

No. Y-38/17/2026-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 regarding- Assam Postal Circle

Reference: - Assam circle letter No. Est/Plg/Review & Rationalization of Administrative Unit/2026(Part-IV) dated 31.08.2026

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, Assam Circle submitted the various proposals vide above mentioned references for the creation, rebalancing, and merger of Administrative Units. 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 Assam Circle: -

i. **Creation of Diphu Postal Division**, with headquarters at Diphu, by bifurcation/ merger of the existing Nagaon and Cachar Postal Divisions, as per **Annexure-I**.

ii. **Creation of Lakhimpur Postal Division**, with headquarters at Lakhimpur, by split and merger/reorganization of the existing Sivsagar, Dibrugarh and Tinsukia Postal Divisions, with consequential merger of Tinsukia Division into residual Dibrugarh Division, as per **Annexure-II**.



- iii. **Creation of Dhubri Postal Division**, with headquarters at Dhubri, by bifurcation of the existing Goalpara Postal Division, as per **Annexure-III**.
- iv. **Creation of Charaideo Postal Sub-Division**, with headquarters at Sonari, under Sivsagar Postal Division, by bifurcation/reorganization of existing Sub-Divisions, as per **Annexure-IV**.
- v. **Creation of Hamren Postal Sub-Division**, with headquarters at Hamren, under Nagaon Postal Division, by bifurcation/reorganization of existing Sub-Divisions, as per **Annexure-V**.
- vi. **Creation of Salmara South-Mankachar Postal Sub-Division**, with headquarters at Salmara South-Mankachar, under Dhubri Postal Division, by bifurcation/reorganization of existing Sub-Divisions, as per **Annexure-VI**.
- vii. **Creation of Abhayapuri Sub-Divisions** under Goalpara Postal Division by bifurcation/ reorganization of existing Sub-Divisions, as per **Annexure-VII**.
- viii. **Creation of Baksa Postal Sub-Division**, with headquarters at Mussalpur, under Nalbari Barpeta Postal Division, by bifurcation/reorganization of existing Sub-Divisions, as per **Annexure-VIII**.
4. The Chief Postmaster General shall take necessary action in respect of shifting/transfer of assets, staff, records, etc., for implementation of 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/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.
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, 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 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/merger vis-à-vis the corresponding figures prior to the bifurcation/creation/merger, 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. 118/2026-27/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

1. The Postal network — existing and revised /residual jurisdiction on creation of **Diphu Postal Division** is as below:

Offices	Nagaon (Existing Dn)	Cachar (Existing Dn)	Diphu (New Division)	Nagaon (Residual Dn)	Cachar (Residual Dn)
Sub-Divisions	5	7	3	4	6
Head Office	2	3	1	1	3
Sub Office	58	90	16	49	83
Branch Office	461	509	161	371	438

2. Accommodation: The Divisional Office of the proposed Diphu Division will be accommodated on the first floor of Diphu HPO building.



Annexure-II

1. Postal network — existing and revised /residual jurisdiction on creation of **Lakhimpur Postal Division** and merger of Tinsukia Division with residual Dibrugarh Division:

Offices	Sivsagar (Existing)	Dibrugarh (Existing)	Tinsukia (Existing)	Lakhimpur (New)	Sivsagar (Residual)	Dibrugarh (Residual incl. merged Tinsukia)
Sub-Divisions	6	5	2	3	6	5
Head Office	3	2	1	1	3	2
Sub Office	87	53	36	29	72	75
Branch Office	545	425	109	289	437	353

2. Accommodation:

The office of the new Lakhimpur Postal Division will initially function from rented accommodation.



Annexure-III

1. Postal network — Existing and revised /residual jurisdiction on creation of Dhubri Postal Division

Offices	Goalpara (Existing)	Dhubri (New Division)	Goalpara (Residual)
Sub-Divisions	4	3	3
Head Office	3	2	1
Sub Office	60	31	29
Branch Office	448	244	204

2. Accommodation: The office of the proposed Dhubri Division will function from the office of the existing Goalpara Division situated at Dhubri. The Divisional Office of the residual Goalpara Division will continue to function at Goalpara.



Annexure-IV

1. Postal network — Existing and revised /residual jurisdiction on creation of Charaideo Postal Sub-Division :

Sub-Division	Existing number of units			Revised number of units		
	HO	SO	BO	HO	SO	BO
Jorhat North	0	13	100	0	15	74
Jorhat South	1	18	57	1	14	61
Golaghat	1	14	98	1	11	77
Sivsagar	1	16	96	1	12	75
Simaluguri	0	13	95	0	10	78
Mariani	0	13	99	0	10	71
Charaideo (New)	0	0	0	0	10	64
Total	3	87	545	3	82	500

2. Accommodation: The new Charaideo Sub-Division Office will be located at Sonari, in a rented building.



Annexure-V

1. Postal network — Existing and revised /residual jurisdiction on creation of Hamren Postal Sub-Division

Sub-Division	Existing number of units			Revised number of units		
	HO	SO	BO	HO	SO	BO
Nagaon East	1	17	87	1	17	87
Nagaon West	0	8	97	0	8	97
Morigaon	0	10	96	0	10	96
Diphu	1	9	91	1	9	91
Hojai	0	14	90	0	10	58
Hamren (New)	0	0	0	0	4	32
Total	2	58	461	2	58	461

2. Accommodation: Initially, the new Hamren Sub-Division Office will be located at Hamren, in a rented Building.



Annexure-VI

1. Postal network — The Existing and revised /residual jurisdiction on Creation of Salmara South-Mankachar Postal Sub-Division under Dhubri Postal Division

Sub-Division	Existing number of units			Revised number of units		
	HO	SO	BO	HO	SO	BO
Nagaon East	1	17	87	1	17	87
Nagaon West	0	8	97	0	8	97
Morigaon	0	10	96	0	10	96
Diphu	1	9	91	1	9	91
Hojai	0	14	90	0	10	58
Hamren (New)	0	0	0	0	4	32
Total	2	58	461	2	58	461

2. Accommodation: One vacant staff quarter located at Dhubri may be accommodated for the office of IP, Salmara South-Mankachar.



Annexure-VII

1. Postal network — The Existing and revised /residual jurisdiction on
Creation of Abhayapuri Sub-Divisions under Goalpara Postal Division

Name of the Sub Division	Existing number of units			Revised number of units		
	HO	SO	BO	HO	SO	BO
Dhubri	1	14	113	1	10	91
Bongaigaon	0	16	106	0	11	69
Kokrajhar	1	13	106	1	11	94
Goalpara	1	17	123	1	10	69
Salmara South- Mankachar (New)	0	0	0	0	10	59
Abhayapuri (New)	0	0	0	0	8	66
Total	3	60	448	3	60	448

2. Accommodation: (i) One room of the Abhayapuri SO rented building may be accommodated for the office of IP, Abhayapuri.



Annexure-VIII

1. Postal network —The Existing and revised /residual jurisdiction on Creation of Baksa Postal Sub-Division

Sub-Division	Existing number of units			Revised number of units		
	HO	SO	BO	HO	SO	BO
Barpeta	1	13	107	1	10	81
Nalbari East	1	15	92	1	12	77
Nalbari West	0	15	89	0	14	79
Pathsala	0	18	94	0	14	72
Baksa (New)	0	0	0	0	11	73
Total	2	61	382	2	61	382

2. Accommodation: Initially, the new Baksa Sub-Division Office will be located at Hamren, in a rented Building.

