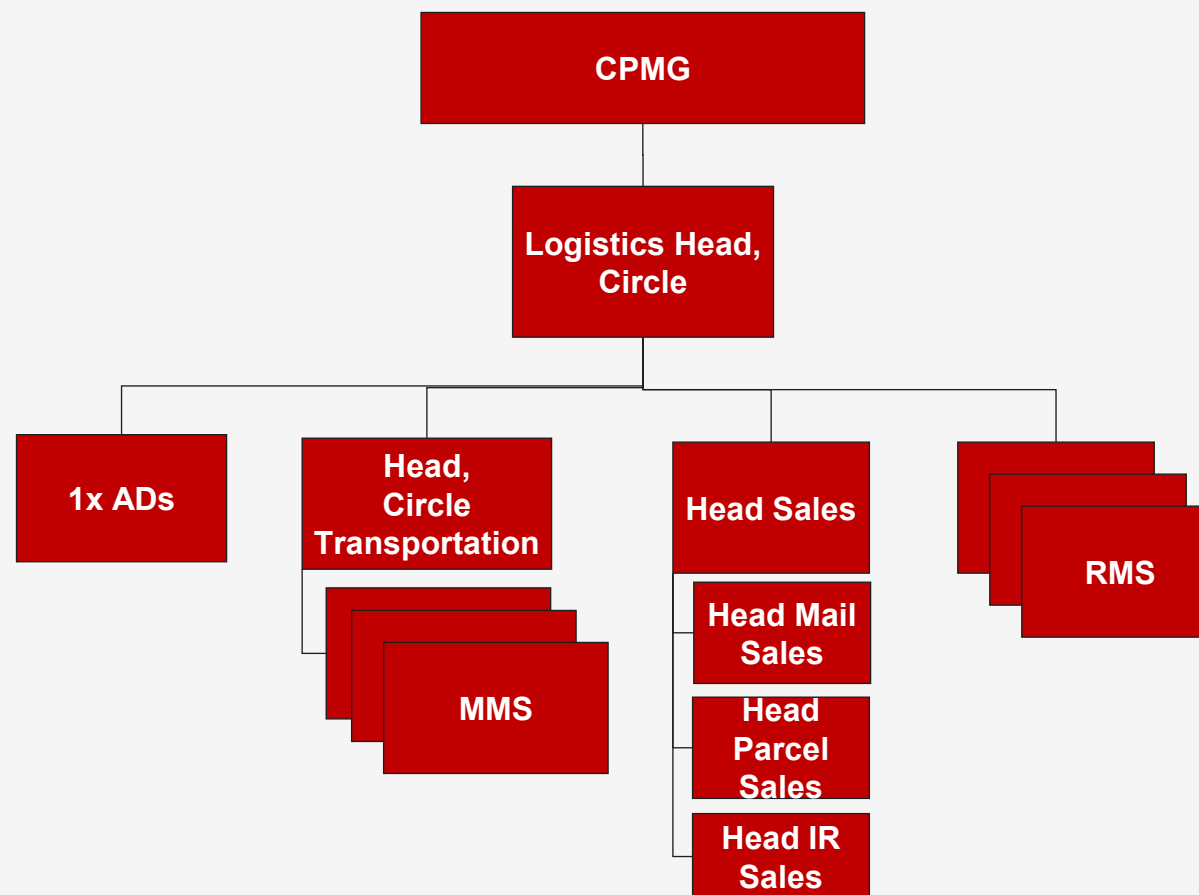
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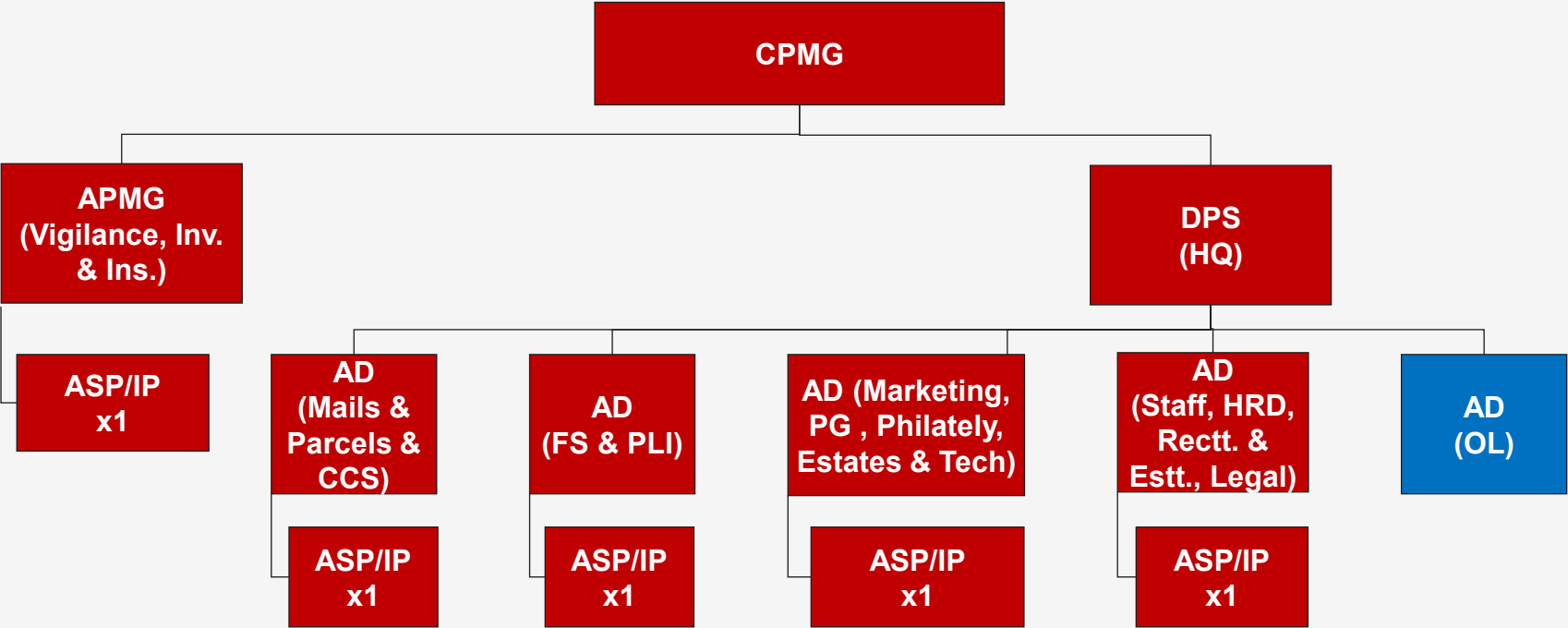
Himachal Pradesh Circle – Circle Office



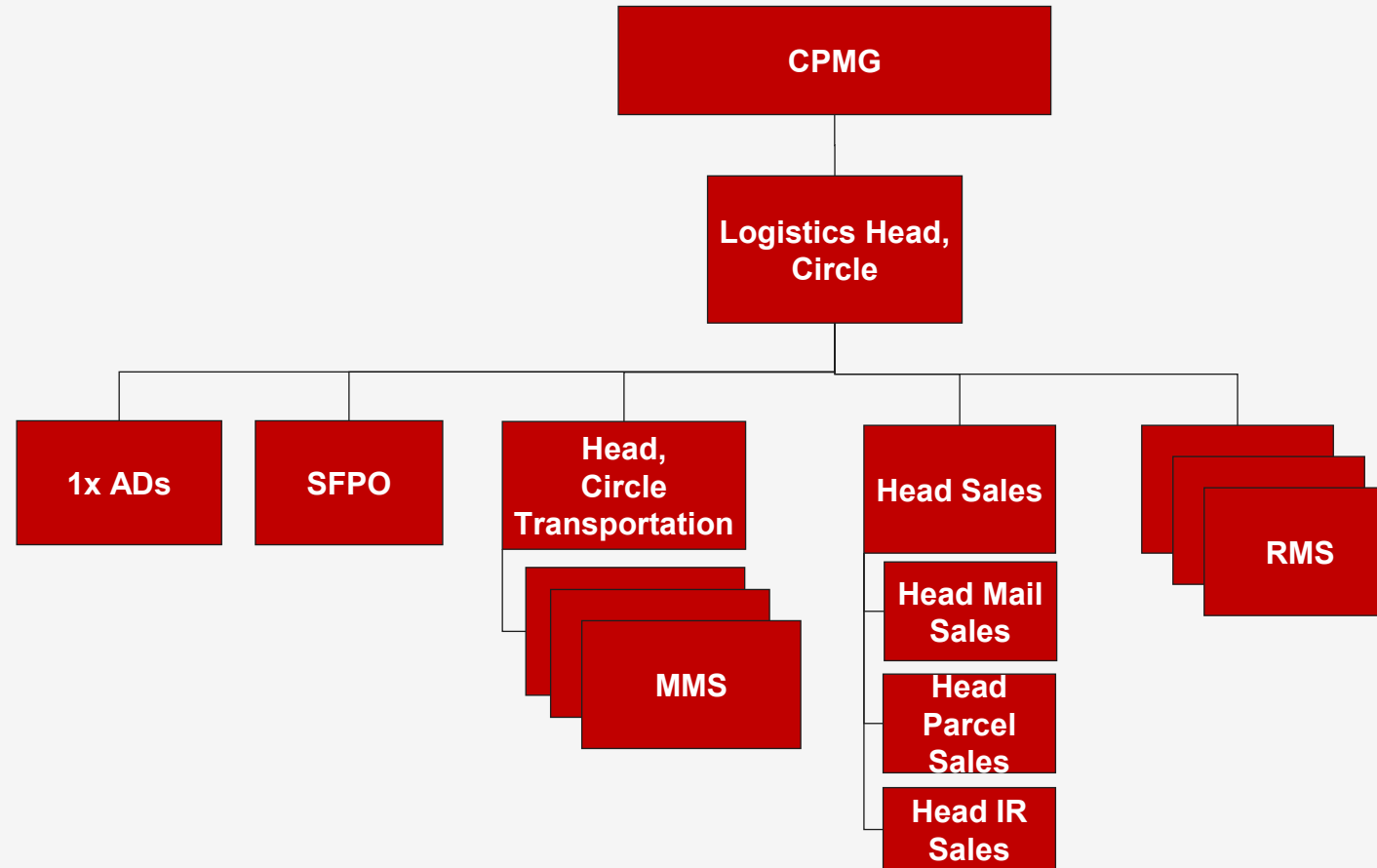
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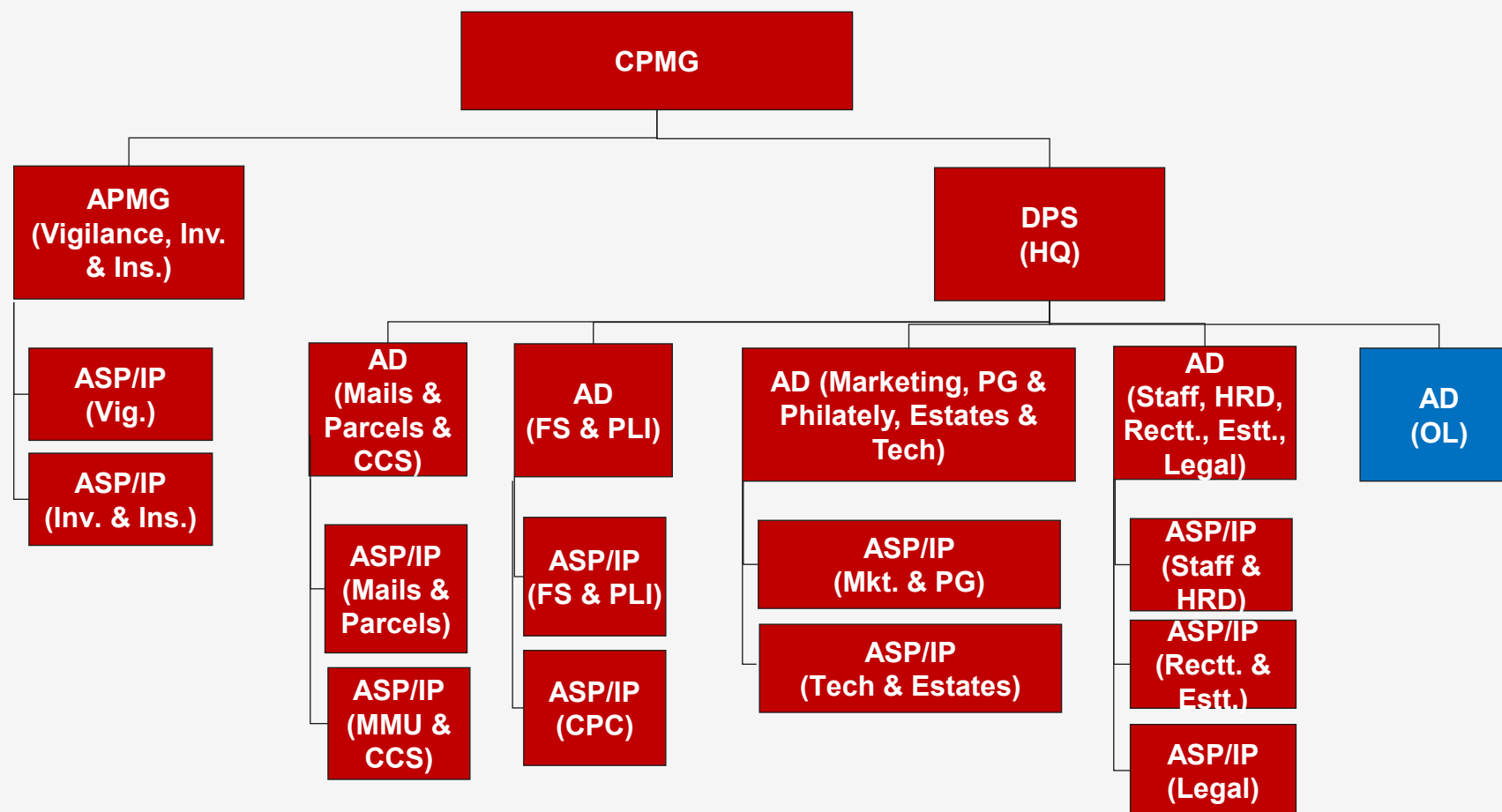
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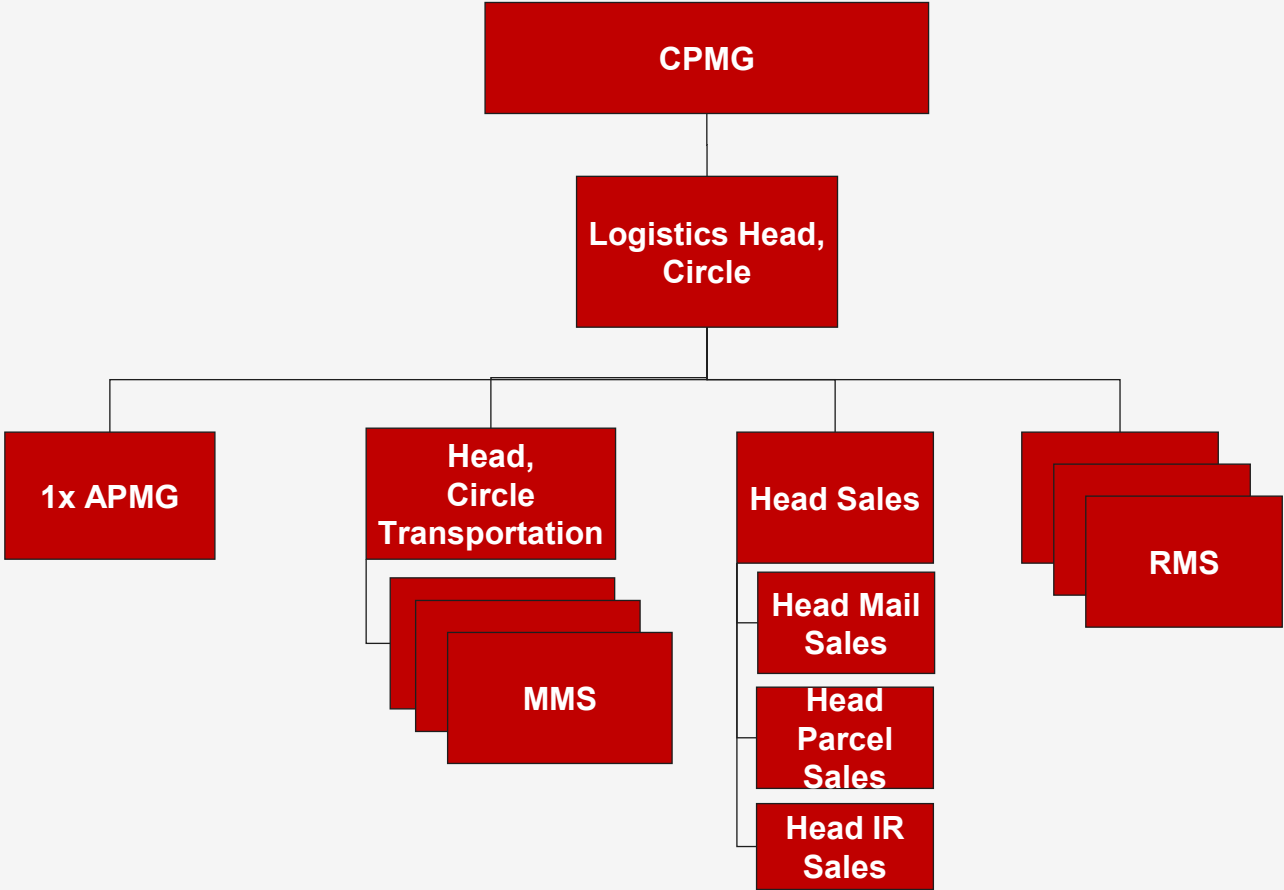
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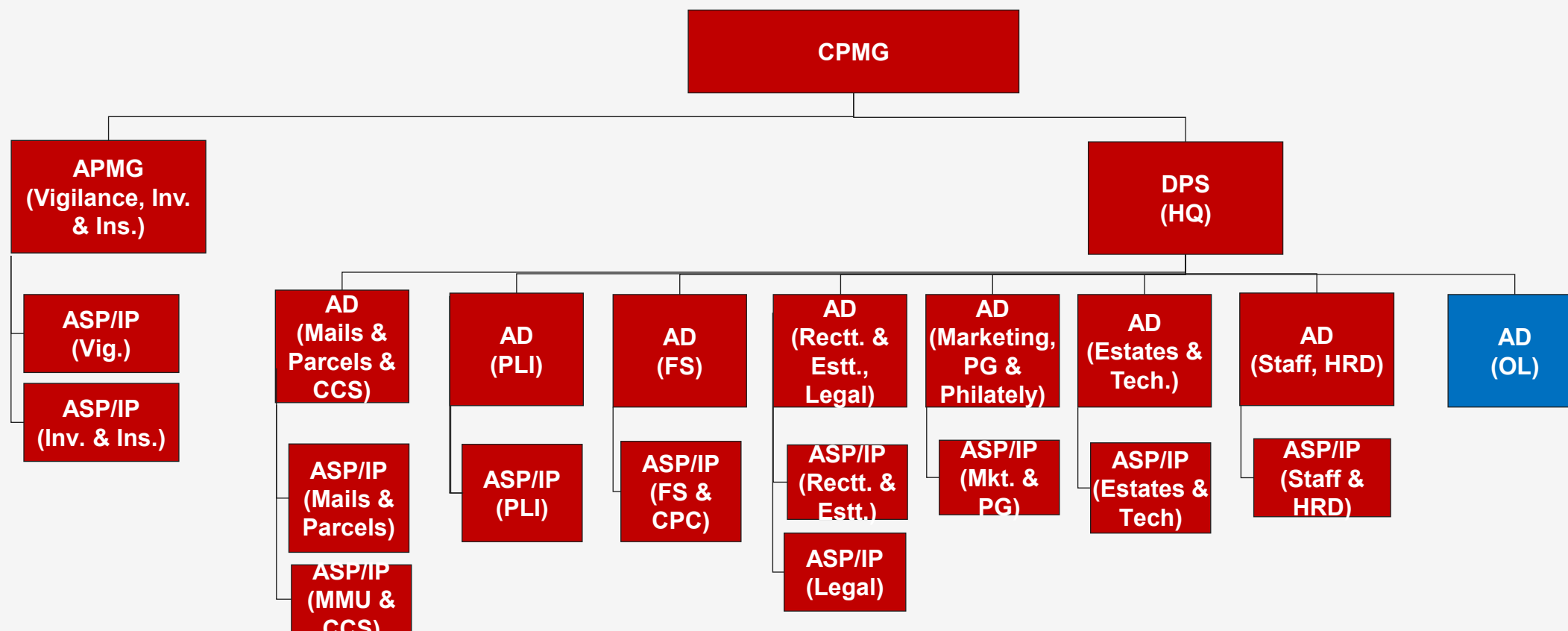
Jharkhand Circle – Circle Office



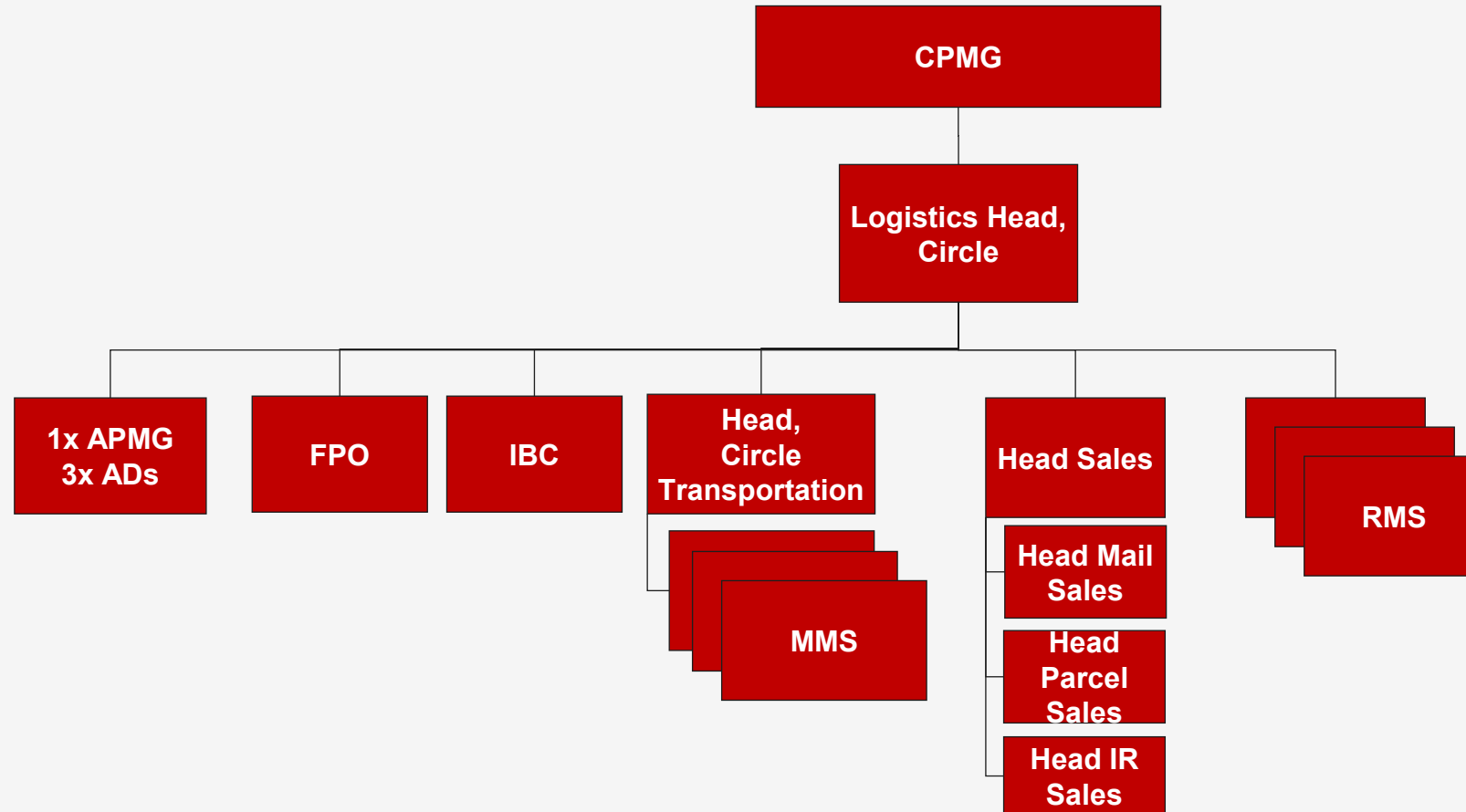
Jharkhand Circle – Logistics Vertical



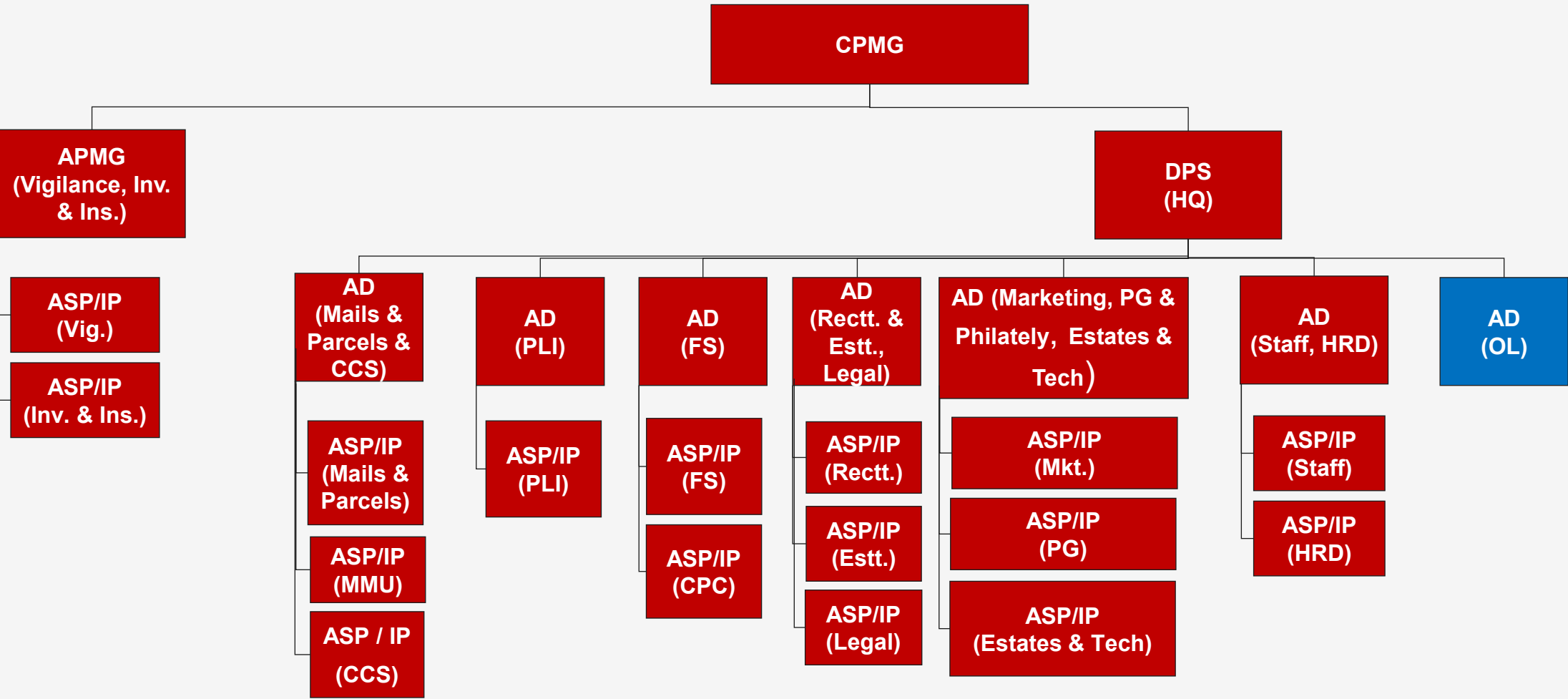
Karnataka Circle – Circle Office



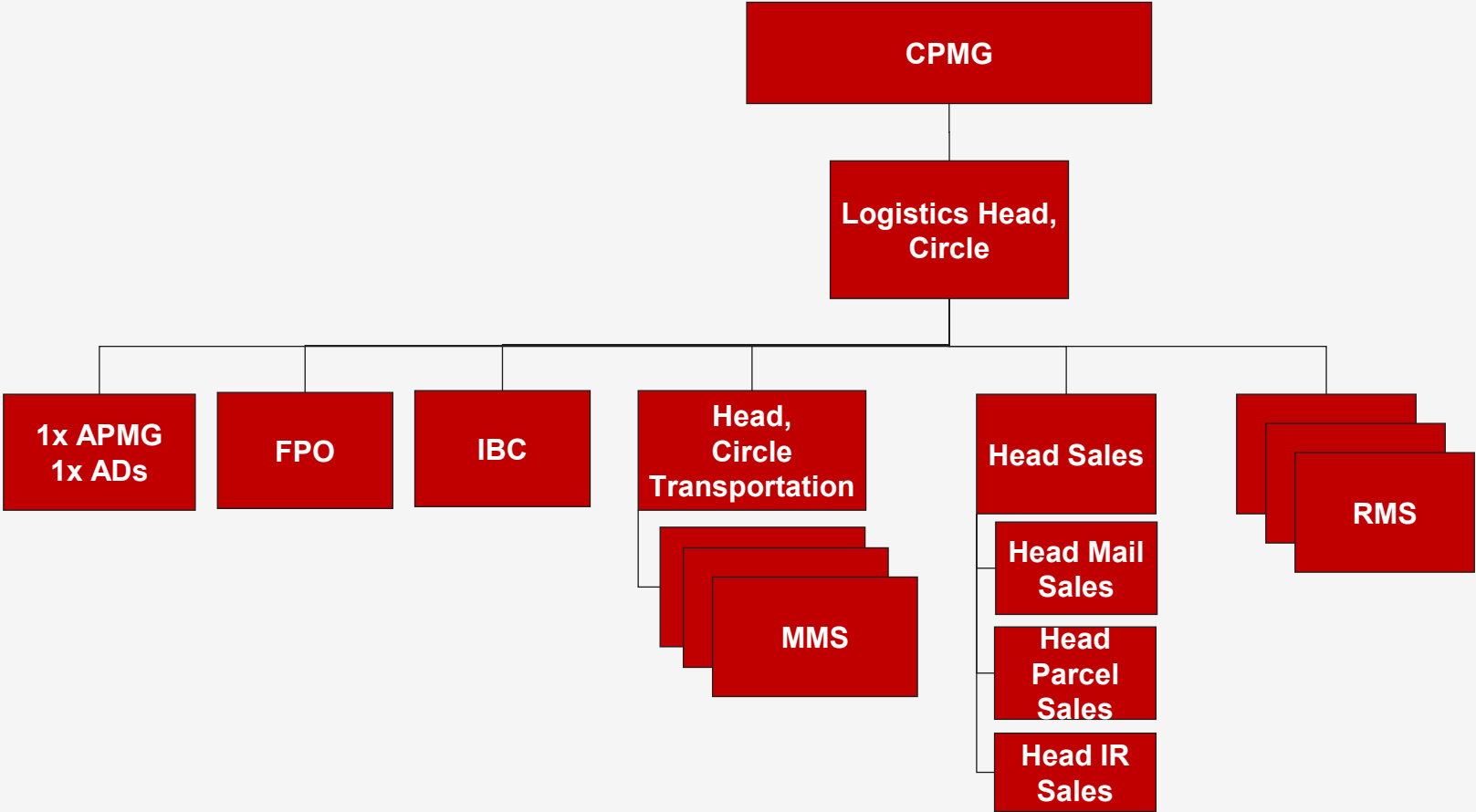
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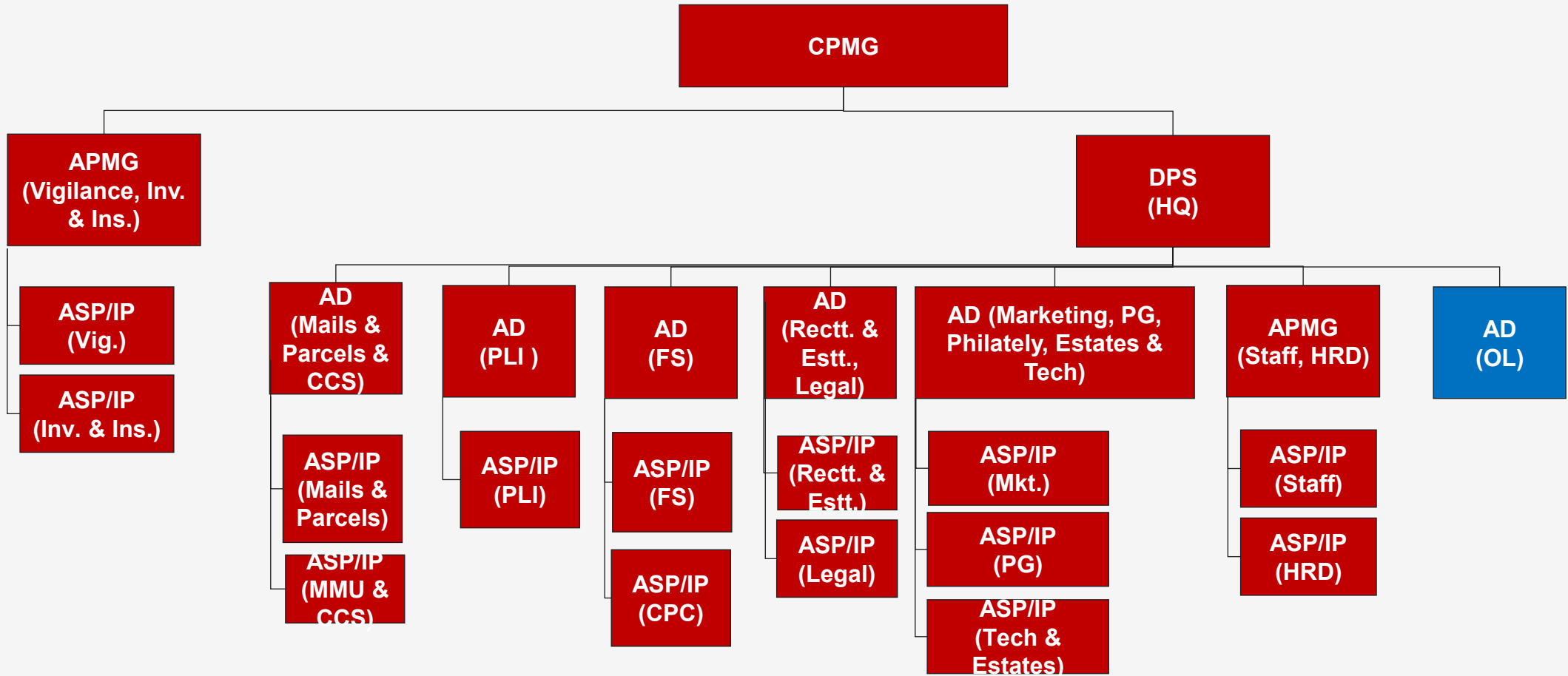
Kerela Circle – Circle Office



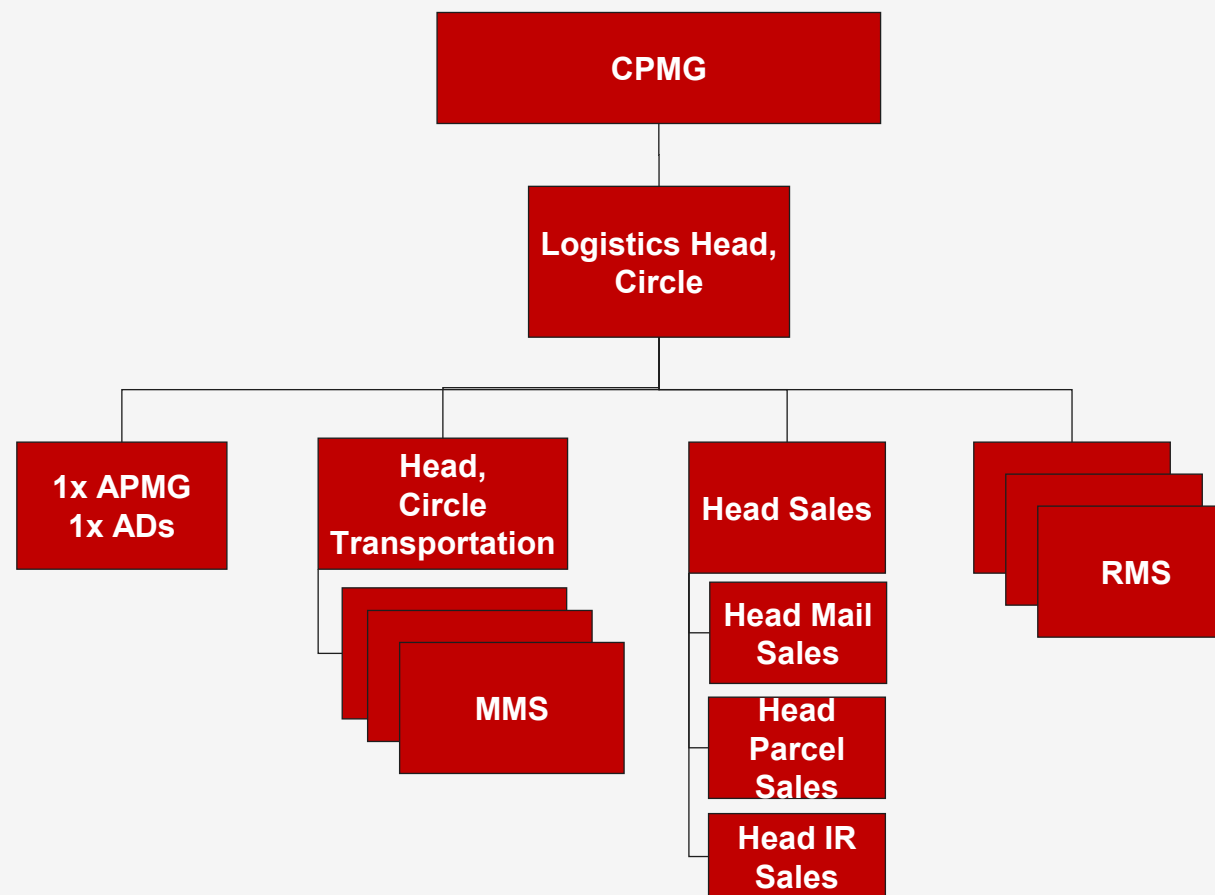
Kerela Circle – Logistics Vertical



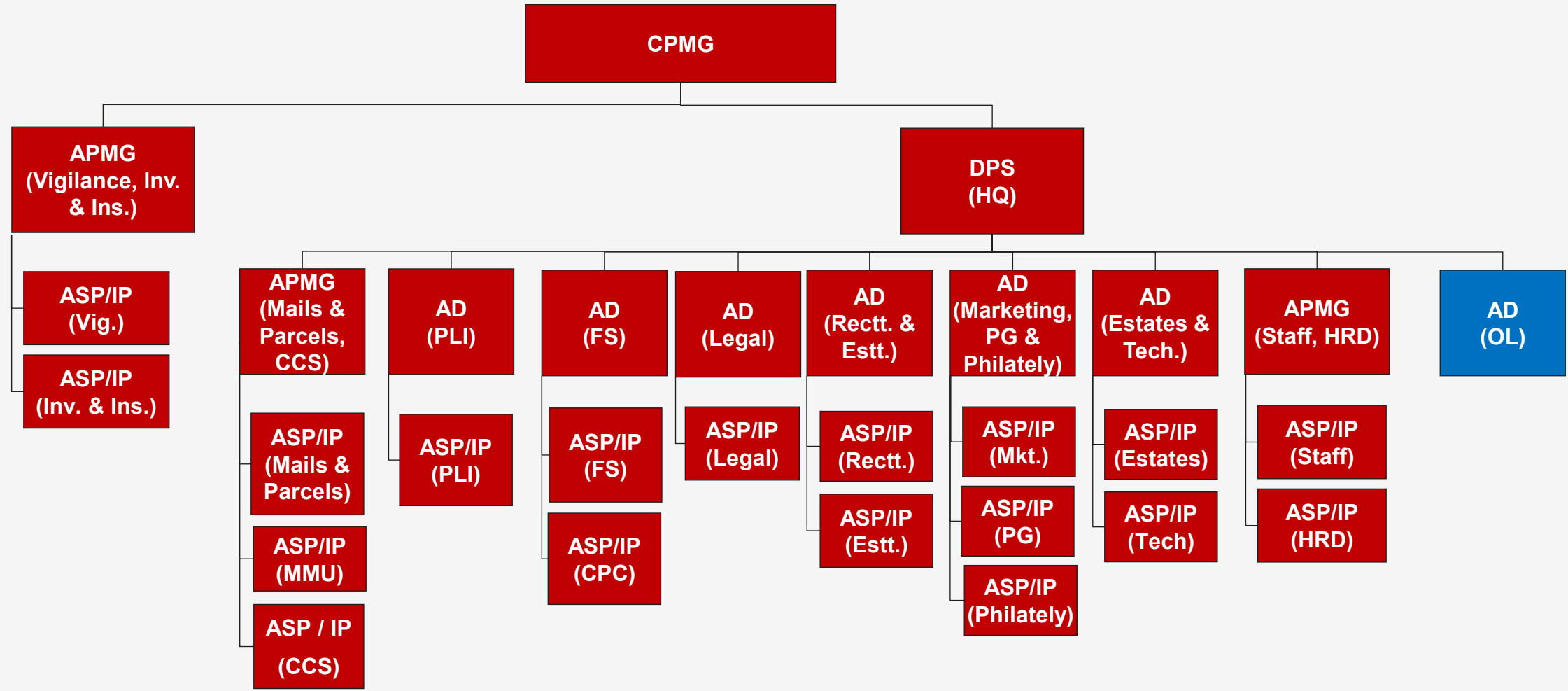
Madhya Pradesh Circle – Circle Office



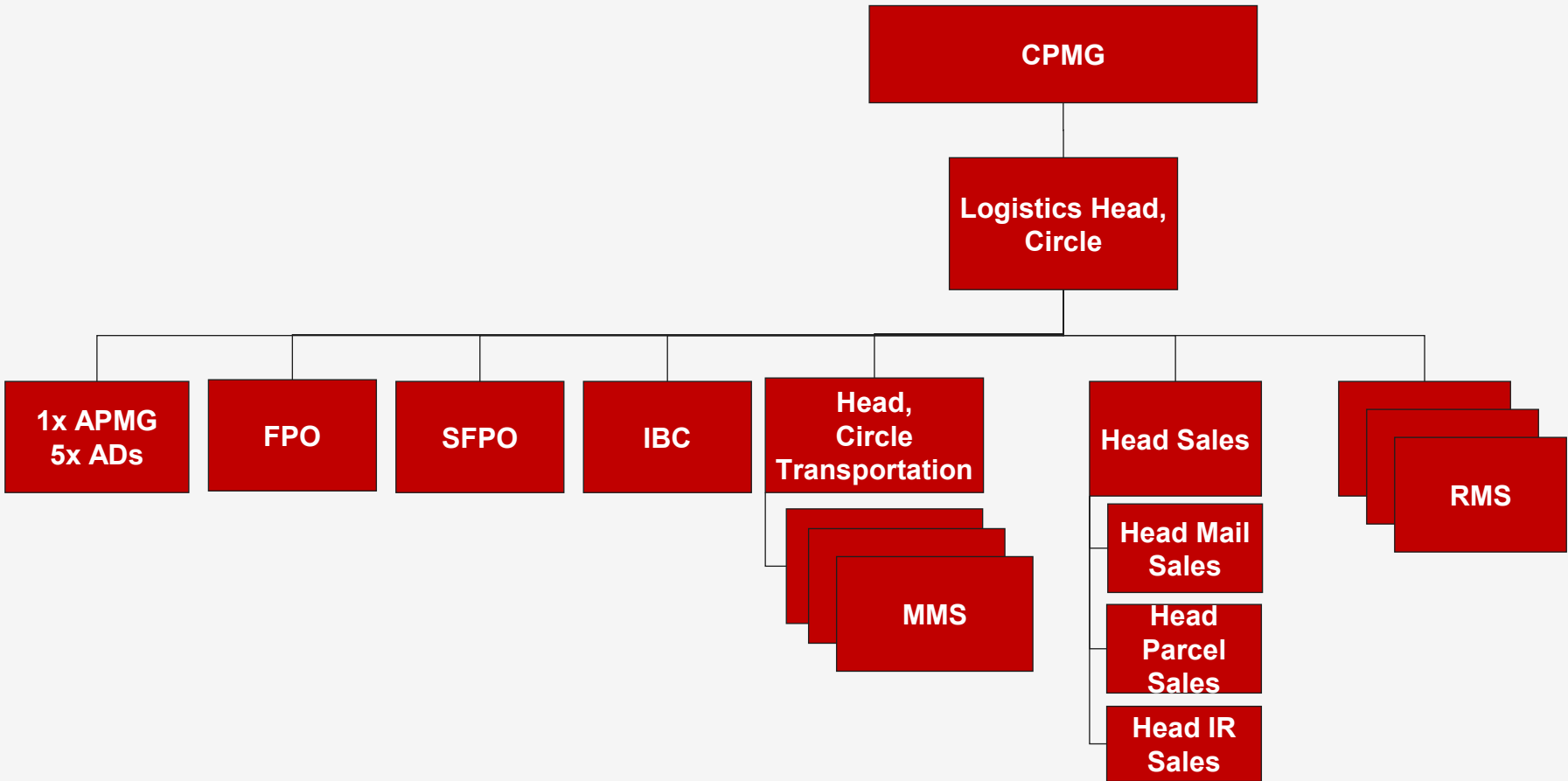
Madhya Pradesh Circle – Logistics Vertical



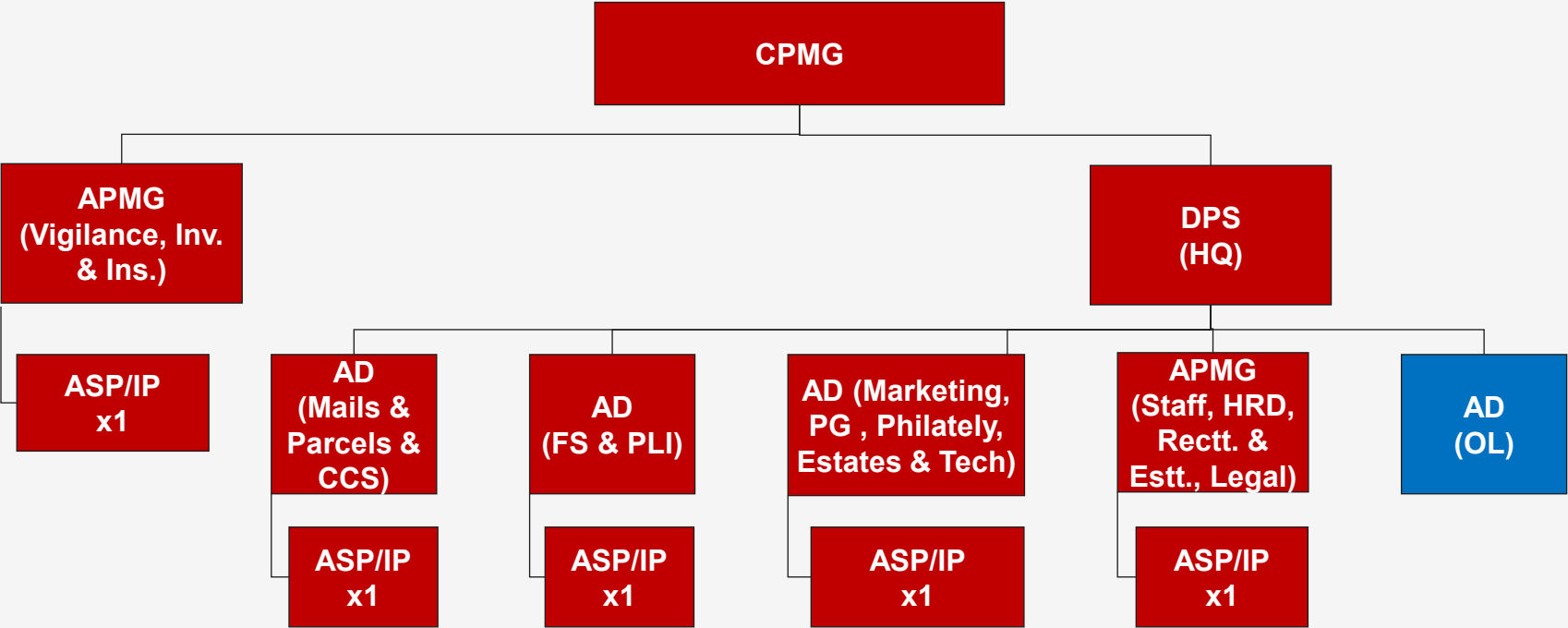
Maharashtra Circle – Circle Office



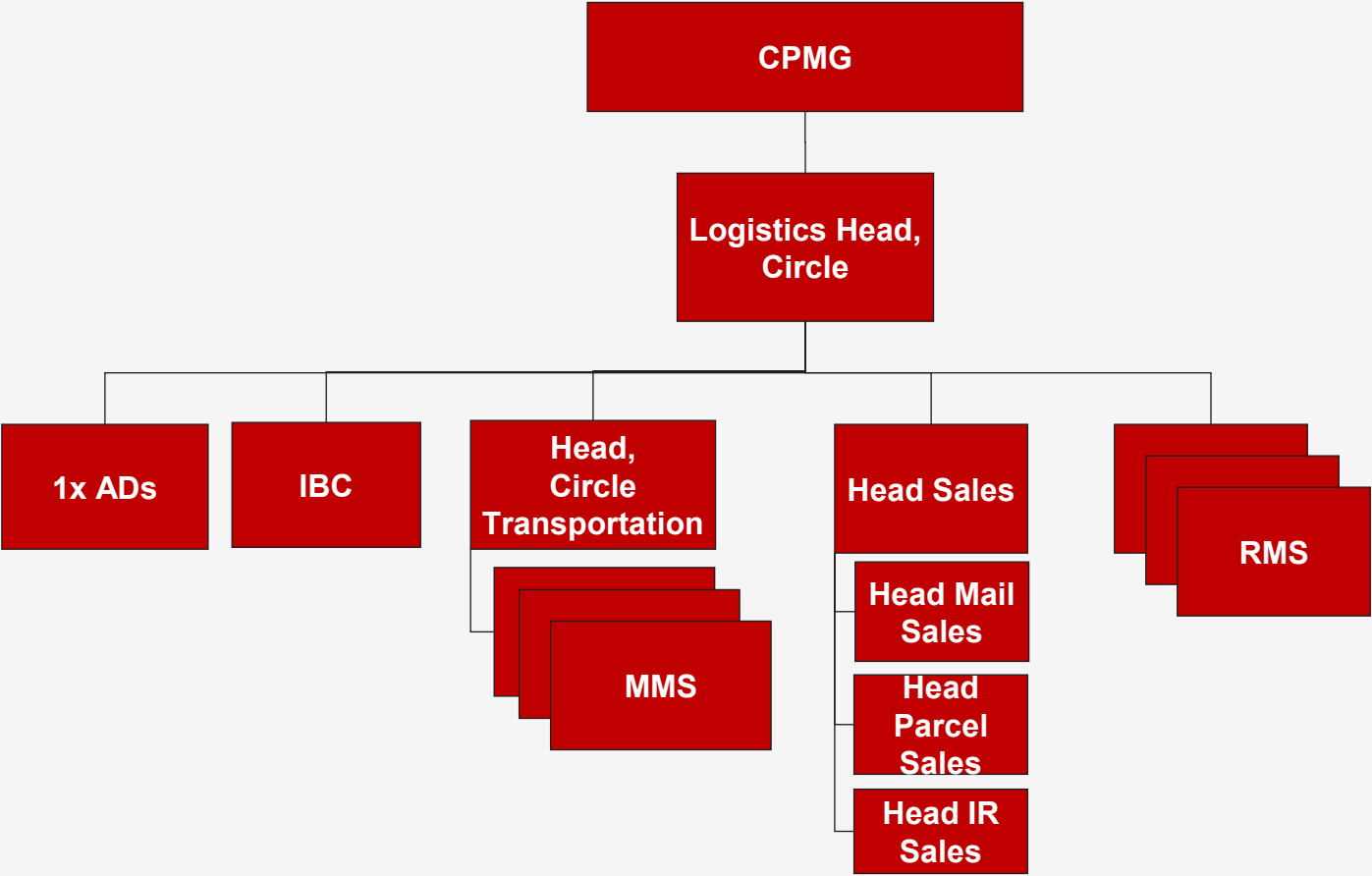
Maharashtra Circle – Logistics Vertical



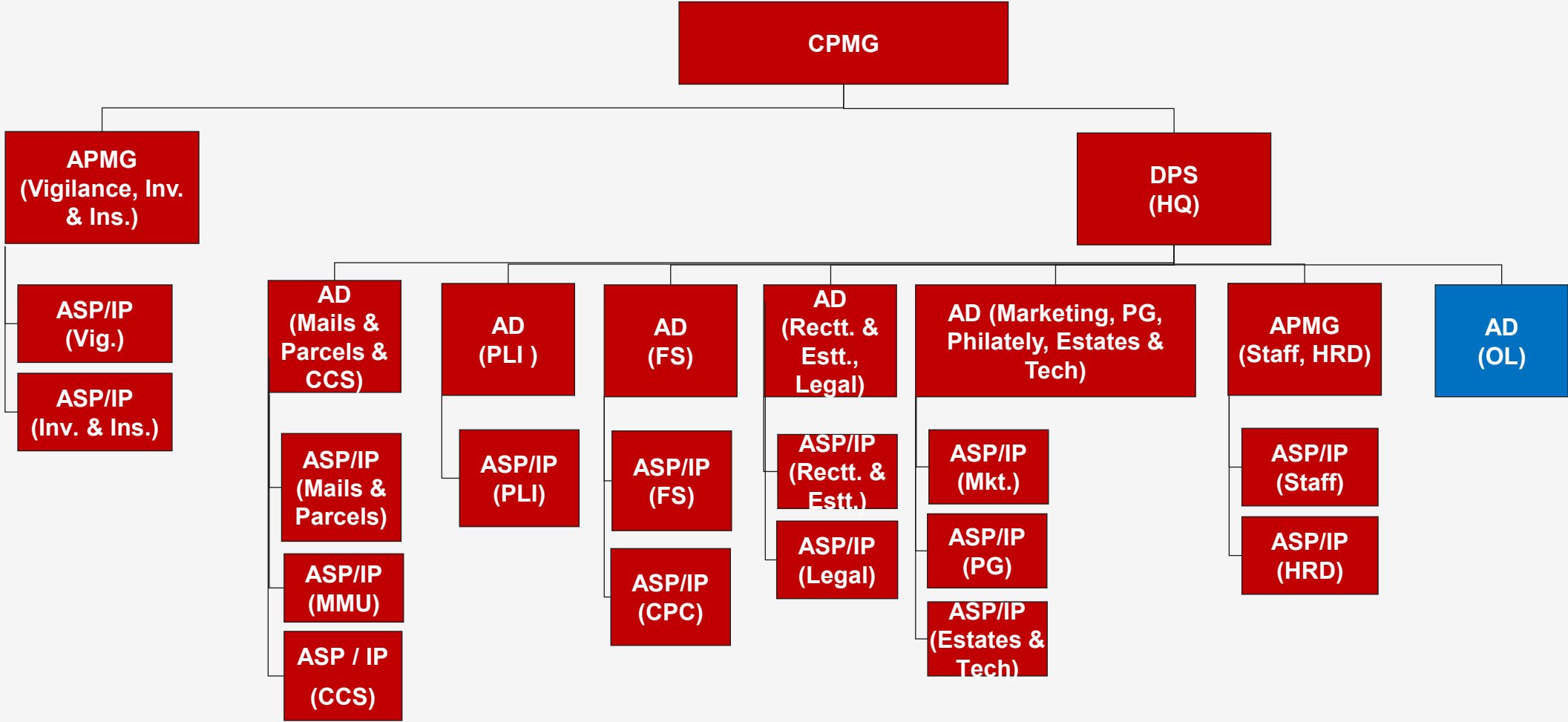
North East Circle – Circle Office



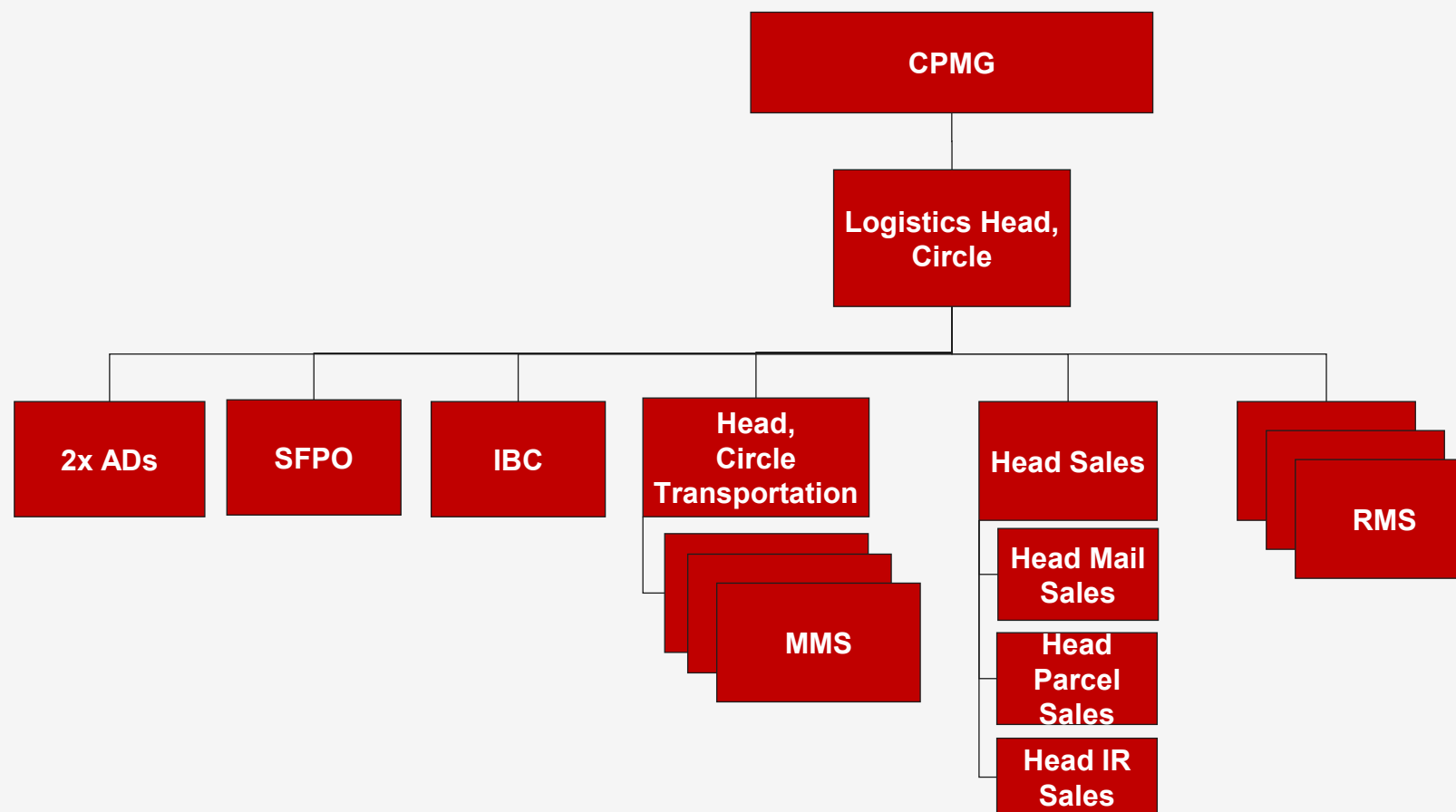
North East Circle – Logistics Vertical



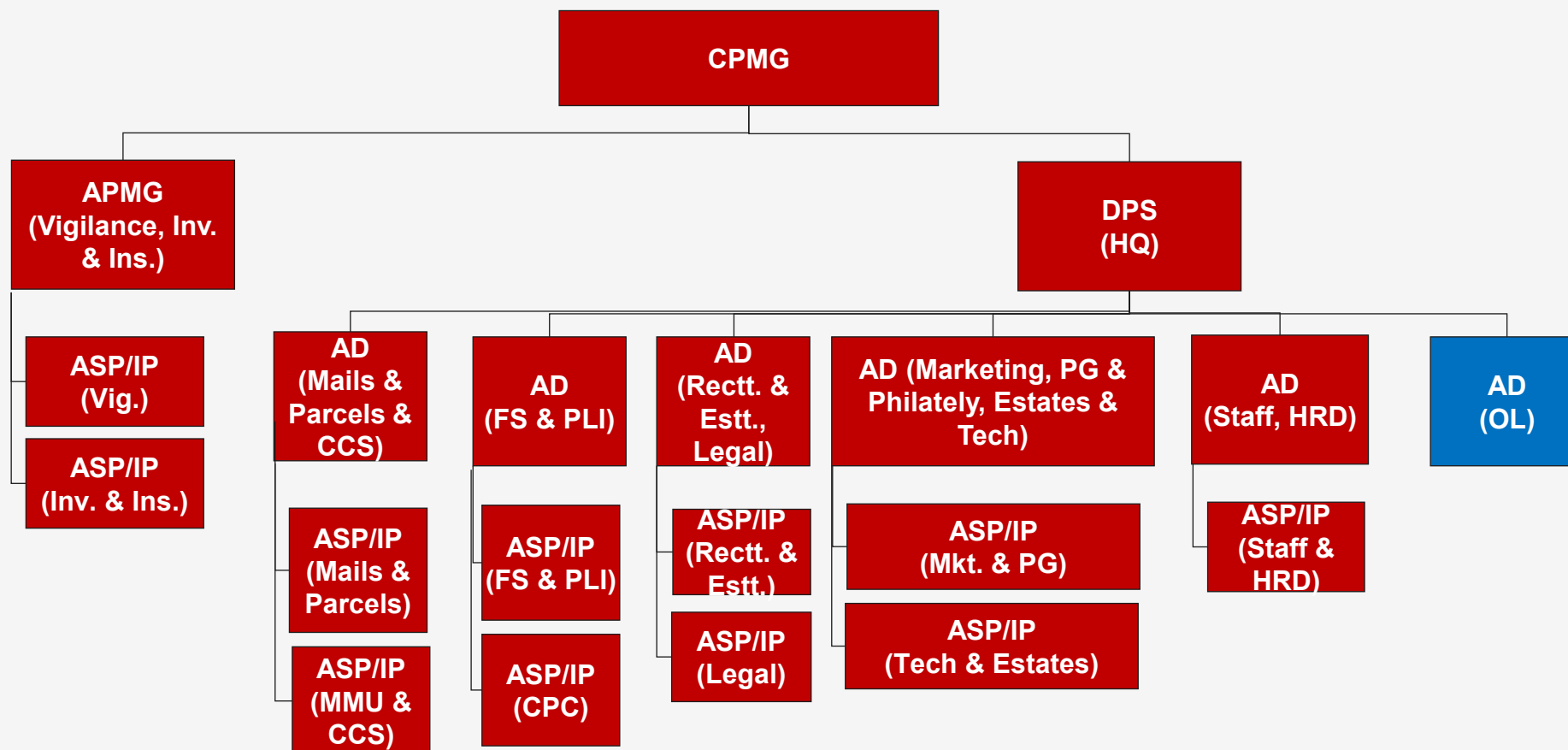
Odisha Circle – Circle Office



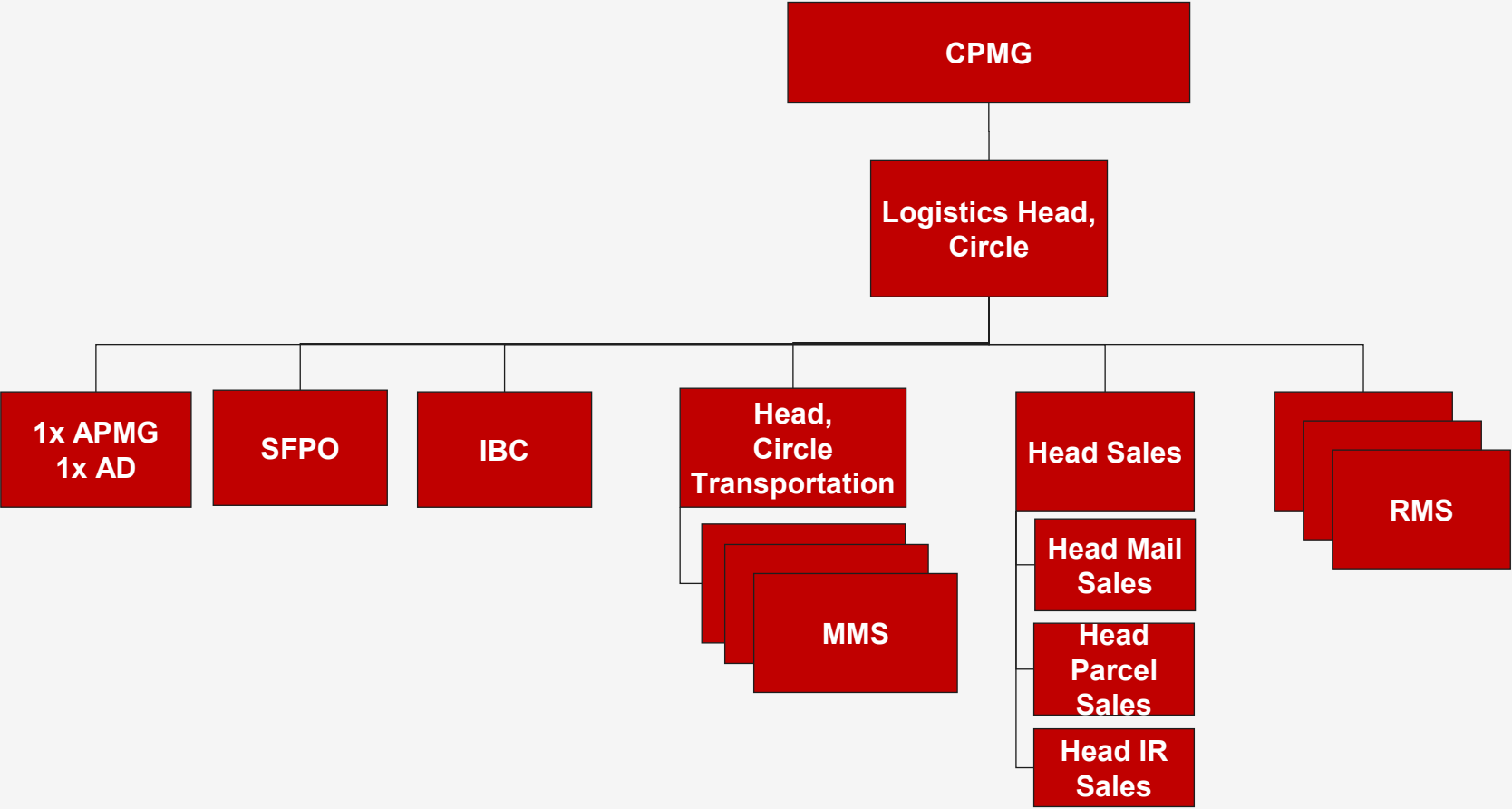
Odisha Circle – Logistics Vertical



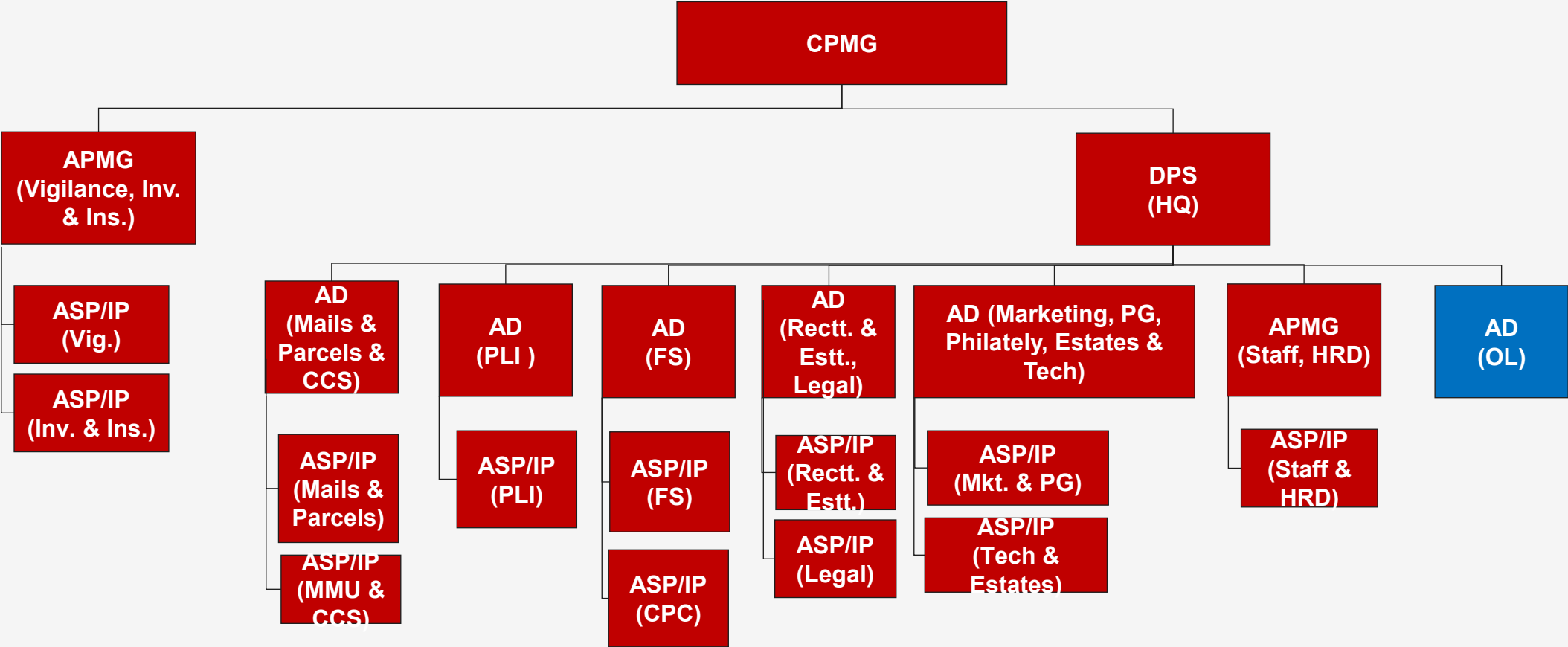
Punjab Circle – Circle Office



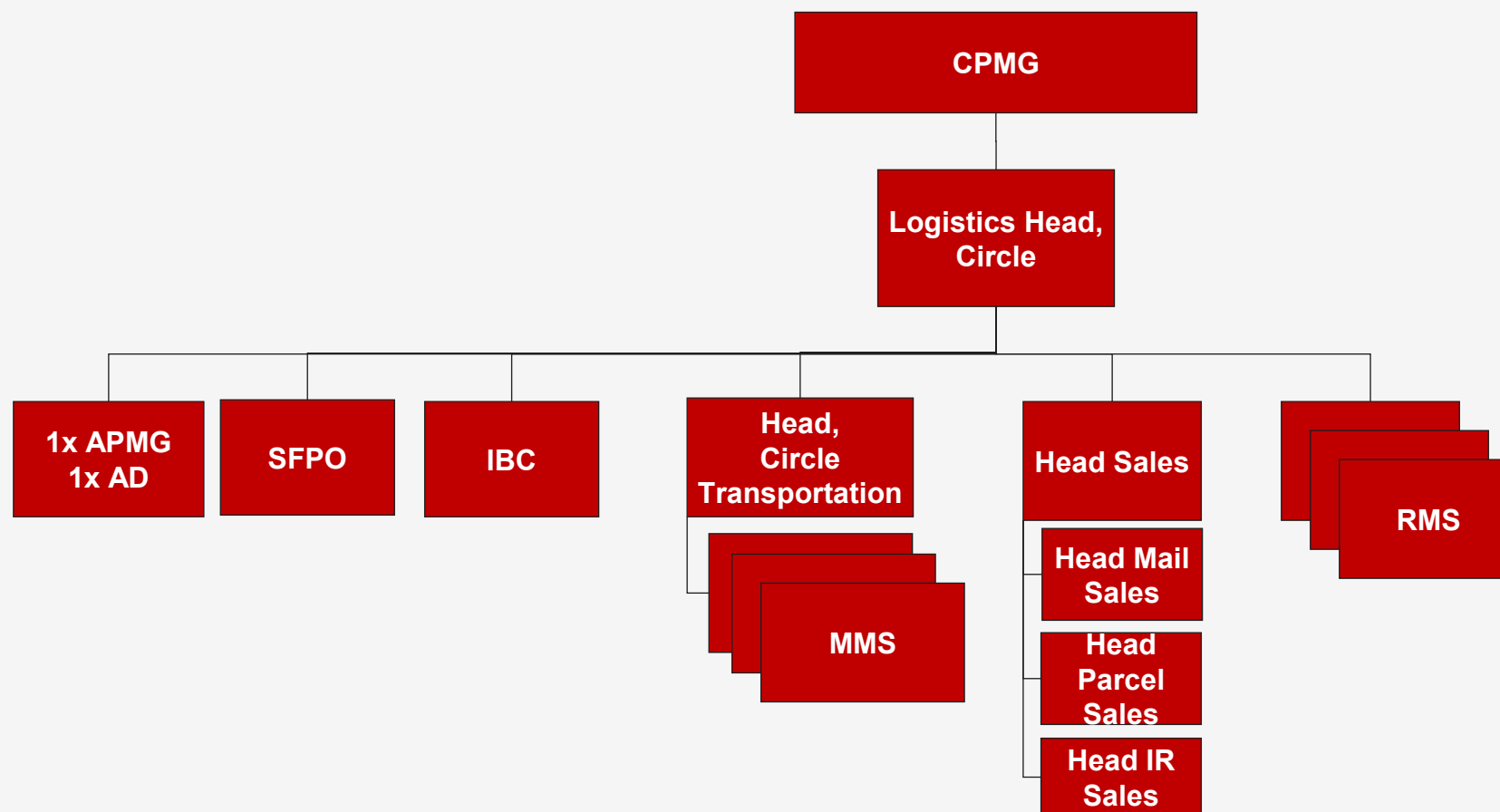
Punjab Circle – Logistics Vertical



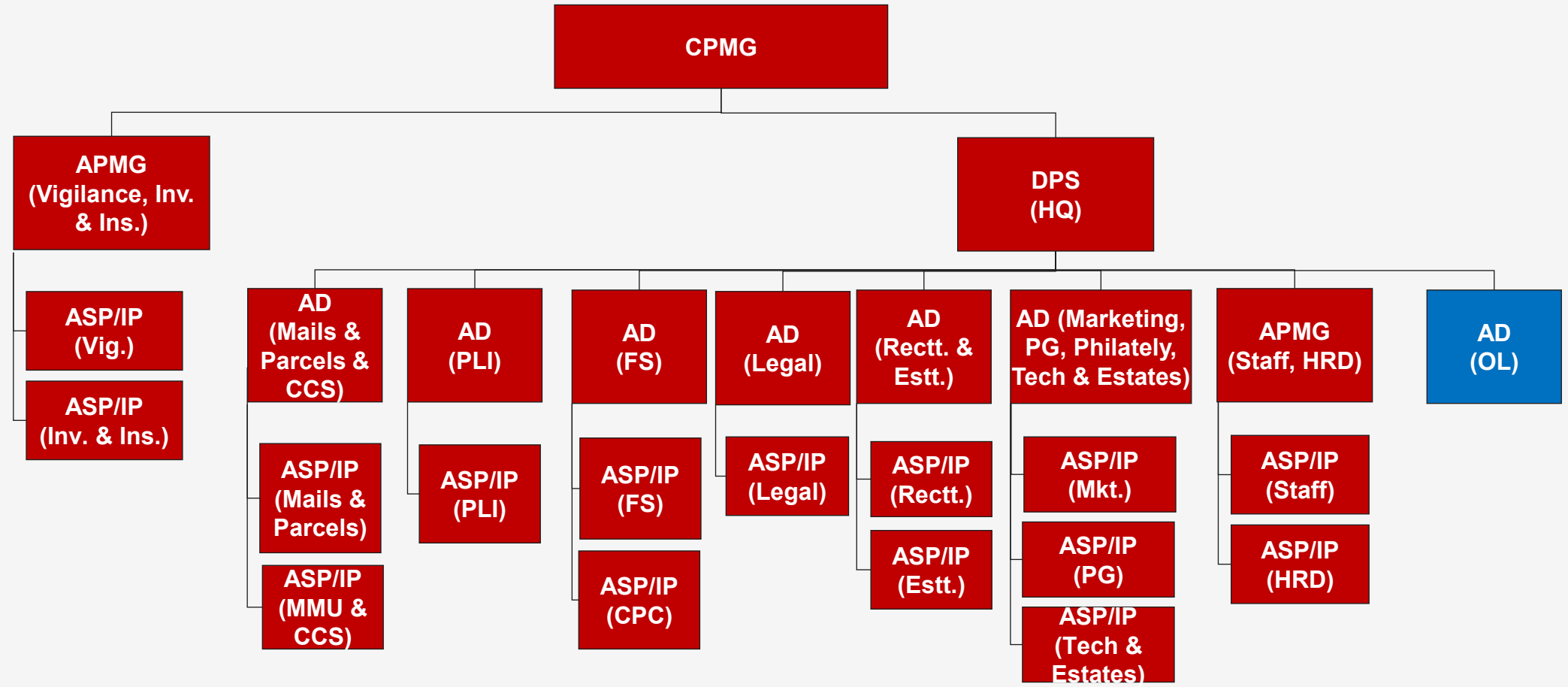
Rajasthan Circle – Circle Office



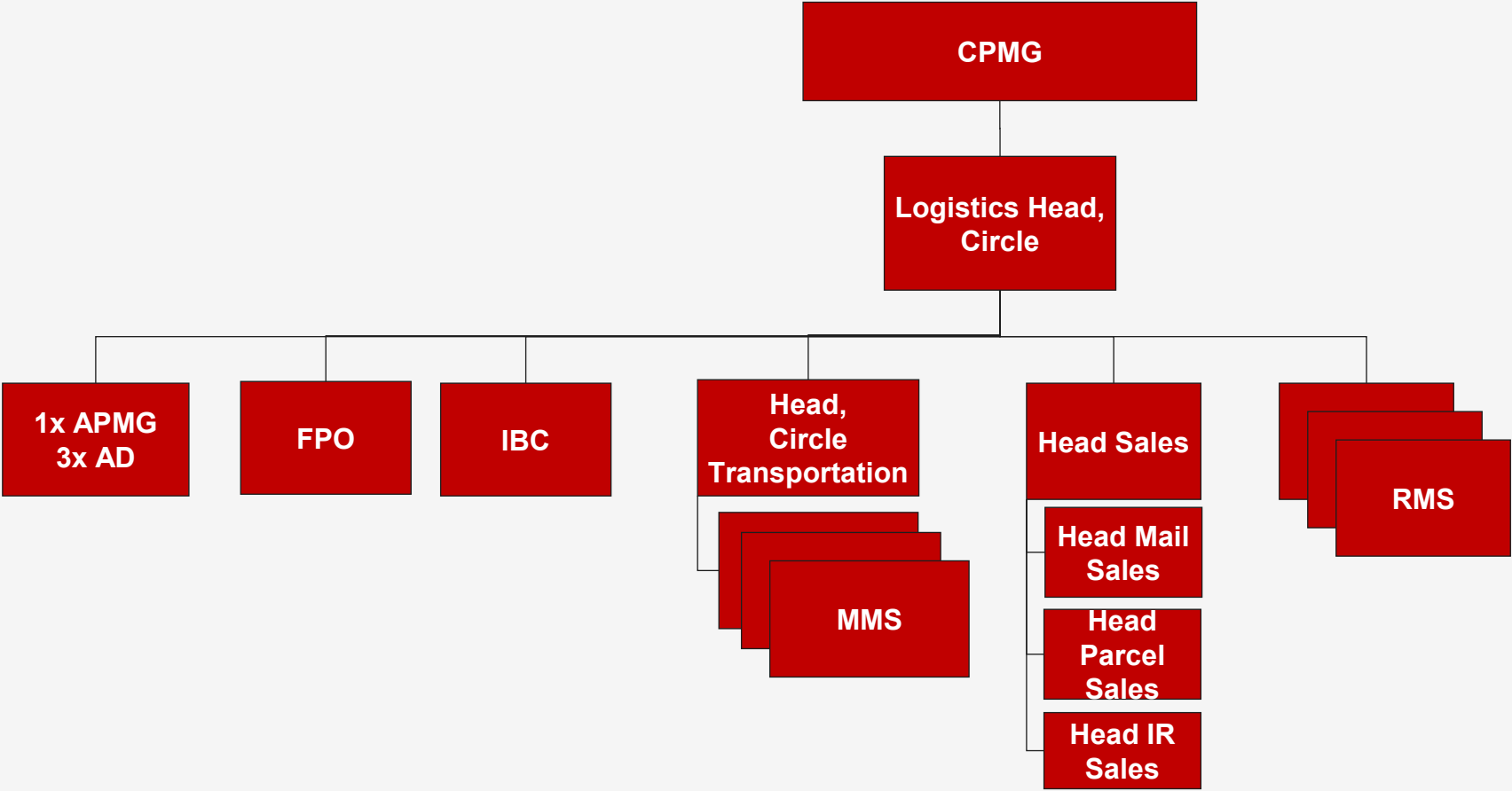
Rajasthan Circle – Logistics Vertical



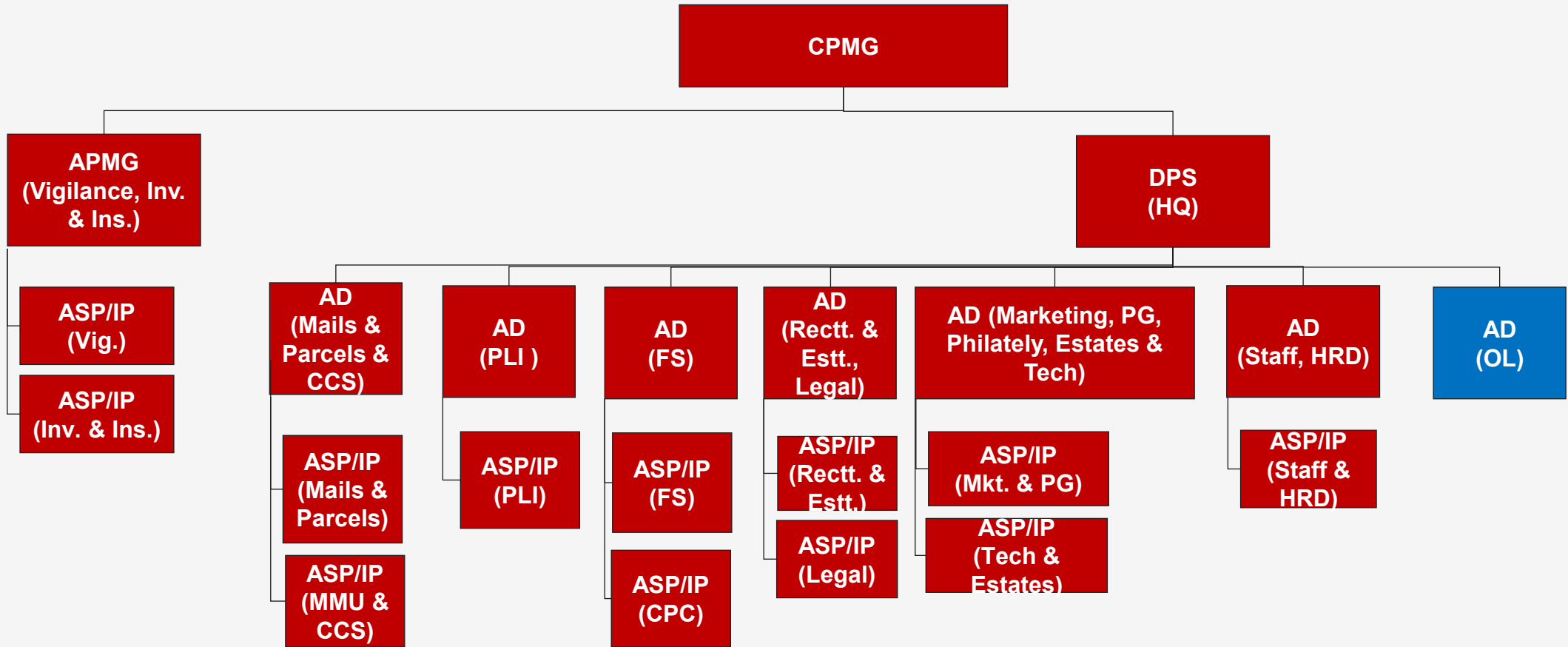
Tamil Nadu Circle – Circle Office



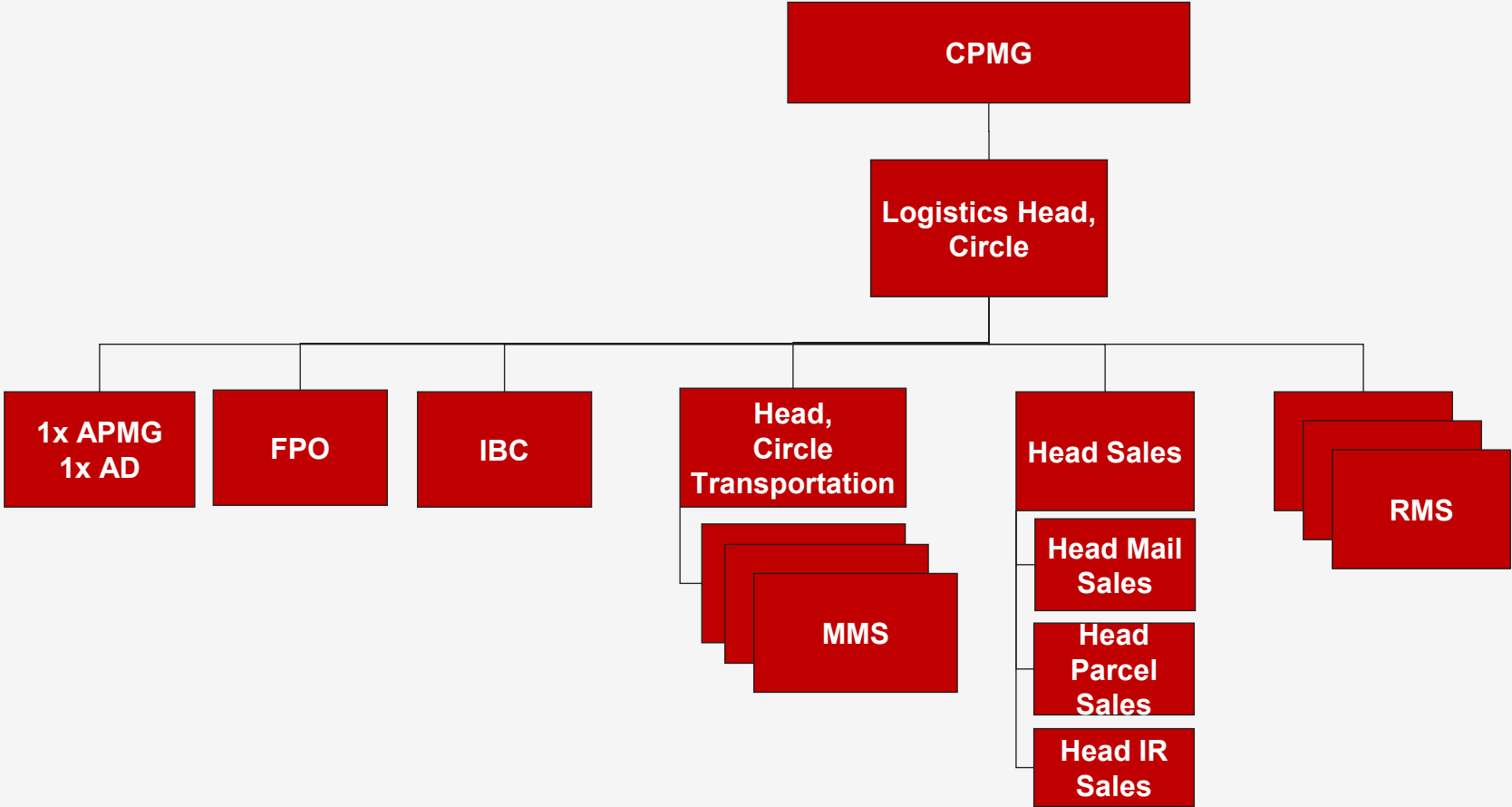
Tamil Nadu Circle – Logistics Vertical



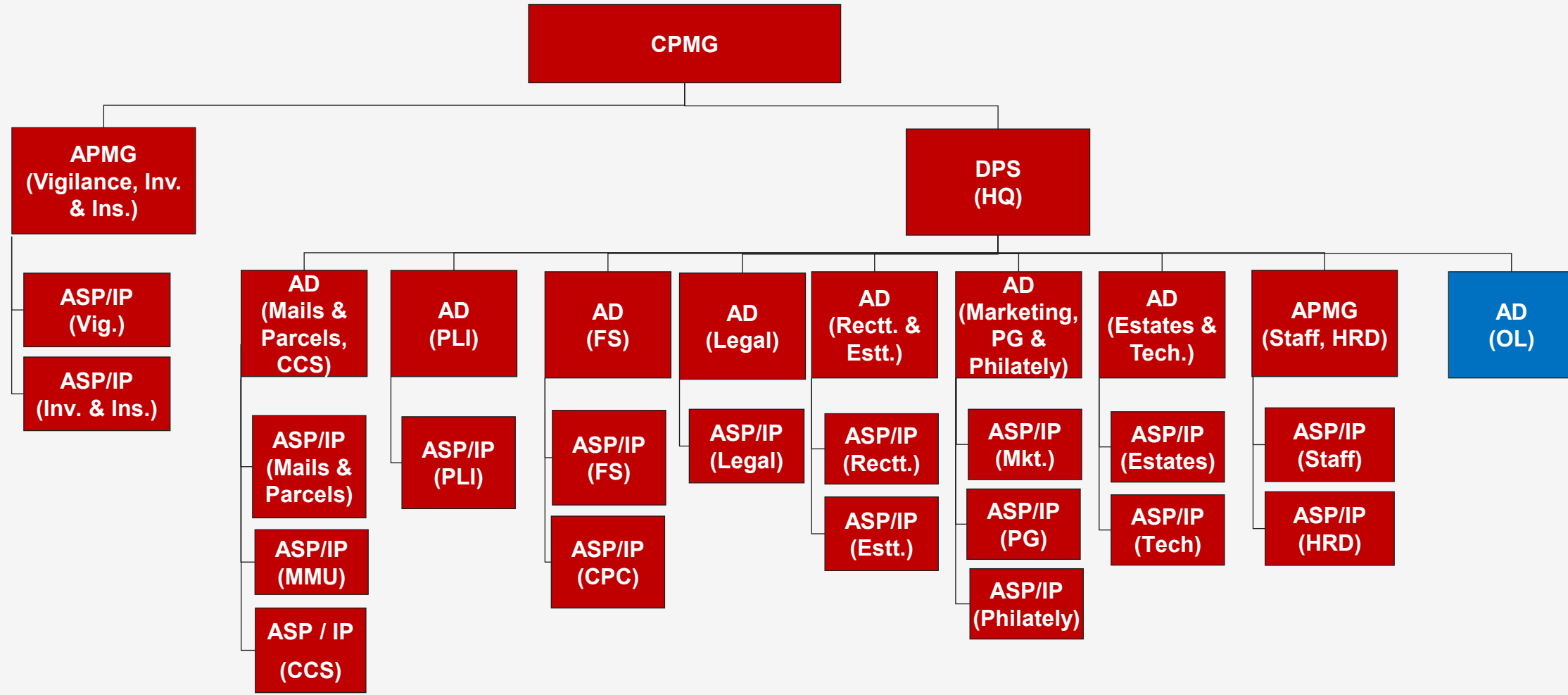
Telangana Circle – Circle Office



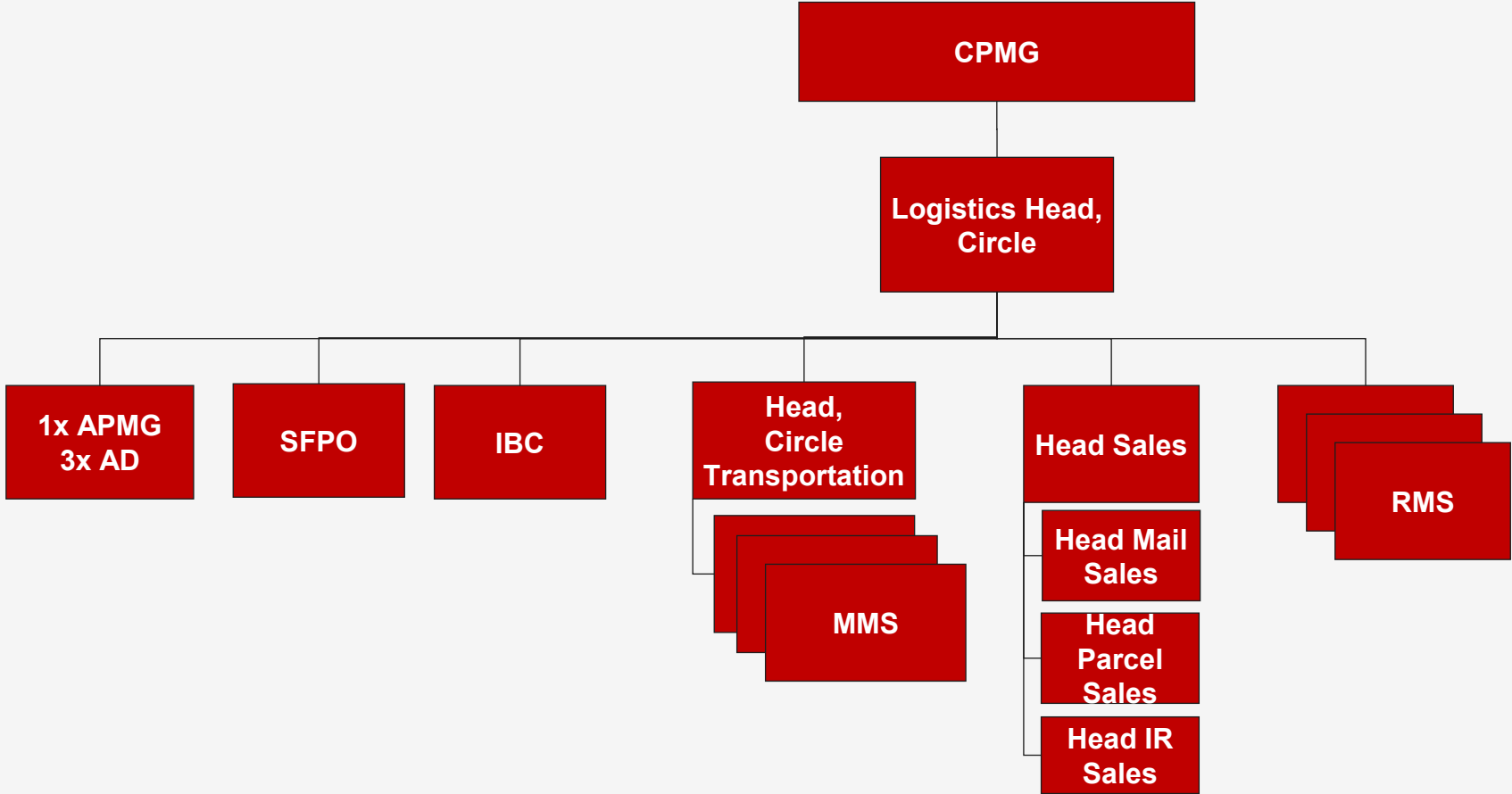
Telangana Circle – Logistics Vertical



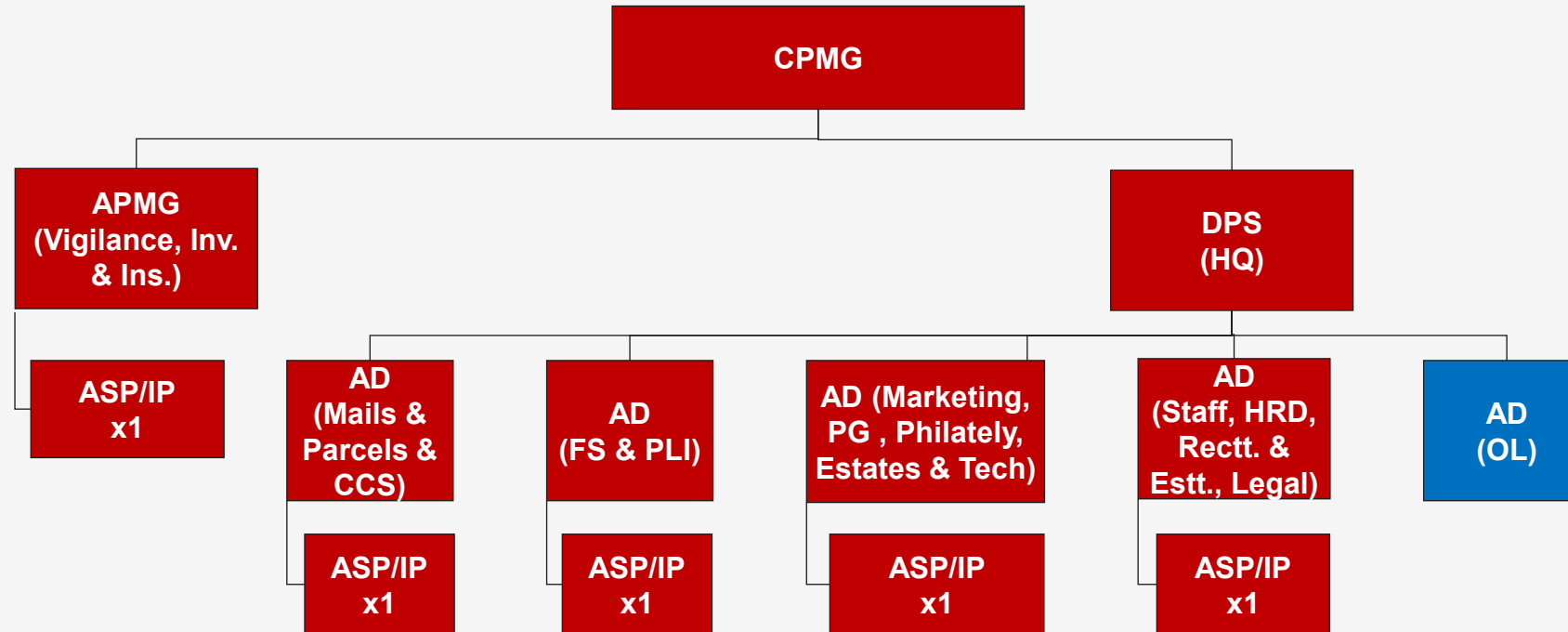
Uttar Pradesh Circle – Circle Office



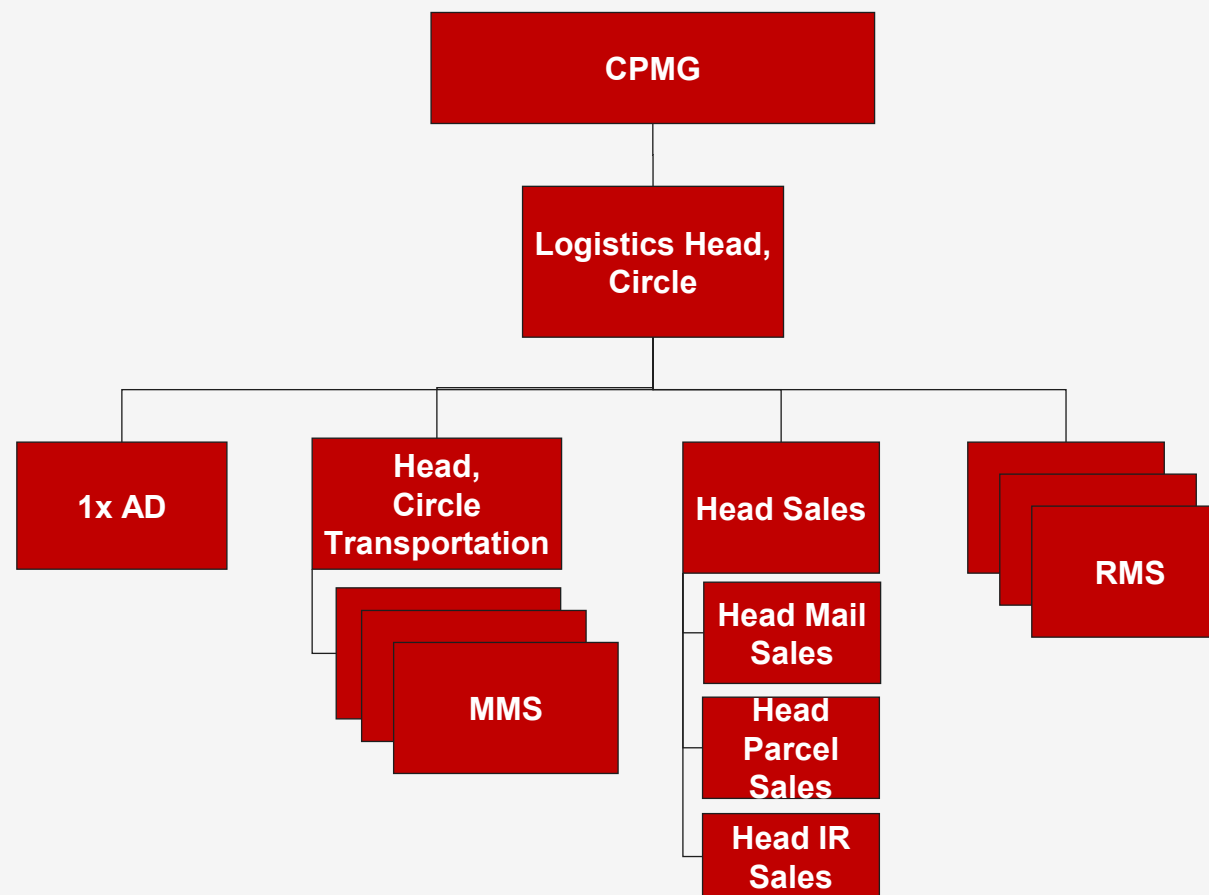
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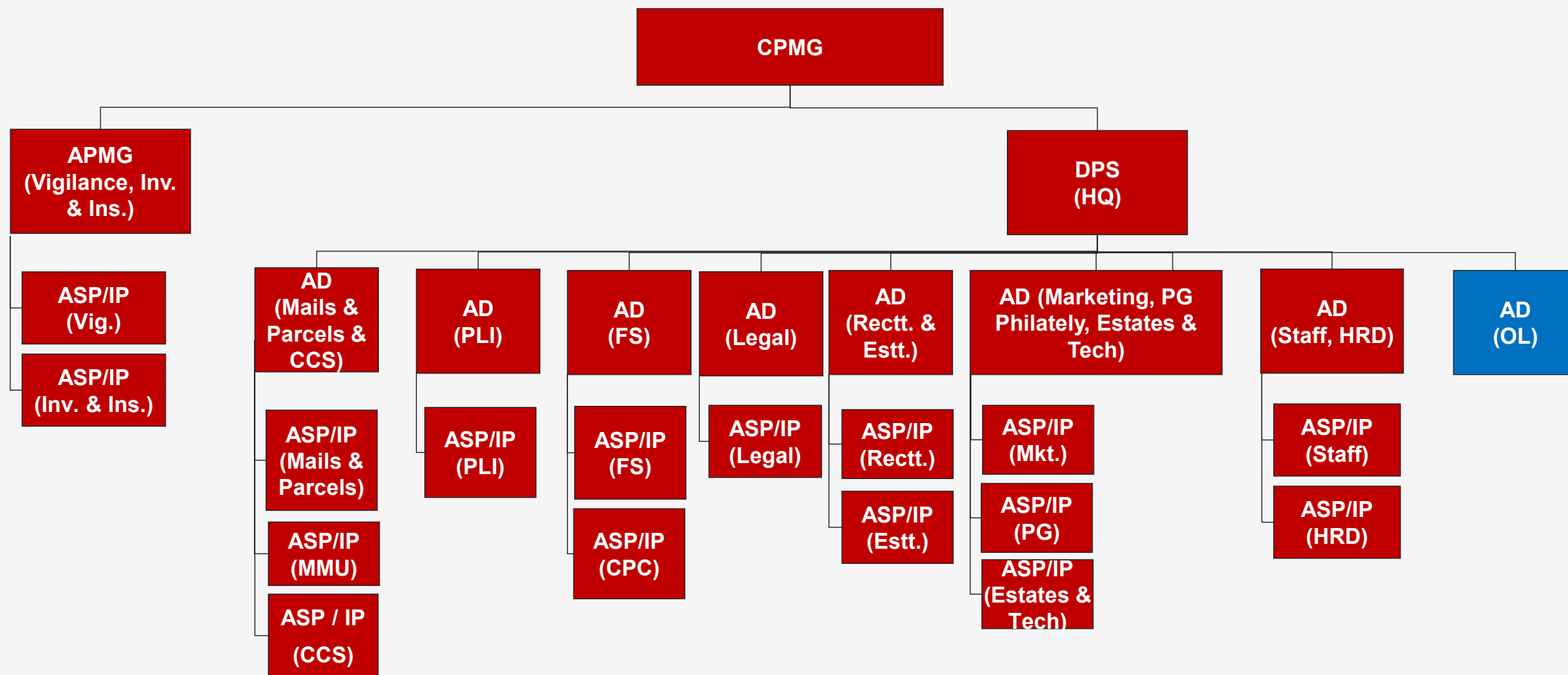
Uttarakhand Circle – Circle Office



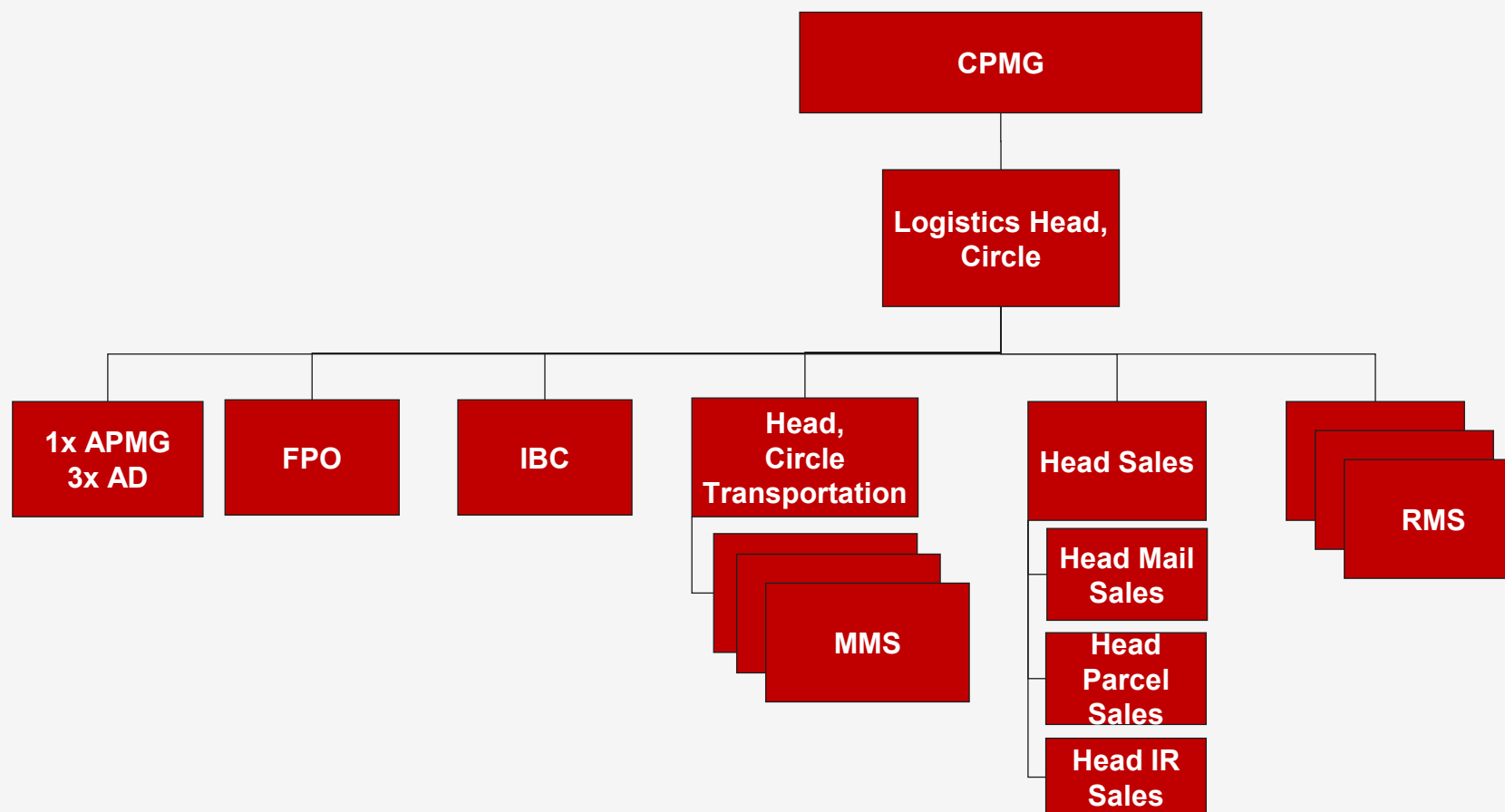
Uttarakhand Circle – Logistics Vertical



West Bengal Circle – Circle Office



West Bengal Circle – Logistics Vertical



भारतीय डाक
डाक सेवा-जन सेवा



India Post
Dak Sewa-Jan Sewa

Annexure-II



India Post Organization

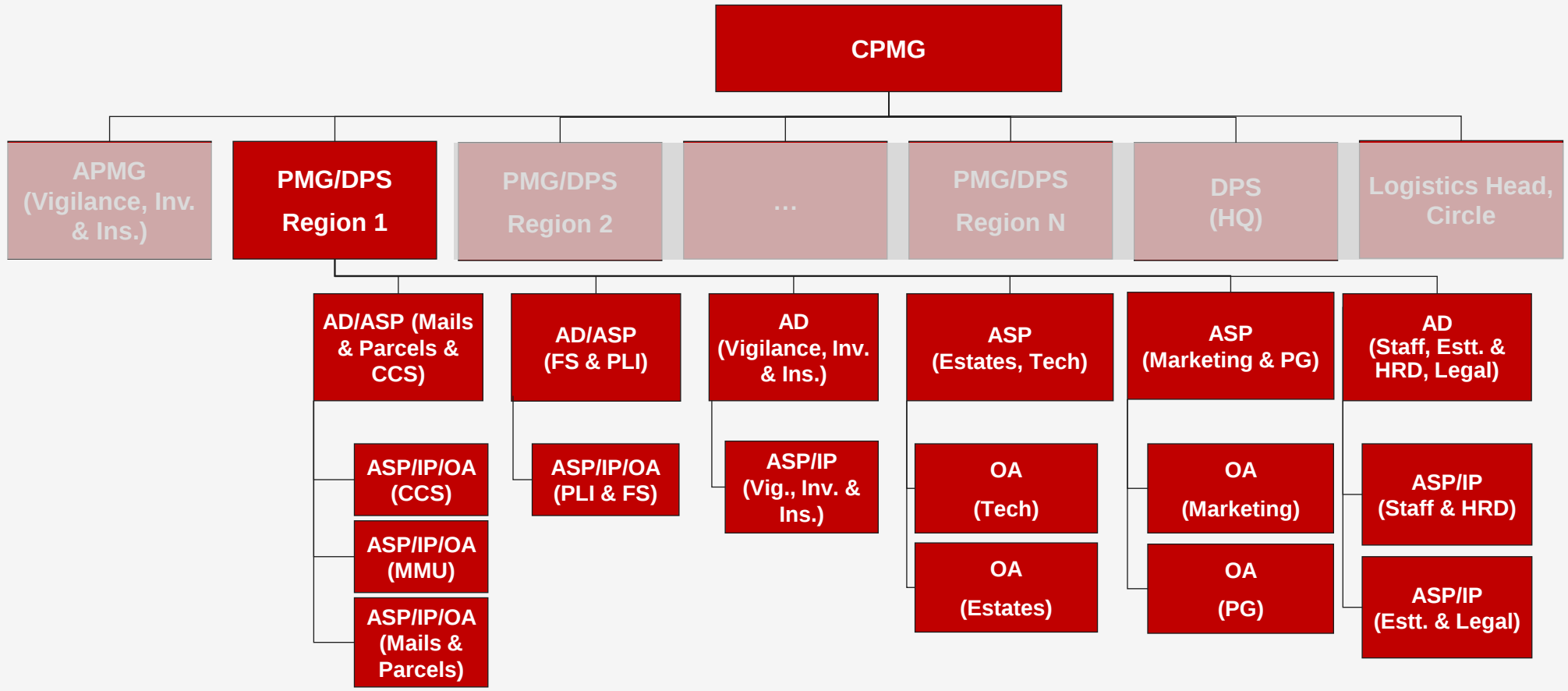
Office org structures

भारतीय डाक
डाक सेवा-जन सेवा



India Post
Dak Sewa-Jan Sewa

Region Office



भारतीय डाक
डाक सेवा-जन सेवा



India Post
Dak Sewa-Jan Sewa

Annexure-III



India Post Organization

Office org structures

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डाक सेवा-जन सेवा

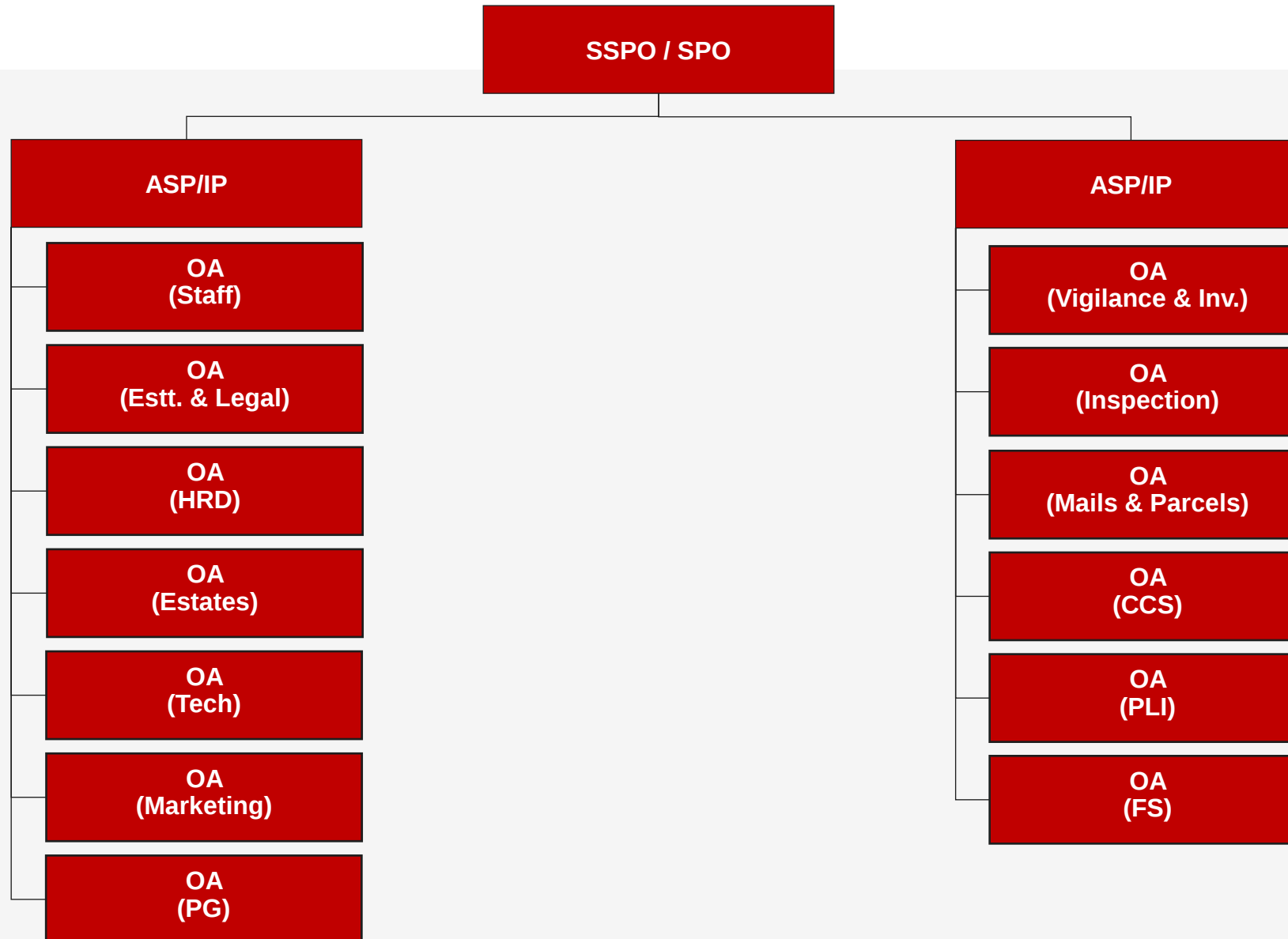


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Division Office



Division Office



भारतीय डाक
डाक सेवा-जन सेवा



India Post
Dak Sewa-Jan Sewa

Annexure-IV



India Post Organization

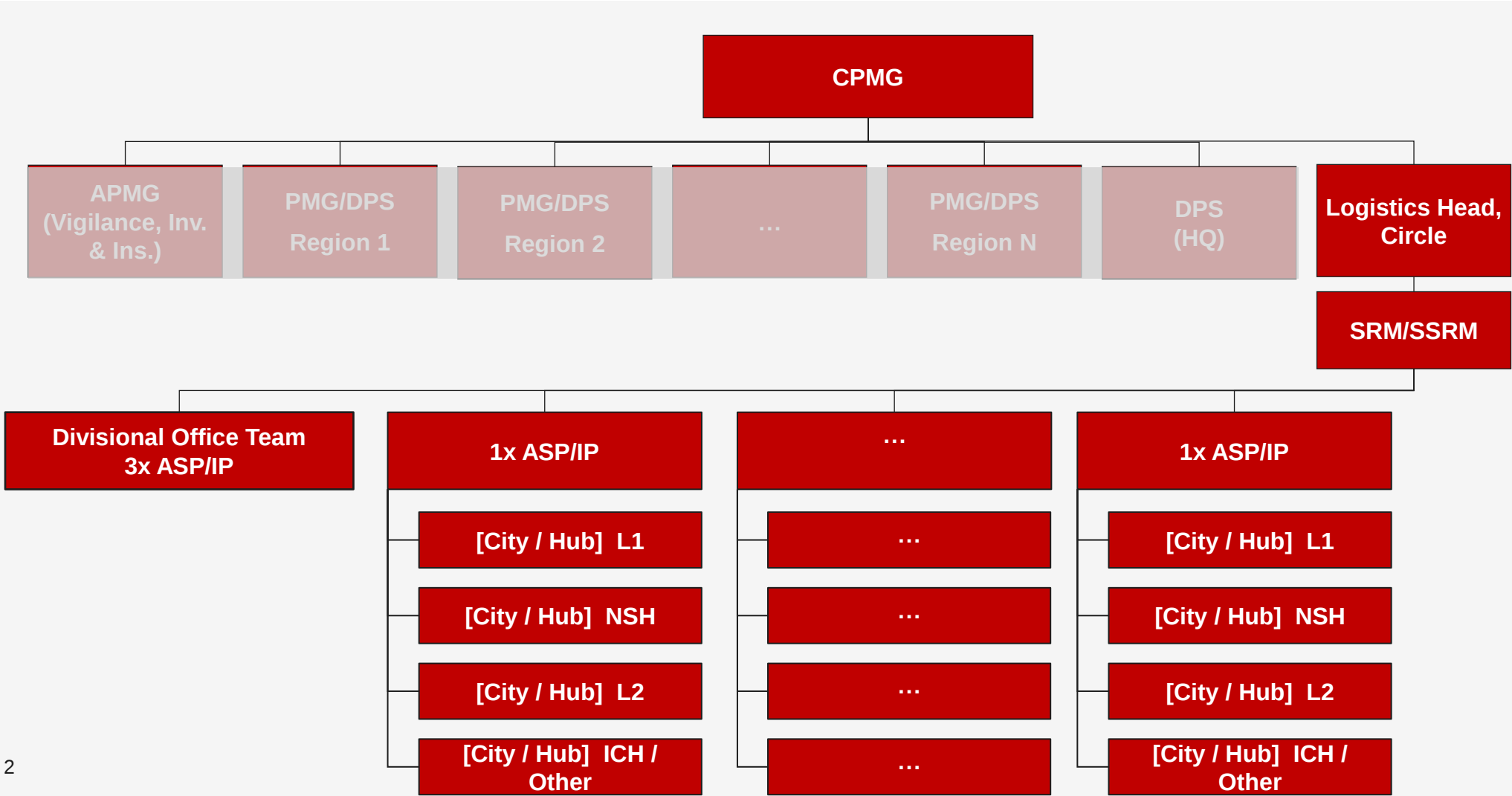
Office org structures

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डाक सेवा-जन सेवा



India Post
Dak Sewa-Jan Sewa

RMS Division



भारतीय डाक
डाक सेवा-जन सेवा



India Post
Dak Sewa-Jan Sewa