

No. Q-13/36/2026-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 – “Andhra Pradesh Circle” regarding.

Reference: Andhra Pradesh Circle letters as under:

- (a) Letter No. EST/Misc/Dlgs/2025 dated 18.09.2026
- (b) Letter No. Est/R&R of Administrative unit/26/kw dated 18.09.2026
- (c) Circle Office letter dated 31.07.2026
- (d) Letter No. EST/REBALANCING/ADMINUNITS/2026/I dated 26.09.2026 and 07.10.2026.
- (e) Letter No. Est/Misc/Dlgs/2025 dated 29.09.2026.

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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, Andhra Pradesh Circle submitted various proposals for the creation, transfer and reorganization of Administrative Units through the aforesaid letters. These proposals were examined in consultation with the Integrated Finance Wing and Postal Accounts Finance Wing.

1. Upon examination, the Competent Authority is pleased to approve the following proposals of Andhra Pradesh Circle:-

- i. **Creation of Guntur-Amaravathi Postal Region**, with headquarters at Guntur, by bifurcation of the existing Vijayawada Region (which continues as the reorganised Vijayawada Region), as per **Annexure-I**.
- ii. **Transfer of Amalapuram Postal Division** from Visakhapatnam Region to Vijayawada Region, as per **Annexure-II**.
- iii. **Creation of Kasibugga Postal Division**, with headquarters at Kasibugga, by bifurcation of the existing Srikakulam Postal Division, under Visakhapatnam Region, as per **Annexure-III**.
- iv. **Creation of Narsipatnam Postal Division**, with headquarters at Narsipatnam, by bifurcation of the existing Anakapalle Postal Division, under Visakhapatnam Region, as per **Annexure-IV**.
- v. **Consequential realignment of the Sub-Divisions** of Srikakulam and Anakapalle Divisions, as per **Annexure-V**.



2. The Chief Postmaster General shall take necessary action in respect of redistribution of jurisdiction and shifting/transfer of assets, staff, records, etc., for implementation of the above proposals in consultation with respective Postmaster Generals and other offices.

3. The redeployment of **Group 'B' and 'C' staff** may be carried out by the Head of the Circle in consultation with CIFA/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 and should not fall under the category of **"deemed to be abolished"** posts as per DoE OM No. 7(1)/E.Coord-I/2017(Part.III) dated 04.01.2024.

4. The redeployment of staff shall be carried out, as far as possible, based on the willingness/request of the staff, with a view to minimizing the financial burden on the Government exchequer and inconvenience to the staff.

5. In respect of redeployment of Group 'A' level officers, separate orders shall be issued by the Postal Directorate. Further, in case any other posts are required or found surplus in the Circle, appropriate orders in this regard shall be issued by the Postal Directorate.

However, until the redeployment of such posts, Circle shall operationalize newly created Administrative Units through local arrangement/additional charge to the incumbents.

6. The final revised expenditure (recurring/non-recurring) proposed by the Circle is approved in principle, subject to compliance with all codal formalities. The expenditure shall continue to be met from the existing budgetary resources. Any proposal for provision of a **new inspection vehicle** may be taken up separately for approval of the Competent Authority.

7. The Circle shall take all proactive measures to increase revenue generation and improve the overall **Expense Coverage Ratio (ECR)**/revenue as projected in the proposals, in respect of the newly created/merged administrative units as well as the existing Administrative Units. The financial and workload performance of the bifurcated/new/merged Regions, Divisions and Sub-Divisions shall be reviewed after one year.

8. The outcome of the review, duly concurred by **CIFA**, including the ECR figures for the one-year period following the bifurcation/creation/merger vis-à-vis the corresponding figures prior to the bifurcation/creation/merger, may be furnished to the Establishment division.

9. 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.

10. This sanction issues in exercise of the power conferred on this Department in consultation with Integrated Finance Wing vide **Diary No. 126/2026-27/FA-CS(P)** dated **07.10.2026**.



(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, Andhra Pradesh Circle, Vijayawada.
15. SO, Guard File.



Annexure-I

(Circle reference No. EST/Misc/Dlgs/2025 dated 18.09.2026)

Creation of Guntur-Amaravathi Postal Region by bifurcation of Vijayawada Region

Sl. No.	Guntur-Amaravathi Region (New)	Vijayawada Region	Visakhapatnam Region	Kurnool Region (no change)
1	Guntur Division	Vijayawada Division	Anakapalle Division	Anantapur Division
2	Tenali Division	Gudivada Division	Narsipatnam Division	Chittoor Division
3	Narasaraopet Division	Machilipatnam Division	Kakinada Division	Cuddapah Division
4	Markapur Division	Eluru Division	Parvathipuram Division	Hindupur Division
5	Prakasam Division	Tadepalligudem Division	Rajahmundry Division	Kurnool Division
6	Nellore Division	Bhimavaram Division	Srikakulam Division	Nandyal Division
7	Gudur Division	Amalapuram Division	Kasibugga Division	Proddatur Division
8	-	-	Visakhapatnam Division	Tirupati Division
9	-	-	Vizianagaram Division	-



Annexure-II

(Circle Office letter dated 31.07.2026)

Transfer of Amalapuram Postal Division from Visakhapatnam Region to Vijayawada Region

Sl. No.	Particulars	Details
1	Action	Amalapuram Postal Division (2 HOs, 37 SOs, 196 BOs; 235 Post Offices) transferred from Visakhapatnam Region to Vijayawada Region, on grounds of administrative convenience and balance among the Regions
2	Effect on jurisdiction, network and staff	No change in the jurisdiction, postal network or staff of Amalapuram Division



Annexure-III

(Circle reference No. Est/R&R of Administrative unit/26/kw dated 18.09.2026 and letter dated 07.10.2026)

Creation of Kasibugga Postal Division by bifurcation of Srikakulam Postal Division

1. Postal Network of Kasibugga Postal Division-

Unit	Srikakulam Division (Existing)	Kasibugga Division (New)	Srikakulam Division (Residual)
Sub-Divisions	7	3	4
HO	3	1	2
SO	65	24	41
BO	508	194	314

2. **Accommodation:** Existing building to be taken on lease/rent for the Divisional Office for an initial period of 2 years at approx. Rs. 30,000 per month through a lease deed



Annexure-IV

(Circle reference No. Est/R&R of Administrative unit/26/kw dated 18.09.2026 and letter dated 07.10.2026)

Creation of Narsipatnam Postal Division by bifurcation of Anakapalle Postal Division

1. Postal Network of Narsipatnam Postal Division-

Unit	Anakapalle Division (Existing)	Narsipatnam Division (New)	Anakapalle Division (Residual)
Sub-Divisions	7	4	3
HO	2	1	1
SO	45	20	25
BOs	559	287	272

2. Accommodation: Rented building at Narsipatnam at approx. Rs. 30,000 per month



Annexure-V

(Circle reference No. Est/R&R of Administrative unit/26/kw dated 18.09.2026)

Realignment of Sub-Divisions of Srikakulam and Anakapalle Divisions

Division	Srikakulam (existing)	Kasibugga (new)	Srikakulam (residual)	Anakapalle (existing)	Narsipatnam (new)	Anakapalle (residual)
Sub-Divisions	7	3	4	7	4	3
HO	3	1	2	2	1	1
SO	65	24	41	45	20	25
BO	508	194	314	559	287	272

