No. Y-41/19/2026-PE-II-DOP
Government of India
Ministry of Communications
Department of Posts, India
(Establishment Division)

Dak Bhawan, Sansad Marg, New Delhi – 110001
Dated: 28.10.2026

To

All Heads of Postal Circles

Subject: Clarification regarding implementation of the Common Organizational Structure in Administrative Units across the Circles – reg.

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Instructions regarding implementation of the Common Organizational Structure in Administrative Units across the Circles by 30.09.2026 were issued vide letter No. Y-41/19/2026-PE-II-DOP dated 15.09.2026. Certain queries have since been received from the Circles.

The following clarifications are issued for uniform and effective implementation:

1.Observation: - Whether PMG Logistics or DPS Logistic will work in the Circle or function as a RMS Region?

Clarification: - The PMG Logistics or DPS Logistics will act as a Regional Head for RMS Unit and will be the controlling authority for all RMS Divisions, Foreign Post Office, International Business Center, MMS Units, integrated and other processing hubs and other logistics establishment in the Circle.

All matters relating to transfer/posting, establishment, staff, service and disciplinary matters pertaining to these shall be dealt with and coordinated at the office of the Head - Logistics, in accordance with the prescribed rules, regulations and delegated powers.

2. Observation: Under the Common Organizational Structure, AD (Mails, Parcel and CCS) is shown under DPS (HQ), whereas the Head-Logistics is responsible for Mail and Parcel Operations. What will be the role of AD (Mails, Parcel and CCS) under DPS (HQ)?

Clarification: The Mails, Parcel and IR vertical, covering both bulk and retail operations, shall be headed by the Head-Logistics in the Circle. Targets and instructions relating to Mails, Parcel and IR shall be communicated to the Divisions by the Head-Logistics, as was earlier done by APMG (Mails & BD) in certain Circles.

Accordingly, AD (Mails, Parcel and CCS) under DPS (HQ) shall be redesignated as AD (CCS). Other branches of the Circle Office may also be assigned to AD (CCS), as appropriate or CCS work may be assigned to another group officer.

3. Observation: The Marketing and Sales vertical was created in the Circles vide letter No. Q-25/16/2025-PE-I-DOP dated 06.07.2026. Will the Marketing and Sales team function under the Head-Sales?

Clarification: The Head-Sales shall communicate targets/Strategy relating to Mails, Parcel and IR to the Marketing and Sales team through the Divisions concerned.

Targets/Strategies relating to CCS, SB and PLI shall be communicated through DPS (HQ) and the Divisions concerned. Monitoring of these activities shall be undertaken through the respective supervisory arrangements.

4. Observation: Our Circle has fewer Group Officers than the number of branches, making effective management difficult.

Clarification: The common organization structure has been designed with the objective of strengthening functional verticals, providing focused attention to revenue-generating activities, ensuring clear accountability and improving coordination and efficiency in decision-making. Mere number of Branches assigned to a Group Officer should not, therefore, be viewed in isolation. The allocation of Branches/subjects is required to be rationalized at the Circle/Regional level keeping in view the nature and volume of work, functional inter-linkages and the level at which a particular matter can appropriately be dealt with.

Further, the implementation of the Government's mandate of "Minimum Government, Maximum Governance", along with the directions issued by the Cabinet Secretariat vide OM No. 10/05/2025-CS(A) dated 16.06.2026 regarding flatter organizational structures, appropriate delegation of functions and reduction of avoidable levels of processing for improving the speed and quality of decision-making, shall be kept in view.

A. Disposal of matters at the appropriate level

(i) Identify the subject matters handled at the Circle, Regional and Divisional levels.

(ii) Determine the appropriate level for disposal of each subject matter, viz. CPMG/PMG/DPS/APMG/AD/SSPOs/SPOs/ASPOs/IP.

(iii) Issue office-level instructions specifying the matters to be disposed of at each level.

B. Reduction of avoidable processing levels

(i) Map the existing stages of processing of files and subject matters at the Circle, Regional and Divisional levels.

(ii) Review the existing processing hierarchy and identify avoidable levels.

(iii) Revise the processing mechanism by eliminating unnecessary levels, without compromising prescribed checks and approval requirements.

Illustrative examples of process re-engineering:

Existing processing	Revised processing
OA → Supervisor → IP/ASP → APMG/AD → DPS	(i) OA → Supervisor or IP/ASP → APMG/AD → DPS/PMG (ii) OA → IP/ASP → DPS/PMG (iii) OA → APMG/AD → DPS/PMG (iv) OA → IP/ASP → APMG/AD
OA → Supervisor → IP/ASP → SSPO/SP	(i) OA → Supervisor or IP/ASP → SSPO/SP (ii) OA → SSPO/SP (iii) OA → IP/ASP

The above measures shall facilitate faster disposal of cases, eliminate duplication of work and improve administrative efficiency.

5. Observation: How many Group Officers (ADs) are to be posted in Regional Offices?

Clarification: The Regional Office structure shall be implemented as per the following two

models:

Model-1: Two Group Officers and 3–4 IP/ASPs.

Model-2: Three Group Officers and 4-5 IP/ASPs.

As a general principle, Regions having more than 6 Divisions shall adopt Model-2, whereas Regions having 6 or fewer Divisions shall adopt Model-1.

The above deployment Circle can do based on Revenue Potential/Number of Staff in Region/workload etc. Further, rational allocation of Branches and subject matters among the Group Officers and IP/ASPs. Wherever considered functionally appropriate, certain Branches may be assigned directly to the IP/ASP level so as to ensure effective delegation, avoid unnecessary layers of processing and enable Group Officers to concentrate on matters requiring higher-level supervision, coordination and decision-making.

Circles shall accordingly undertake the subject-wise and workload-based allocation of functions within the Regional Office and ensure that the common structure is implemented uniformly without creating avoidable levels of supervision.

6. Observation: In the common organizational structure for Postal and RMS Divisions, the posts of Deputy Superintendents of Post Offices (Dy. SPOs), SRM (HQ), Superintendent (Sorting), etc., have not been indicated. Whether these posts will continue to function?

Clarification: It has been decided that, in order to ensure the effective utilization of PS Group 'B' posts, the posts of Dy. SPOs, SRM (HQ) and Superintendent (Sorting) shall be redeployed by the Circles to the newly created Regions, Divisions or the Logistics Vertical, as appropriate.

(Dushyant Mudgal)
DDG (Establishment)

Copy to:

1. Sr. PPS to Secretary (P)/DG (Postal Services).
2. Sr. PPS to all Members, Postal Services Board.
3. Sr. DDG (Vigilance)/CGM, PLI/CGM (CCS & RB)/Sr. DDG (PAF).
4. Director, RAKNPA.
5. JS & FA.
6. All Postmasters General.
7. All DDsG/GMs in Postal, PLI and Parcel Directorates (through e-Office).
8. Additional Director General, Army Postal Service, C/o 56 APO.
9. GM, CEPT – with a request to upload the OM on the India Post website.
10. SO, Guard File.