

No. Q-13/34/2026-PE-I-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 'Bihar Circle'.

Reference: Bihar Circle letters no. Estt./Rationalization of Admin. Units/2026 dated 00.09.2026.

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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.

After a comprehensive review of the Administrative Units in the Circle, Bihar 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 Integrated Finance Wing and Postal Accounts Finance Wing.

2. Upon examination, the Competent Authority is pleased to approve the following proposals of Bihar Circle: -

- I. **Creation of new HQ Postal Region:** Creation of a new HQ Postal Region named 'HQ Postal Region Patna' 'Headquarter at Patna under Bihar Circle by rebalancing of existing Circle office & two Postal Regions Namely North Postal Region, Muzaffarpur and East Postal Region, Bhagalpur under Bihar Circle, as per Annexure-I.
- II. **Creation of Gopalganj Postal Division:** Creation of Gopalganj Postal Division by bifurcation/merger of existing Siwan Postal Division in Bihar Circle, as per Annexure-II.
- III. **Creation of a new East Champaran Central Postal Sub-Division:** creation of a new Postal Sub-Division by bifurcation/re-organization of existing 04 Postal Sub-



Divisions under East Champaran Postal Division in Bihar Circle, as per **Annexure-III**.

- IV. **Creation of a new Gaya South West Postal Sub-Division:** Creation a new Gaya South West Postal Sub-Division by bifurcation/re-organization of existing 05 Postal Sub-Divisions under Gaya Postal Division in Bihar Circle, as per **Annexure-IV**.
- V. **Creation of Sitamarhi North Postal Sub-Division:** Creation of a new Sitamarhi North Postal Sub-Division by bifurcation/re-organization of existing 03 Postal Sub-Divisions under Sitamarhi Postal Division in Bihar Circle, as per **Annexure-V**.
- VI. **Creation of Tarapur Postal Sub-Division:** Creation of a new Tarapur Postal Sub-Division by bifurcation/re-organization of existing 04 Postal Sub-Divisions under Munger Postal Division in Bihar Circle, as per **Annexure-VI**.
- VII. **Creation of Supaul East Postal Sub-Division:** Creation of a new Supaul East Postal Sub-Division by bifurcation/re-organization of existing 05 Postal Sub-Divisions under Saharsa Postal Division in Bihar Circle, as per **Annexure-VII**.
- VIII. **Creation of Gopalganj East Postal Sub-Division:** Creation of a new Gopalganj East East Postal Sub-Division by bifurcation/re-organization of existing 05 Postal Sub-Divisions under Siwan Postal Division in Bihar Circle, as per **Annexure-VIII**.
- IX. **Rebalancing of Sub-Divisions:** rebalancing of Sub-Divisions within the Nawada, Rohtas, West Champaran, Bhagalpur & Bhojpur Postal Division(s) and reduction of sub-Division from Buxar Postal Division in Bihar Circle, as per **Annexure-IX**.

3. The Chief Postmaster General shall take necessary action in respect of shifting/transfer of assets, staff, records, etc., for implementation of the above proposals.

4. 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, 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) dated 04.01.2024.

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

6. For redeployment of **Group '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, the Circle shall operationalize the newly created/merged administrative units through local arrangement/additional charge to the incumbents.



7. The **final revised expenditure** (Recurring/Non-recurring) indicated by the Circle is in-principle approved subject to adherence to all the codal formalities. The expenditure on equipment and other requirements, if any, shall be met from the existing sanctioned budget provision under the appropriate Heads of Account of the concerned Divisions/Circle, subject to availability of funds, and shall continue to be met from existing budgetary resources. No additional funds shall be sought or allotted to the Circle for this purpose.
8. The Circle shall take all proactive measures to increase revenue generation and improve the overall **Expense Coverage Ratio (ECR)** of the newly created/merged administrative units as well as the existing Administrative Units. The financial and workload performance of these administrative units shall be reviewed upon completion of one year.
9. The outcome of the review, duly concurred by **CIFA**, including the ECR figures for the one-year period following the rebalancing/merger/reorganization vis-à-vis the corresponding figures for one year prior thereto, may be furnished to the Establishment Division.
10. The Chief Postmaster General 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.
11. This sanction issues in exercise of the power conferred on this department in consultation with the Integrated Finance Wing vide **Diary No. 117/2026-27/FA-CS(P)** dated **06.10.2026**.


(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. Additional Director General, Army Postal Service, C/o 56 APO.
12. GM, CEPT – with a request to upload the OM on the India Post website.
13. All recognized Federations/Unions/Associations (through India Post website).
14. Chief Postmaster General, Bihar Circle, Patna.
15. SO, Guard File.



Annexure-I

Jurisdiction of HQ Region, Patna, North Region, Muzaffarpur and East Region, Bhagalpur

Sl. No.	HQ Region, Patna (New)	North Region, Muzaffarpur	East Region, Bhagalpur
1	Aurangabad Division	Darbhanga Division	Begusarai Division
2	Bhojpur Division	East Champaran Division	Bhagalpur Division
3	Buxar Division	Madhubani Division	Katihar Division
4	Gaya Division	Muzaffarpur Division	Munger Division
5	Nalanda Division	Saran Division	Purnea Division
6	Patna Division	Sitamarhi Division	Saharsa Division
7	Patna Sahib Division	Siwan Division	Samastipur Division*
8	Rohtas Division	West Champaran Division	Nawada Division*
9	Vaishali Division	Gopalganj Division (New)	--
10	Patna GPO	--	--

* Samastipur Division (from North Region) and Nawada Division (from the direct control of Circle Office) are shifted to East Region for even distribution of Divisions between Regions.



Annexure-II

Distribution of Sub-Divisions, HOs, SOs and BOs between Siwan Division, and Gopalganj Division (After creation of Gopalganj Postal Division)

Particulars	Existing Siwan Dn.	New Gopalganj Dn.	Residual Siwan Dn.
Sub-Division	5	3*	3
Head Post	2	1	1
Su-Post Office	56	22	34
Branch Office	477	197	280

Note: * A new Gopalganj East Postal Sub-Division is created.

Annexure-III

Distribution of HOs, SOs and BOs among the Sub-Divisions of East Champaran Division (after creation of East Champaran Central Sub-Division):

S. N.	Name of Sub Divisions	Existing			After rationalization		
		HOs	SOs	BOs	HOs	SOs	BOs
1	East Champaran East Sub Dn.	0	13	95	0	10	82
2	East Champaran North Sub Dn.	0	9	95	0	8	76
3	East Champaran South Sub Dn.	0	13	97	0	10	72
4	East Champaran West Sub Dn.	1	12	91	0	10	71
5	East Champaran Central Sub Dn.	Newly Created.			1	9	77
	Total	1	47	378	1	47	378



Annexure-IV

Distribution of HOs, SOs and BOs among the Sub-Divisions of Gaya Division (after creation of Gaya South West Sub-Division)

S. N.	Name of Sub Divisions	Existing			After Rationalization		
		HOs	SOs	BOs	HOs	SOs	BOs
1	Gaya Central Sub Division	1	11	83	1	9	75
2	Jehanabad Sub Division	1	11	75	1	11	75
3	Gaya south	0	15	83	0	13	68
4	Gaya West	0	11	98	0	9	72
5	Sherghati	0	10	93	0	8	78
6	Gaya South West	Newly created			0	8	64
	Total	2	58	432	2	58	432

Annexure-V

Distribution of HOs, SOs and BOs among the Sub-Divisions of Sitamarhi Division (after creation of Sitamarhi North Sub-Division)

S. N.	Name of Sub Divisions	Existing			After Rationalization		
		HOs	SOs	BOs	HOs	SOs	BOs
1	Sitamarhi Central Sub Dn.	1	9	102	1	7	76
2	Sitamarhi East Sub Dn.	0	10	100	0	7	74
3	Sitamarhi West Sub Dn.	0	10	101	0	7	82
4	Sitamarhi North Sub Dn.	Newly created			0	8	71
	Total	01	29	303	1	29	303



Annexure-VI

Distribution of HOs, SOs and BOs among the Sub-Divisions of Munger Division
(after creation of Tarapur Sub-Division)

S. N.	Name of Sub Divisions	Existing			After rationalization		
		HOs	SOs	BOs	HOs	SOs	BOs
1	Jamui Sub Dn.	1	6	103	01	6	90
2	Jhajha Sub Division.	0	7	95	0	5	76
3	Lakhisarai Sub Division	0	9	79	0	7	71
4	Munger Sub Division	1	15	97	1	15	56
5	Tarapur Sub Division	Newly Created			0	06	81
	Total	2	37	374	2	37	374



Annexure-VII

**Distribution of HOs, SOs and BOs among the Sub-Divisions of Saharsa Division
(Creation of Supaul East Postal Sub-Division)**

Existing Structure.						
Division	Existing Sub Dn	Name of Sub Dn	HO	SO	BO	Total
Saharsa	5	Saharsa East Sub Division	0	9	91	100
		Saharsa West Sub Division	1	9	115	125
		Supaul Sub Division	1	13	116	130
		Murliganj Sub Division	0	8	103	111
		Madhepura Sub Division	0	11	107	118
		Total	2	50	532	584

Structure after rationalization						
Division	Proposed Sub Dn	Name of Sub Dn	HO	SO	BO	Total
Saharsa	6	Saharsa East Sub Division	0	8	85	93
		Saharsa West Sub Division	1	7	83	91
		Supaul East Sub Division** (newly created)	0	10	89	99
		Supaul West Sub Division*	1	9	95	105
		Madhepura North Sub Division*	0	10	95	105
		Madhepura South Sub Division*	0	6	85	91
		Total	2	50	532	584
Note:	*New name proposed for three sub-Divisions					
	**New sub-Division - Supaul East Sub Division					



Annexure-VIII

**Distribution of HOs, SOs and BOs among the Sub-Divisions of Siwan Division
(after creation of Gopalganj East Sub-Division)**

S. N.	Name of Sub Divisions	Existing Siwan Dn.			Proposed Gopalganj Dn.		
		HOs	SOs	BOs	HOs	SOs	BOs
1	Siwan Central Sub Division	1	15	90	1	14	87
2	Siwan West Sub Division	0	10	89	0	10	85
3	Siwar East Sub Division	0	11	98	0	10	86
4	Gopalganj Central Sub Dn.	1	9	98	1	7	68
5	Hathwa Sub Division	0	11	102	0	7	85
6	Gopalganj East Sub Dn, Barauli	Newly created			0	8	66
	Total	2	56*	477*	2	56*	477*

*Circle may reconcile the figures.



Annexure-IX

Rebalancing of Sub-Divisions within the Nawada, Rohtas, West Champaran, Bhagalpur & Bhojpur Postal Division(s) and reduction of sub Division from Buxar Postal Division:

Division	No. of Sub-Div.	HO (Exist./Prop.)	SO (Exist./Prop.)	BO (Exist./Prop.)	Nature of Change
Nawada	4	1/1	37/37	327/327	Internal rebalancing
Rohtas	5	1/1	49/49	417/417	Internal rebalancing
West Champaran	3	1/1	22/22	259/259	Internal rebalancing
Bhagalpur	5	2/2	47/47	442/442	Internal rebalancing
Bhojpur	4	1/1	43/43	257/265	08 BOs received from Buxar Division.
Buxar	3→2*	1/1	28/28	164/156	Reduction of 1 Sub-division. 08 BOs diverted to Bhojpur Division.

Note: Buxar East Sub-Division under Buxar Division has been reduced, resulting in a total of only two Sub-Divisions under Buxar Division.



