

No. Y-38/21/2026-PE-II-DOP
Government of India
Ministry of Communications
Department of Posts
(Establishment Division)

New Delhi - 110001
Dak Bhawan, Sansad Marg,
Dated: 12.10.2026

OFFICE MEMORANDUM

Subject: Rationalization of Administrative Units across Postal Circles for Enhancing Administrative Efficiency, Business Development and Revenue Generation in Jammu & Kashmir Circle.

Reference: J&K Circle proposal No. Est-014/11/2026-Estt-J&K-556091 dated 16.09.2026.

The administrative framework at the 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.

2. After a comprehensive review of the Administrative Units in the Circle, Jammu & Kashmir Circle submitted the various proposals for the creation and rebalancing of Administrative Units through the aforesaid letter. These proposals were examined in consultation with the Integrated Finance Wing.

3. Upon examination, the Competent Authority is pleased to approve the following proposals of Jammu & Kashmir Circle:

i. Creation of Anantnag Postal Division, with headquarters at Anantnag, by bifurcation/merger/redistribution of jurisdiction of the existing Srinagar Postal Division as per **Annexure-I**

ii. Creation of Kathua Postal Division, with headquarters at Kathua, by bifurcation/merger/redistribution of jurisdiction of the existing Jammu Postal Division as per **Annexure-II**

iii. Creation of Billawar Postal Sub-Division, with headquarters at Billawar, under the proposed Kathua Postal Division, by bifurcation/re-organization of the existing Akhnoor, Central, Gandhinagar and Kathua Sub-Divisions of Jammu Postal Division as per **Annexure-III**

iv. Creation of Qazigund Postal Sub-Division, with headquarters at Qazigund, under the proposed Anantnag Postal Division, by bifurcation/re-organization of the existing Anantnag, Pulwama, South, North and West Sub-Divisions of Srinagar Postal Division, with one Sub-Office and ten Branch Post Offices drawn from Udhampur Postal Division, as per **Annexure-IV**



4. The Chief Postmaster General, Jammu & Kashmir Circle, shall take necessary action in respect of transfer/redistribution of jurisdiction, shifting/transfer of assets, staff, records, etc., for implementation of the above proposals.

5. 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 and 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(PartIII) dated 01.04.2024.

6. 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.

7. 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, the Circle shall operationalize the newly created Administrative Units through local arrangement/additional charge to the incumbents.

8. 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 new inspection vehicle may be taken up separately for the approval of Competent Authority.

9. The Circle shall take all proactive measures to increase revenue generation and improve the overall Expense Coverage Ratio (ECR) of the newly created administrative units as well as the existing Administrative Units. The financial and workload performance of these administrative units shall be reviewed after one year.

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

11. The Chief Postmaster General, Jammu & Kashmir Circle, 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.

12. This sanction issues in exercise of the power conferred on this department in consultation with the Integrated Finance Wing vide **Diary No. 119/2026-27/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. All GMs (Finance)/Director(Accounts) Postal (Through India Post Website).
12. Additional Director General, Army Postal Service, C/o 56 APO.
13. GM, CEPT – with a request to upload the OM on the India Post website.
14. All recognized Federations/Unions/Associations (through India Post website)
15. SO Guard File.



ANNEXURE-I**Creation of Anantnag Postal Division**

(Circle reference No. Est-014/11/2026-Estt-J&K-556091 dated 16.09.2026)

1. Details of Units

Sl. No.	Particulars	Existing Srinagar Division	Anantnag Division	Residual Srinagar Division
1	Sub-Divisions	05	03*	03
2	Head Offices	02	01	01
3	Sub-Offices	79	23**	57
4	Branch Offices	371	188	193***

*(New Sub-Division created: Qazigund)

** (01 SO transferred from Udhampur Division – Banihal)

*** (10 BO transferred from Banihal SO)

2. Accommodation: The newly created Anantnag Postal Division will function on Upper/first floor of Anantnag Head Post Office.



ANNEXURE-II**Creation of Kathua Postal Division**

(Circle reference No. Est-014/11/2026-Estt-J&K-556091 dated 16.09.2026)

1. Details of Units

Sl. No.	Particulars	Existing Jammu Division	Kathua Division	Residual Jammu Division
1	Sub-Divisions	04	02*	03
2	Head Offices	03	01	02
3	Sub-Offices	87	19	68
4	Branch Offices	295	141	154

*(New Sub-Division created: Billawar)

2. Accommodation: The newly created Kathua Postal Division will function on Upper/first floor of Kathua Head Post Office.



ANNEXURE- III**Creation of Billawar Postal Sub-Division under Kathua Postal Division**

(Circle reference No. Est-014/11/2026-Estt-J&K-556091 dated 16.09.2026)

1. Details of Units

Sl. No	Name of Sub-Division	Existing number of units			Revised number of units		
		HO	SO	BO	HO	SO	BO
1	Akhnoor	0	20	62	0	20	62
2	Central	1	17	45	1	17	45
3	Gandhinagar	1	33	63	1	31	47
4	Kathua	1	17	125	1	12	78
5	—	—	—	—	0	7	63
6	TOTAL	3	87	295	3	87	295

2. Accommodation: Initially, the newly created Billawar Postal Sub Division will function in a rented building at Billawar.



ANNEXURE- IV**Creation of Qazigund Postal Sub-Division under Anantnag Postal Division**

(Circle reference No. Est-014/11/2026-Estt-J&K-556091 dated 16.09.2026)

1. Details of Units:

Sl. No	Name of Sub-Division	Existing number of units			Revised number of units		
		HO	SO	BO	HO	SO	BO
1	Anantnag	1	13	73	1	10	61
2	Pulwama	0	9	97	0	6	67
3	South	1	15	69	1	18	67
4	North	0	20	40	0	23	42
5	West	0	22	92	0	16	84
6	—	—	—	—	0	7	60
7	TOTAL	2	79	371	2	80*	381*

*Qazigund Sub-Division shall include one Sub-Office and ten Branch Post Offices from Udhampur Postal Division.

2. Accommodation: The newly created Qazigund Postal Sub-Division under Anantnag Postal Division will function from the available Departmental building at Qazigund.

