

No. Q-13/23/2026-PE-I-DOP
Government of India
Ministry of Communications
Department of Posts
(Establishment Division)

Dak Bhawan, Sansad Marg,
New Delhi - 110001
Dated: 12.10.2026

Office Memorandum

Subject: Rationalization of Administrative Units across Postal Circles for Enhancing Administrative Efficiency, Business Development and Revenue Generation in 'Himachal Pradesh Circle'.

Reference: Himachal Pradesh Circle letters as under:

- (a) Letter No. Estt/7-1001/2026/Creation New Sub Division dated 31.08.2026 (Sansarpur Terrace Sub-Division).
- (b) Letter No. EA/8-6001/2026/Creation New Sub Division dated 31.08.2026 (Jogindernagar Sub-Division).
- (c) Letter No. Estt/6-4001/2026/Creation New Sub Division dated 31.08.2026 (Rajgarh Sub-Division).

---***---

The administrative framework at the Regional, Divisional, and Sub-Divisional levels was reviewed by the Circle, taking into consideration various factors such as geographical area, current workload, business volume, and future organizational requirements.

After a comprehensive review of the Administrative Units in the Circle, Himachal Pradesh Circle submitted the various proposals for the creation of new Sub-Divisions through the aforesaid letters. These proposals were examined in consultation with the Integrated Finance Wing.

2. Upon examination, the Competent Authority is pleased to approve the following proposals of Himachal Pradesh Circle:

- i. **Creation of Sansarpur Terrace Postal Sub-Division**, with headquarters at Sansarpur Terrace, under Dehra Gopipur Postal Division, by bifurcation/reorganization of the existing Sub-Divisions of the Division as per **Annexure-I**.



- ii. **Creation of Jogindernagar Postal Sub-Division**, with headquarters at Jogindernagar, under Mandi Postal Division, by bifurcation/reorganization of the existing Sub-Divisions of the Division as per **Annexure-II**.
 - iii. **Creation of Rajgarh Postal Sub-Division**, with headquarters at Rajgarh, under Solan Postal Division, by bifurcation/reorganization of the existing Sub-Divisions of the Division as per **Annexure-III**.
3. The Chief Postmaster General shall take necessary action in respect of redistribution of offices among the Sub-Divisions concerned and shifting/transfer of assets, staff, records, etc., for implementation of the above proposals.
4. The redeployment of **Group 'B' and 'C' staff** may be carried out by the Head of the Circle in consultation with CIFA and Head of Region/Concerned Divisional Head as the case may be. It shall be ensured that such redeployment/diversion of posts does not adversely affect the functioning of the existing offices. Further, the posts proposed for redeployment should be live posts, should not fall under the category of "**deemed to be abolished**" posts as per DoE instructions vide OM No. 7(1)/E.Coord-I/2017(Part.III) dated 04.01.2024.
5. The redeployment of staff shall be carried out based on willingness/request to minimize financial burden on Govt. Exchequer and inconvenience of staff.
6. For redeployment of **Group 'A' level officer(s)**, separate orders will be issued by the Postal Directorate. Further, if any other post is required/surplus in the Circle, orders will be issued by the Postal Directorate. However, until the redeployment of such posts, the Circle shall operationalize the newly created/merged administrative units through local arrangement/additional charge to the incumbents.
7. The **final revised expenditure** (Recurring/Non-recurring) indicated by the Circle is in-principle approved subject to adherence to all the codal formalities. The expenditure on equipment and other requirements, if any, shall be met from the existing sanctioned budget provision under the appropriate Heads of Account of the concerned Divisions/Circle, subject to availability of funds, and shall continue to be met from existing budgetary resources. No additional funds shall be sought or allotted to the Circle for this purpose.
8. The Circle shall take all proactive measures to increase revenue generation and improve the overall **Expense Coverage Ratio (ECR)** of the newly created/merged administrative units as well as the existing Administrative Units. The financial and workload performance of these administrative units shall be reviewed upon completion of one year.



9. The outcome of the review, duly concurred by **CIFA**, including the ECR figures for the one-year period following the creation of the Sub-Divisions vis-à-vis the corresponding figures for one year prior thereto, in respect of Dehra Gopipur, Mandi and Solan Divisions, may be furnished to the Establishment Division.

10. The Chief Postmaster General shall issue necessary orders after ensuring the arrangements for implementation of the above proposals w.e.f. **01.11.2026** and furnish an **Action Taken Report** to this office.

11. This sanction issues in exercise of the power conferred on this department in consultation with the Integrated Finance Wing vide **Diary No. 91/2026-27/FA-CS(P)** dated **15.09.2026**.


(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. Chief Postmaster General, Himachal Pradesh Circle, Shimla.
15. SO, Guard File.

Annexure-I

Distribution of HOs, SOs and BOs among the Sub-Divisions of Dehra Gopipur Postal Division (before and after creation of Sansarpur Terrace Sub-Division)

Sl. No.	Sub-Division	Existing			After Rationalization*		
		HO	SO	BO	HO	SO	BO
1	Dehra	1	17	64	1	10	53
2	Jawali	0	14	82	0	10	62
3	Kangra	1	10	88	1	10	71
4	Sansarpur Terrace (new)	—	—	—	0	11	48
	Total	2	41	234	2	41	234

* After creation of Sansarpur Terrace Sub-Division.



Annexure-II

Distribution of HOs, SOs and BOs among the Sub-Divisions of Mandi Postal Division
(before and after creation of Jogindernagar Sub-Division)

Sl. No.	Sub-Division	Existing			After Rationalization*		
		HO	SO	BO	HO	SO	BO
1	Kullu North	2	16	58	2	15	56
2	Kullu South	0	9	82	0	9	75
3	Mandi North	0	16	72	0	12	59
4	Mandi South	1	11	74	1	10	48
5	Sarkaghat	0	15	73	0	13	59
6	Sundernagar	1	12	72	1	11	67
7	Jogindernagar (new)	—	—	—	0	9	67
	Total	4	79	431	4	79	431

* After creation of Jogindernagar Sub-Division.



Annexure-III

Distribution of HOs, SOs and BOs among the Sub-Divisions of Solan Postal Division
(before and after creation of Rajgarh Sub-Division)

Sl. No.	Sub-Division	Existing			After Rationalization*		
		HO	SO	BO	HO	SO	BO
1	Solan	1	13	77	1	13	57
2	Subathu	0	11	74	0	10	58
3	Parwanoo	0	15	66	0	11	52
4	Nahan	1	10	88	1	9	72
5	Rajgarh (new)	—	—	—	0	6	66
	Total	2	49	305	2	49	305

* After creation of Rajgarh Sub-Division.

