

No. Y-38/28/2026-PE-II-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 Tamil Nadu Circle.

Reference: Tamil Nadu Circle e-file number ESB/300-106/2026-Part(1)

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.

2. After a comprehensive review of the Administrative Units in the Circle, Tamil Nadu Circle submitted the following proposals for the creation, rebalancing, and merger of Administrative Units through the aforesaid letter. These proposals were examined in consultation with the Internal Finance Wing and Postal Accounts Finance Wing.

3. Upon examination, the Competent Authority is pleased to approve the following proposals of Tamil Nadu Circle:

i) **Creation of Pondicherry Region** by bifurcation and merger of Chennai City Region (CCR) and Central Region (CR) as per **Annexure -I**.

ii) **Creation of Ambattur Postal Division** by bifurcation of existing Tambaram Postal Division under Chennai City Region (CCR) as per **Annexure -II**.

iii) **Creation of Perambalur Postal Division** by split & merge of existing Trichy and Srirangam Postal Divisions under Central Region (CR) as per **Annexure -III**.



iv) **Merger of Chennai City Central Division** through split and merging of its HO & SOs with Chennai City North and Chennai City South Division as well as merger of Anna Road HO with Chennai City North Division as per **Annexure -IV**.

v) **Merger of Madurai South sub division and Madurai North sub division** into Madurai City sub division under Madurai Postal Division as per **Annexure -V**.

vi) **Merger of Nagercoil East sub division and Nagercoil West sub division** into Nagercoil sub division under Kanniyakumari division as per **Annexure -VI**.

vii) **Merger of existing Nilakottai Sub Division** with Dindigul and Kodaikanal Sub Divisions under Dindigul Postal Division as per **Annexure -VII**.

viii) **Merger of Neyveli sub-division** by redistributing the jurisdiction among the remaining sub divisions -Cuddalore North sub division, Cuddalore South sub division, Chidambaram East sub-division, Chidambaram West sub division as per **Annexure -VIII**.

ix) **Merger of Orattanad sub division** by redistributing the jurisdiction of remaining three sub divisions - Pattukottai West sub division, Pattukottai East sub division, Tiruturaipundi sub division as per **Annexure -IX**.

4. 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.

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-Part-III date 04.01.2024.

6. The redeployment of staff shall be carried out based on willingness/request to minimize financial burden on Govt. Exchequer and inconvenience of staff.

7. 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.

8. The final revised expenditure (Recurring/Non-recurring) proposed by the Circle, is in-principle approved subject to the adherence of all the codal formalities and shall continue to be met from 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/ merger/ reorganization vis-à-vis the corresponding figures prior to the bifurcation/creation/merger/reorganization, may be furnished to the establishment division.

11. 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.

12. This sanction issues in exercise of the power conferred on this department in consultation with the Integrated Finance Wing vide **Diary No. 115/2026-27/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. 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

1. Region wise, re-distribution of units on creation of Pondicherry Region

Sl. No.	Central Region – HQ Trichy (Divisions)	Chennai City Region- HQ Chennai (Divisions)	Southern Region HQ Madurai (Divisions)	Western Region- HQ Coimbatore (Divisions)	Pondicherry Region
1	Karur	Arakkonam	Dindigul	Coimbatore	Chengalpattu
2	Kumbakonam	Kanchipuram	Kanniyakumari	Dharmapuri	Pondicherry
3	Mayiladuthurai	Tambaram	Karaikudi	Erode	Tiruvannamalai
4	Nagapattinam	Ambattur	Kovilpatti	Krishnagiri	Cuddalore
5	Pattukottai	Vellore	Madurai	Namakkal	Vriddhachalam
6	Pudukottai	Chennai City North	Ramanathapuram	Nilgiris	
7	Srirangam	Chennai City South	Sivaganga	Pollachi	
8	Thanjavur	Chennai GPO	Theni	Salem East	
9	Tiruchirappalli	PSD Chennai	Tirunelveli	Salem West	
10	Perambalur		Tuticorin	Tirupattur	
11			Virudhunagar	Tirupur	
12			PSD Madurai		
13			PTC Madurai		

2. Accomodation: A vacant land. is available in the Lawspet area, Pondicherry for Regional office at Pondicherry. Circle will identify rented building for the new Pondicherry R.O till construction of new building on the vacant land at Lawspet.



Annexure II

1. **Postal network** — existing and revised /residual jurisdiction on creation of Ambattur Postal Division

Particular	Existing	New	Residual
	Tambaram Division	Ambattur Division	Tambaram Division
Sub-Divisions	4	2	2
Head Offices	3	1	2
Sub Offices	96	36	60
Branch Offices	138	78	60

2. **Accommodation:** The existing administrative office of Tambaram Division is functioning from Tambaram HO, and the residual Tambaram Division will continue in the existing accommodation.

For the new Ambattur Division, The administrative office will be accommodated at Ambattur Head Post Office. As an interim arrangement, the Divisional Office will function from the first floor of Ambattur HO after shifting the existing offices/branches. The offices of ASPOs, Ambattur Sub-Division and BPC Ambattur will be shifted to a nearby departmental building.



Annexure III

1. **Postal network** — existing and revised /residual jurisdiction on creation of Perambalur Postal Division

Offices	Existing Tiruchirappalli Division	Existing Srirangam Division	New Perambalur Division	Residual Tiruchirappalli Division	Residual Srirangam Division
Sub- Divisions	5	5	3	3	4
Head Offices	2	3	1	2	2
Sub Offices	95	63	39	69	50
BOs	302	297	237	132	230

1. **Accommodation:** Since departmental accommodation is not available for housing the new Perambalur Divisional Office. Hence, accommodation for new Perambalur Divisional Office will be in a rented building.



Annexure IV

1. Merger of Chennai City Central Division through split and merging of its HO & SOs with Chennai City North and Chennai City South Division as well as merger of Anna Road HO with Chennai City North Division

Sl. No.	Offices	Present Scenario	Scenario After Merger		Present Scenario	Scenario After Merger	
		Existing Chennai City North Division	Existing Mylapore HO & its SOs and Anna Road HO	Proposed Chennai City North Division	Existing Chennai City South Division	Existing T. Nagar HO & its SOs (including PSD)	Proposed Chennai City South Division
1.	Sub Division	2	0	2	2	0	2
2.	Head Office	1	2	3	1	1	2
3.	Sub Office	45	12	57	45	11	56
4.	B.Os	0	0	0	0	0	0
5	PSD	0	0	0	0	1	1

2. Accommodation:

a. The present accommodation of existing Chennai City North Divisional Office is already congested and cannot accommodate the increased number of officers/officials and records after the merger. The space occupied by RMS Division, which has also been merged with Chennai Sorting Division, will be utilized for Chennai City North Divisional Office.

b. The present accommodation of existing Chennai City South Divisional Office is insufficient for accommodating the increased staff and records after merger. The accommodation for Chennai City South Division will be in the existing premises of Chennai City Central Division after the merger.



Annexure V

- 1. Distribution of Offices** — Merger of Madurai South sub division and Madurai North sub division into Madurai City sub division and redistribution of offices among other sub-divisions

Sl.	Sub-Division	Existing			Revised HO/SO/BO		
		HO	SO	BO	HO	SO	BO
1	Madurai South	2	15	22	NA	NA	NA
2	Madurai North	1	23	23	NA	NA	NA
3	Melur	0	14	68	0	18	68
4	Tirumangalam	0	16	68	0	19	69
5	Sholavandan	0	14	61	0	17	65
6	New Madurai City	NA			3	32	40
Total		3	82	242	3	86	242

- 2. Accommodation:** The new Madurai City Sub-Division will be accommodated in the existing Madurai South Sub-Division/Division office in departmental building.



Annexure VI

1. **Distribution of Offices** — Merger of Nagercoil East sub division and Nagercoil West sub division into Nagercoil sub division and redistribution of offices among other sub- divisions

Sl. No.	Sub-Division	HOs	Normal SOs	Hilly SOs	Normal BOs	Hilly BOs	HOs	Normal SOs	Hilly SOs	Normal BOs	Hilly BOs
		Existing					Revised				
1	Nagercoil East	1	16	0	41	0	NA				
2	Nagercoil West	0	14	2	30	10	NA				
3	Nagercoil	NA					1	23	2	57	10
4	Thuckalay	1	19	0	47	3	1	25	0	53	1
5	Kuzhithurai	0	14	5	48	9	0	15	5	56	11
	Total	2	63	7	166	22	2	63	7	166	22

2. **Accommodation:** Since Nagercoil East Sub-Division and Nagercoil West Sub-Division are merged into new **Nagercoil Sub-Division**, New Nagercoil Sub-Division will be accommodated in the **existing Nagercoil East Sub-Division Office**, which is functioning in the Kottar Sub-Office building.



Annexure VII

- 1. Distribution of Offices** — Merger of existing Nilakottai Sub Division with Dindigul and Kodaikanal Sub Divisions under Dindigul Postal Division and redistribution of offices among other sub-divisions

Sl. No.	Sub-Division	HOs	SOs	Hilly SOs	BOs	Hilly BOs	HOs	SOs	Hilly SOs	BOs	Hilly BOs
		Existing					Revised				
1	Dindigul	1	13	0	47	3	1	17	0	76	0
2	Palani	1	12	0	60	0	1	15	0	79	1
3	Nilakottai	1	13	0	57	0	NA				
4	Kodaikanal	0	4	5	22	48	1	6	5	26	48
5	Natham	0	9	0	70	1	0	11	0	74	4
6	Vedasandur	0	11	0	75	1	0	13	0	76	0
Total		3	62	5	331	53	3	62	5	331	53

- 2. Accommodation:** The existing Nilakottai Sub-Division is merged with Dindigul and Kodaikanal Sub-Divisions. The staff/work of Nilakottai Sub-Division will be accommodated in the existing Dindigul and Kodaikanal Sub-Division Offices, as both are functioning in departmental buildings. Existing infrastructure will be utilised.



Annexure VIII**1. Distribution of Offices** — Merger of Neyveli sub-division by redistributing the jurisdiction among the remaining sub divisions

Sl. No.	Name of Sub-Division	Existing HOs	Existing SOs	Existing BOs	Revised HOs	Revised SOs	Revised BOs
1	Cuddalore North	1	12	36	1	20	70
2	Cuddalore South	0	11	55	0	22	69
3	Chidambaram East	1	11	62	1	13	80
4	Chidambaram West	0	10	88	0	8	70
5	Neyveli	0	19	48	—	—	—
	Total	2	63	289	2	63	289

2. **Accommodation:** No additional accommodation is required as Merger of Neyveli sub-division by redistributing the jurisdiction among the remaining sub divisions is done.



Annexure IX

- 1. Distribution of Offices** — Merger of Orattanad sub division by redistributing the jurisdiction of remaining three sub divisions

Sl. No.	Name of Sub-Division	Existing HOs	Existing SOs	Existing BOs	Revised HOs	Revised SOs	Revised BOs
1	Pattukottai East	1	10	65	0	14	84
2	Pattukottai West	0	8	56	1	10	80
3	Tiruthuraipundi	1	10	55	1	12	74
4	Orattanad	0	8	62	NA		
	Total	2	36	238	2	36	238

- 2. Accommodation:** The merged Orattanad Sub-Division will be accommodated in the existing Pattukottai West Sub-Division Office.

