

No. Y-38/16/2026-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.-Madhya Pradesh Postal Circle

Reference: - Estt. /1202/Gwalior Region/2026 dated 03.09.2026

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, Madhya Pradesh Circle submitted the various 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 Madhya Pradesh Circle:

- i. **Creation of new Postal Region — Gwalior Region** — with headquarters at Gwalior, by bifurcation/merger/redistribution of jurisdiction of the existing HQ Region (Bhopal), Jabalpur Region and Indore Region as per **Annexure-I**
- ii. **Creation of Dhar Postal Division:** - by bifurcation/merger/redistribution of jurisdiction of the existing Indore Mofussil, Indore City, Ujjain and Ratlam Postal Divisions as per **Annexure-II**
- iii. **Creation of Dewas Postal Division:** - By bifurcation/merger/redistribution of jurisdiction of the existing Indore Mofussil, Indore City, Ujjain and Ratlam Postal Divisions as per **Annexure-II**
- iv. **Merger of Indore Muffasil Division and Indore City Division into Indore Division as per Annexure-III**
- v. **Creation of Khargone Postal Division:** - by bifurcation of the existing Khandwa Postal Division, under Indore Region as per **Annexure-IV**



- vi. **Creation of Singrauli Postal Division:** - with headquarters at Singrauli, by bifurcation of the existing Rewa Postal Division, under Jabalpur Region as per **Annexure-V**.
- vii. **Creation of Pawai Postal Sub-Division:** - with headquarters at Pawai, by bifurcation/re-organization of the existing Sub-Divisions of Satna Postal Division, under Jabalpur Region as per **Annexure-VI**.
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 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 O.M No. 7(1)/E-Coord-I/2017(Part.III) dated. 04.01.2024 .
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, 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. 123/2026-27/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

(Circle reference No. Estt/12-02/Gwalior Region/2026 dated. 03.09.2026)

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

Sl. No.	Gwalior Region (Divisions)	HQ Region, Bhopal (Divisions)	Jabalpur Region (Divisions)	Indore Region (Divisions)
1	Gwalior	Bhopal	Jabalpur	Indore
2	Guna	Narmadapuram	Balaghat	Ujjain
3	Morena	Chhindwara	Satna	Khandwa
4	Shivpuri	Sehore	Shahdol	Mandsaur
5	Chhatarpur	Vidisha	Rewa	Ratlam
6	Sagar		Mandla	Dewas
7			Singrauli	Dhar
8				Khargone

2. Accommodation: - The New Regional Office of Gwalior Region to be accommodated in the existing Departmental Building at Morar Head Post Office Gwalior.



Annexure- II

(Circle reference No. Estt/14-02/2026 dated. 22.08.2026)

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

Offices/ Units	Existing (Indore Mofussil+ City+Ujjain+Ratlam)	New Dhar Divison	New Dewas Division	Residual Indore	Residual Ujjain	Residual Ratlam
Sub-Divisions	19	4	4	4	3	4
Head Office	8	1	2	2	1	2
Sub Office	173	25	33	50	38	27
Branch Office	1,249	337	309	111	221	271

2. The overall postal network of the four parent Divisions (19 Sub-Divisions, 8 HOs, 173 SOs, 1,249 BOs) remains unchanged in aggregate and is redistributed among the five resultant Divisions (Dhar, Dewas, Indore, Ujjain and Ratlam), consistent with a matching-savings basis.

3. The Divisional office of newly created Dhar Division will be accommodated in Departmental Building of Dhar H.O at Dhar.

3. The Divisional office of new Dewas Division will be accommodated in Departmental building of Dewas HO at Dewas.



Annexure-III

Circle reference No. Estt/14-02/2026 dated. 22.08.2026)

1. Postal network — existing and revised /residual jurisdiction on Merger of Indore Muffasil Division and Indore City Division into Indore Division

Offices/Units	Existing (Indore Mofussil+ City+Ujjain+Ratlam)	New Dhar Division	New Dewas Division	Residual Indore	Residual Ujjain	Residual Ratlam
Sub-Divisions	19	4	4	4	3	4
Head Office	8	1	2	2	1	2
Sub Office	173	25	33	50	38	27
Branch Office	1,249	337	309	111	221	271



Annexure- IV

(Circle reference number: Estt/14-02/06/2026 dated. 11.08.2026)

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

Offices	Existing Khandwa Division	New Khargone Division	Residual Khandwa Division
Sub-Divisions	7	4	3
Head Office	2	1	1
Sub Office	51	25	26
Branch Office	567	344	223

2. The Divisional Office of the new Khargone Division is to be accommodated on the second floor of the existing Khargone Head Post Office building, involving no rental liability.



Annexure- V

(Circle reference number: Estt/14-02/07/2026 dated. 10.08.2026)

Postal network — existing and revised /residual jurisdiction on creation of Singrauli Postal Division:

Offices	Existing Rewa Division	New Singrauli Division	Residual Rewa Division
Sub-Divisions	7	4	3
Head Office	2	1	1
Sub Office	54	18	36
Branch Office	548	250	298

2. The new Divisional office will function initially in a rented building as proposed by the circle.



Annexure- VI

(Circle reference number: Estt/14-01/Creation of Pawai Sub Dn/Satnadated.
10.08.2026)

1. **Distribution of Offices** — Existing and Proposed on creation of Pawai Sub Division

	Existing number of units			Revised number of units		
Sub-Division	HO	SO	BO	HO	SO	BO
Satna I	1	10	91	1	9	82
Satna II	0	12	100	0	11	83
Maihar	0	9	115	0	6	85
Panna	0	9	107	0	7	83
Pawai (New)	—	—	—	0	7	80
Total	1	40	413	1	40	413

2. **Accommodation:** The office of the Sub-Divisional Inspector (Posts), Pawai, will be operated initially from rented premises.

