

No. Q-13/37/2026-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 – Odisha Circle regarding.

Reference: Odisha Circle letters No. EST/16-19/2026(Ch-II) dated 14.09.2026 & (six in number) and 17.09.2026.

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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, Odisha Circle submitted various proposals for the rebalancing, creation, merger 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 Odisha Circle:-

- i. **Reorganization and rebalancing of the three existing Regions** (Bhubaneswar/Headquarters, Berhampur and Sambalpur) by redistribution of Mayurbhanj, Rairangpur and Nayagarh Postal Divisions, without creation or merger of any Region, as per **Annexure-I**.
- ii. **Creation of Nabarangpur Postal Division**, with headquarters at Jeypore (K), by bifurcation/redistribution of jurisdiction (split and merge) of the existing Koraput and Kalahandi Postal Divisions of Berhampur Region, as per **Annexure-II**.
- iii. **Merger of Cuttack West Sub-Division** into Cuttack East & Salipur Sub-Divisions under Cuttack City Postal Division, as per **Annexure-III**.
- iv. **Creation of Chandbali Sub-Division** under Bhadrak Postal Division, as per **Annexure-IV**
- v. **Creation of Kishoreganj Sub-Division** under Dhenkanal Postal Division, with simultaneous reorganization of the existing Sub-Divisions of the Division, as per **Annexure- V**
- vi. **Creation of Raghunathpur Sub-Division** under Cuttack South Postal Division, as per **Annexure - VI**



2. The Chief Postmaster General shall take necessary action in respect of shifting/transfer of assets, staff, records, etc., for implementation of above proposals in consultation with respective Postmaster Generals and other officers.
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 a new inspection vehicle may be taken up separately for the 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. 114/2026-27/FA-CS(P) dated 05.10.2026.**

(**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, Odisha Circle, Bhubaneswar.
15. SO, Guard File.



Annexure-I

(Circle reference No. EST/16-19/2026(Ch-II) dated 14.09.2026 & 17.09.2026)

Jurisdiction of the three Regions of Odisha Circle after rebalancing

Sl. No.	Bhubaneswar (HQ) Region	Berhampur Region	Sambalpur Region
1	Balasore Division	Aska Division	Balangir Division
2	Bhadrak Division	Berhampur Division	Dhenkanal Division
3	Bhubaneswar Division	Kalahandi Division	Keonjhar Division
4	Cuttack City Division	Koraput Division	Rourkela Division
5	Cuttack South Division	Phulbani Division	Sambalpur Division
6	Jajpur Division	Rayagada Division	Sundergarh Division
7	Kendrapara Division	Nayagarh Division	Mayurbhanj Division
8	Puri Division	Nabarangpur Division	Rairangpur Division
9	PSD Bhubaneswar	–	–



Annexure-II

(Circle reference No. EST/16-19/2026(Ch-II) dated 14.09.2026 & 17.09.2026)

Creation of Nabarangpur Postal Division by bifurcation of Koraput and Kalahandi Postal Divisions-

1. Network of Koraput, Kalahandi and Nabarangpur (New) Division-

Office	Koraput Division		Kalahandi Division		Nabarangpur Division (new)
	Existing	Residual	Existing	Residual	
Sub-Divisions	7	5	7	5	4
HO	2	1	1	1	1
SO	61	41	40	29	31
BO	562	378	527	370	341

2. **Accommodation:** Nabarangpur Divisional Office shall function at the Jeypore (K) HO complex.



Annexure-III

(Circle reference No. EST/16-19/2026(Ch-II) dated 14.09.2026 & 17.09.2026)

Reorganization of Cuttack West Sub-Division of Cuttack City Division

Merger of Cuttack West Sub Division into Cuttack East & Salipur Sub-Divisions-

1. Network of Sub-Divisions of Cuttack City Division-

Sl.	Sub-Division	Existing			After rationalization		
		HO	SO	BO	HO	SO	BO
1	Cuttack East	1	25	37	2	41	57
2	Salipur	0	25	60	0	30	75
3	Cuttack West (merged)	1	21	35	-	-	-
	Total	2	71	132	2	71	132

2. Accommodation: Office space of the erstwhile IP, Cuttack West (in Chandnichowk HO building) to be utilised by the HO.



Annexure-IV

(Circle reference No. EST/16-19/2026(Ch-II) dated 14.09.2026 & 17.09.2026)

Creation of Chandbali Sub- Division in Bhadrak Division-

1. Postal Network of Sub-Divisions of Bhadrak Division-

Sl.	Sub-Division	Existing			After reorganization		
		HO	SO	BO	HO	SO	BO
1	Bhadrak Central	1	24	86	1	22	73
2	Bhadrak West	0	15	107	0	13	77
3	Bhadrak East	0	16	109	0	12	80
4	Chandbali (new)	-	-	-	0	8	72
	Total	1	55	302	1	55	302

2. Accommodation: Attached quarter of Chandbali SO



Annexure-V

(Circle reference No. EST/16-19/2026(Ch-II) dated 14.09.2026 & 17.09.2026)

Creation of Kishoreganj Sub division under Dhenkanal Division by reorganization/renaming of existing Sub-Divisions-

1. Postal Network of Sub-Divisions of Dhenkanal Division-

Sl.	Existing Sub-Division	HO	SO	BO	Sub-Division (New)	HO	SO	BO
1	Angul East	1	10	79	Angul	1	12	82
2	Angul West	0	10	108	Dhenkanal East	1	8	72
3	Dhenkanal	1	9	83	Dhenkanal West	0	7	69
4	Kamakhyanagar	0	9	94	Kamakhyanagar	0	8	77
5	Talcher	0	17	98	Talcher	0	14	81
6	-	-	-	-	Kishoreganj (new)	0	6	81
	Total (5 Sub-Divisions)	2	55	462	Total (6 Sub-Divisions)	2	55	462

Note: Angul East and Angul West are reorganized into Angul, and Dhenkanal is reorganized into Dhenkanal East and Dhenkanal West.

2. **Accommodation:** Existing accommodation at Kishoreganj SO



Annexure-VI

(Circle reference No. EST/16-19/2026(Ch-II) dated 14.09.2026 & 17.09.2026)

Creation of Raghunathpur Sub Division under Cuttack South Division-

1. Network of Sub-Divisions of Cuttack South Division-

Sl.	Sub-Division	Existing			After rationalization		
		HO	SO	BO	HO	SO	BO
1	Jagatsinghpur	1	12	94	1	10	79
2	Kujang	0	15	82	0	12	72
3	Athagarh	1	12	94	1	10	74
4	Cuttack Central	0	15	87	0	11	71
5	Raghunathpur (new)	-	-	-	0	11	61
	Total	2	54	357	2	54	357

2. **Accommodation:** Vacant Post Quarters of Raghunathpur SO (departmental building)

