

No. Q-13/38/2026-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 'North East Circle'

Reference: North East Circle letter no. EST/133-1/2026 dated 25.09.2026,

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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, North East Circle submitted the various proposals vide letter under reference, 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 North East Circle: -

(I). **Creation of Arunachal Pradesh East Postal Division-** Creation of a new Arunachal Pradesh East Postal Division with Headquarter at Namsai by bifurcation of jurisdiction of the existing Arunachal Pradesh Postal Division, the residual Division being re-named as Arunachal Pradesh West Postal Division, as per **Annexure-I**.

(II) **Creation of Kakching Postal Division:** - Creation of a new Kakching Postal Division by bifurcation of jurisdiction of the existing Manipur Postal Division, the residual Division being re-named as Imphal Postal Division, as per **Annexure-II**.

(III) **Creation of Meghalaya West Postal Division:** - Creation of Meghalaya West Postal Division by bifurcation of jurisdiction of the existing Meghalaya Postal Division, the residual Division being re-named as Meghalaya East Postal Division, as per **Annexure-III**.



(IV) **Creation of Aizawl North and Aizawl South Postal Sub Divisions under Mizoram Postal Division:** Creation of Aizawl North and Aizawl South Postal Sub-Divisions by bifurcation/re-organization of the existing Postal Sub-Divisions under Mizoram Postal Division, as per **Annexure-IV**.

(V) **Creation of Ambassa Postal Sub-Division under Dharmanagar Postal Division:** Creation of Ambassa Postal Sub-Division, with headquarters at Ambassa, by bifurcation/re-organization of the existing Postal Sub-Divisions under Dharmanagar Postal Division, as per **Annexure-V**.

(VI) **Creation of Imphal East and Chandel Postal Sub-Divisions under Manipur Postal Division:** Creation of Imphal East Postal Sub-Division (headquarters at Porompat) under the Imphal (residual Manipur) Postal Division, and Chandel Postal Sub-Division (headquarters at Chandel) under the new Kakching Postal Division, by bifurcation/re-organization of the existing Postal Sub-Divisions of the erstwhile Manipur Postal Division, as per **Annexure-VI**.

(VII) **Creation of Tuensang and Mon Postal Sub-Divisions under Nagaland Postal Division:** creation of Tuensang Postal Sub-Division (headquarters at Tuensang) and Mon Postal Sub-Division (headquarters at Mon) by bifurcation/re-organization of the existing Postal Sub-Divisions under Nagaland Postal Division, as per **Annexure-VII**.

(VIII) **Creation of Riangdo Postal Sub-Division under Meghalaya Postal Division:** Creation of Riangdo Postal Sub-Division, with headquarters at Riangdo, under the Meghalaya East (residual Meghalaya) Postal Division, by bifurcation/re-organization of the existing Postal Sub-Divisions of the erstwhile Meghalaya Postal Division, as per **Annexure-VIII**.

3. The Chief Postmaster General shall take necessary action in respect of shifting/transfer of assets, staff, records, etc. for implementation of 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 **Gr. '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, Circle shall operationalize newly created Administrative Units through local arrangement/additional charge to the incumbents.

7. The **Final revised expenditure** (Recurring/Non-recurring) proposed by the Circle, is in-principle approved subject to the adherence of 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 bifurcation/creation vis-à-vis the corresponding figures prior to the bifurcation/creation/merger, may be furnished to the establishment division.

10. The Chief Postmaster General shall issue necessary orders after ensuring the arrangements for implementation of 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. 111/2026-27/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. SO, Guard File.



Annexure-I

Distribution of Sub-Divisions, HOs, SOs and BOs between New Arunachal Pradesh East and Arunachal Pradesh West (residual Arunachal Pradesh) Postal Divisions:

Offices	Existing Arunachal Pradesh Division	New Arunachal Pradesh East Division (HQ Namsai)	Arunachal Pradesh West (Residual Arunachal Pradesh) Division (HQ Itanagar)
Sub-Divisions	14	7	7
Head Offices	1	0	1
Sub Offices	50	24	26
Branch Offices	1,119	449	670

Annexure-II

Distribution of Sub-Divisions, HOs, SOs and BOs between new Kakching and Imphal (residual Manipur) Postal Divisions

Offices	Existing Manipur Division	New Kakching Division (HQ Kakching)	Imphal Division (Residual Manipur) (HQ Imphal)
Sub-Divisions	8	5*	5*
Head Offices	1	0	1
Sub Offices	58	24	34
Branch Offices	726	382	344

Note: * Chandel Sub-Division and Imphal East Sub-Division has been created under new Kakching Postal Division and Imphal (Residual Manipur) Postal Division respectively.

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Annexure-III

Distribution of Sub-Divisions, HOs, SOs and BOs between new Meghalaya West and Meghalaya East (residual Meghalaya) Postal Divisions

Offices	Existing Meghalaya Division	New Meghalaya West Division (HQ Tura)	Meghalaya East Division (Residual Meghalaya) (HQ Shillong)
Sub-Divisions	11	5	7*
Head Offices	2	1	1
Sub Offices	70	20	50
Branch Offices	868	388	480

*Riangdo Sub-Division has been created under Meghalaya East Postal Division (Annexure-VIII).



Annexure-IV

Distribution of HOs, SOs and BOs among the Sub-Divisions of Mizoram Postal Division (after creation of Aizawl North and Aizawl South Sub-Divisions)

Sub-Division	HO	SO	BO
Aizawl East	1	8	68
Aizawl West	0	9	66
Chhimtuipui	0	3	81
Lunglei	0	6	81
Aizawl South (new)	0	4	65
Aizawl North (new)	0	9	56
Total	1	39	417

Annexure-V

Distribution of HOs, SOs and BOs among the Sub-Divisions of Dharmanagar Division (after creation of Ambassa Sub-Division)

Sub-Division	HO	SO	BO
Dharmanagar	1	10	99
Kailashahar	0	10	69
Teliamura	0	5	62
Ambassa (new)	0	10	72
Total	1	35	302



Annexure-VI

Distribution of HOs, SOs and BOs among the Sub-Divisions of the new Kakching and Imphal (residual Manipur) Postal Divisions (after creation of Imphal East and Chandel Sub-Divisions)

Sub-Division	Division	HO	SO	BO
2nd Sub-Division	Kakching	0	5	73
3rd Sub-Division		0	5	73
Churachandpur		0	6	81
Kakching		0	4	73
Chandel (new)		0	4	82
Kakching Division (5 Sub-Divisions) - Total		0	24	382*
1st Sub-Division	Imphal (Residual Manipur)	1	8	51
Ukhrul		0	4	90
Kangpokpi		0	8	51
Tamenglong		0	7	78
Imphal East (new)		0	7	74
Imphal Division (5 Sub-Divisions) - Total		1	34	344*
Erstwhile Manipur Division - Total		1	58	726

* May be reconciled by the circle



Annexure-VII

**Distribution of HOs, SOs and BOs among the Sub-Divisions of Nagaland Division
(after creation of Tuensang and Mon Sub-Divisions)**

Sub-Division	HO	SO	BO
Dimapur	0	12	92
Kohima	1	12	79
Mokokchung	0	10	83
Tuensang (new)	0	6	64
Mon (new)	0	5	38
Total	1	45	356



Annexure-VIII

Distribution of HOs, SOs and BOs among the Sub-Divisions of the new Meghalaya West and Meghalaya East (residual Meghalaya) Postal Divisions (after creation of Riango Sub-Division under Meghalaya East Division)

Sub-Division	Division	HO	SO	BO
Central	Meghalaya East	1	18	52
Jowai		0	6	89
North		0	7	79
South		0	4	70
Nongstoin		0	1	66
Ri Bhoi		0	13	69
Riango (new)		0	1	55
West Garo	Meghalaya West	1	5	66
East Garo		0	3	70
North Garo		0	3	60
South Garo		0	3	105
North West Garo		0	6	87
Total		2	70	868

