

No. Q-13/25/2026-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 'Haryana Circle'.

Reference: Haryana Circle e-office's file as under:

- (I) e-file no. Estt/Proposed Sirsa Division (Com. No 3279285)
- (II) e-file Estt/Rationalization/Bhiwani Sub-Divisions (com. No. 3279893)
- (III) e-file Estt/Restructured Sonipat Division (Com. No. 3279293)

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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, Haryana Circle submitted the various proposals vide above mentioned references for the creation, rebalancing, and merger of Administrative Units. 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 Haryana Circle: -

(I). **Creation of Sirsa Postal Division:** Creation of a new Sirsa Postal Division with Headquarter at Sirsa by bifurcation of jurisdiction (split) of the existing Hisar Postal Division, as per **Annexure-I**.

(II). **Merger of Mahendergarh Postal Sub-Division:** Merger of Mahendergarh Postal Sub-Division with the other Sub-Divisions (re-organization of 5 Sub-Divisions into 04 Sub-Divisions) under Bhiwani Postal Division in Haryana Circle, as per Annexure-II.



III. Reallocation of Jind District from Karnal Postal Division to Sonipat Postal Division as per Annexure-III.

3. The Chief Postmaster General shall take necessary action in respect of 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) (if any required)**, 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 rebalancing/merger/reorganization vis-à-vis the corresponding figures for one year prior thereto, 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 their **Dy. No. 104/2026-27/FA-CS(P)** dated **29.09.2026**.



(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. SO, Guard File.

Annexure-I

Creation of Sirsa Postal Division by bifurcation of the existing Hisar Postal Division

Jurisdiction of New Sirsa Postal Division and residual Hisar Postal Division:

Particulars	Existing Hisar Division	Sirsa Division (New)	Hisar Division (Residual)
Revenue Districts	Hisar, Hansi, Fatehabad, Sirsa (04)	Sirsa, Fatehabad (02)	Hisar, Hansi (02)
No. of Tehsils	18	12	06
Sub-Divisions	West, East, Uklana**, Fatehabad, Sirsa-I, Sirsa-II (06)	Fatehabad, Sirsa-I, Sirsa-II (03)	West, East, Uklana** (03)
Head Offices	02	01	01
Sub Offices	67	34	33
Branch Offices	446	266	180

** Tohana Sub-Division, though geographically in Fatehabad District (which falls in the new Sirsa Division), will be renamed as Uklana Sub-Division and retained under the residual Hisar Division, being administratively linked to Hisar District.



Annexure-II

Distribution of HOs, SOs and BOs among the Sub-Divisions of Bhiwani Postal Division (before and after merger of Mahendergarh Sub-Division)

Sl. No.	Sub-Division	Existing			After Rationalization*		
		HO	SO	BO	HO	SO	BO
1	SDI (P) 1st, Bhiwani	0	13	60	0	15	76
2	SDI (P) 2nd, Bhiwani	1	11	64	1	12	71
3	SDI (P), Charkhi Dadri	0	11	66	0	11	77
4	Narnaul	1	6	56	1	8	73
5	Mahendergarh	0	5	51	--	--	--
	Total	2	46	297	2	46	297

* After merger of Mahendergarh Sub-Division with the other four Sub-Divisions.



Annexure-III

Reallocation of Jind District from Karnal Postal Division to Sonipat Postal Division

Jurisdiction of Sonipat Postal Division and Karnal Postal Division (before and after reallocation):

Particulars	Existing Sonipat Division	Existing Karnal Division	Sonipat Division (After reallocation)	Karnal Division (Residual)
Revenue Districts	Sonipat (01)	Karnal, Panipat, Jind (03)	Sonipat, Jind (02)	Karnal, Panipat (02)
No. of Tehsils	04	15	09	10
Sub-Divisions	Sonipat, Gohana (02)	Karnal East, Karnal West, Panipat, Jind East, Jind West (05)	Sonipat, Gohana, Jind East, Jind West (04)	Karnal East, Karnal West, Panipat (03)
Head Offices	01	03	02	02
Sub Offices	34	73	53	54
Branch Offices	143	352	287	208

