

**No. Q-13/30/2026-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 'Punjab Circle'.

Reference: Punjab Circle letters as under:

- (a) Letter No. Plg/Rationalization/D/2026 dated 15.09.2026 (Rebalancing of Regions).
- (b) Letter No. Estt/21-2/2011-Vol-I dated 31.08.2026 (Relocation of HQ of Punjab West Region).
- (c) Letter No. Plg/Rationalization/D/2026 dated 31.08.2026 (Ludhiana Postal Division).
- (d) Letter No. Plg/Rationalization/RMS/2026 dated 31.08.2026 (RMS Divisions).
- (e) Letter No. Plg/Rationalization/SD/2026 dated 31.08.2026 (Sub-Divisions).

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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, Punjab 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 Punjab Circle: -

- i. **Rebalancing of Punjab HQ Region and Punjab West Region** of Punjab Postal Circle through transfer of Bathinda Postal Division from Punjab West Region to Punjab HQ Region. Jurisdiction of both the region is shown in **Annexure-I**. The number of Regions in the Circle remains unchanged.
- ii. **Relocation of the Headquarters of Punjab West Region** (office of the Postmaster General, Punjab West Region) from the Circle Office, Chandigarh to Jalandhar.
- iii. **Merger of Ludhiana City and Ludhiana M Postal Division as Ludhiana Postal Division** as per **Annexure-II**.



- iv. **Merger of South Sub Division of Ludhiana City Division and North Sub Division of Ludhiana M Division and reorganization of the existing six Sub-Divisions into four Sub-Divisions** as (Khanna, Jagraon, Central and East) under the merged Ludhiana 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)**, 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 **Diary No. 105/2026-27/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. Chief Postmaster General, Punjab Circle, Chandigarh.
15. SO, Guard File.

Annexure-I

Jurisdiction of Punjab HQ Region and Punjab West Region, Punjab Circle after rebalancing

Sl. No.	Punjab HQ Region	Sl. No.	Punjab West Region
1	Chandigarh Division	1	Amritsar Division
2	Ludhiana Division*	2	Faridkot Division
3	Patiala Division	3	Ferozepur Division
4	Sangrur Division	4	Gurdaspur Division
5	Bathinda Division	5	Hoshiarpur Division
6	PSD Ludhiana	6	Jalandhar Division
7	MMS Chandigarh	7	Kapurthala Division

* Ludhiana Division created by merger of Ludhiana City and Ludhiana M (Moffusil) Postal Division as Ludhiana Postal Division.

Annexure-II

Merger of Ludhiana City and Ludhiana M (Moffusil) Postal Division as Ludhiana Postal Division

Sl. No.	Particulars	Details
1	Existing Divisions merged	Ludhiana City Postal Division and Ludhiana M (Moffusil) Postal Division
2	Division created	Ludhiana Postal Division; the existing office of Ludhiana City Division shall function as its headquarters
3	Jurisdiction	Entire jurisdiction of the two existing Divisions: 3 Head Offices, 96 Sub Offices and 284 Branch Offices
4	Sub-Divisions	Existing six Sub-Divisions reorganized into four Sub-Divisions as per Annexure-III
5	Postal Divisions in the Circle	Reduced from 13 to 12



Annexure-III

Distribution of HOs, SOs and BOs among the Sub-Divisions of Ludhiana Postal Division

Merger of South Sub Division of Ludhiana City and North Sub Division of Ludhiana M Division and reorganization of the existing six Sub-Divisions (East and South under Ludhiana City Division; Khanna, Jagraon, Central and North under Ludhiana M Division) into four Sub-Divisions, namely Khanna, Jagraon, Central and East:

Sl. No.	Sub-Division	Existing			After Rationalization*		
		HO	SO	BO	HO	SO	BO
1	Khanna	1	11	66	1	13	77
2	Jagraon	1	12	75	1	14	83
3	Central	0	17	75	0	33	71
4	East	0	16	57	1	36	53
5	North (merged)	0	21	7	—	—	—
6	South (merged)	1	19	4	—	—	—
Total		3	96	284	3	96	284

