

No. Y-38/20/2026-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 West Bengal Circle.

Reference: West Bengal Circle letter no. EST/COMPREHENSIVE REVIEW AND RATIONALISATION/2026 dated 25.09.2026.

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, West Bengal 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 West Bengal Circle:

- i. **Creation of Siliguri Postal Division** by bifurcation of the existing Darjeeling Postal Division, under North Bengal Region, as per **Annexure-I**.
- ii. **Creation of Diamond Harbour Postal Division** by split and merger/redistribution of jurisdiction of the existing Baruipur and South Kolkata Postal Divisions, under Kolkata Region, as per **Annexure-II**.
- iii. **Creation of Bongaon Postal Division** by bifurcation/ merger/ redistribution of jurisdiction of the existing Barasat, Barrackpore, East Kolkata, North



Kolkata and Central Kolkata Postal Divisions, under Kolkata Region, as per **Annexure-III**.

- iv. **Merger of Central Kolkata Postal Division** with North Kolkata and East Kolkata Postal Divisions as per **Annexure-IV**.
- v. **Creation of Namchi Sub-Division** with headquarters at at Namchi, by reorganization/redistribution of the existing Sub-Divisions (renamed Gangtok & Gayzing) of Sikkim Postal Division as per **Annexure-V**.
- vi. **Creation of A&N Islands-II Sub-Division** with headquarters at Sri Vijayapuram by reorganization/redistribution of the existing A&N Islands Sub-Division under Andaman & Nicobar Islands Postal Division as per **Annexure-VI**.
- vii. **Creation of Bagnan Postal Sub-Division** with headquarters at Bagnan by bifurcation/reorganization of the existing Sub-Divisions of Howrah Postal Division, under South Bengal Region, as per **Annexure-VII**.
- viii. **Creation of Deganga Postal Sub-Division** with headquarters at Deganga by bifurcation/reorganization of the existing Sub-Divisions of Barasat Postal Division, under Kolkata Region, 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 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.

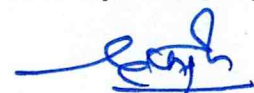
8. The final revised expenditure (Recurring/Non-recurring) proposed by the Circle, is in-principle approved subject to the adherence of all the codal formalities and shall continue to be met from existing budgetary resources. Any proposal for new inspection vehicle may be taken up separately for the 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. 125/2026-27/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. **Postal network** — existing and revised /residual jurisdiction on creation of Siliguri Postal Division

Offices	Existing Darjeeling division	New Siliguri Division	Residual Darjeeling Division
Sub- Division	3	1	2
Head Office	2	1	1
Sub Office	67	31	36
BOs	156	46	110

2. **Accommodation:** Accommodation for the new Siliguri Divisional Office will be arranged within the existing departmental building of Siliguri HO.



Annexure II

1. Postal network — existing and revised /residual jurisdiction on Creation of Diamond Harbour Postal Division

Offices	Existing Baruipur Division	Existing South Kolkata Division	New Diamond Harbour Division	Residual Baruipur Division	Residual South Kolkata Division
Sub-Division	9	3	4	5	3
Head Office	2	2	1	1	2
Sub Office	73	102	49	44	82
BOs	696	0	312	384	0

2. **Accommodation:** Accommodation for the new Diamond Harbour Divisional Office will be arranged within the existing departmental building of Diamond Harbour HO



Annexure III

1. Postal network — existing and revised /residual jurisdiction on Creation of Bongaon Postal Division

Offices	Existing Barasat Division	Existing Barrackpore Division	New Bongaon Division	Residual Barasat Division	Residual Barrackpore Division
Sub-Division	5	3	3	3	3
Head Office	2	2	0	2	2
Sub Office	77	88	41	42	82
BOs	419	34	191	237*	33

*- Eight (8) BOs of East Kolkata Division included in Barasat Division.

2. **Accommodation:** Accommodation for the new Bongaon Divisional Office will be arranged within the existing departmental buildings of Bongaon MDG.



Annexure IV

1. **Postal Network** - Merger of Central Kolkata Postal Division with North Kolkata and East Kolkata Postal Divisions

Offices	Existing East Kolkata Division	Existing North Kolkata Division	Existing Central Kolkata Division	Residual East Kolkata Division	Residual (Merged) North Kolkata Division
Sub-Division	2	2	2	3	3
Head Office	1	2	1	2	2
Sub Office	54	63	35	67	85
BOs	8*	0	0	0	0

*- Eight (8) BOs of East Kolkata Division are included in Barasat Division.



Annexure V**1. Postal Network-** Creation of Namchi Sub-Division

Sl.	Sub-Division	Existing			Revised HO/SO/BO		
		HO	SO	BO	HO	SO	BO
1	Gangtok	1	13	96	1	8	59
2	Gayzing	0	10	92	0	8	66
3	Namchi	NA			0	7	63
Total		1	23	188	1	23	188

2. Accommodation: The office of Namchi Sub-division will be accommodated in vacant departmental space at Gangtok Head Post Office.



Annexure VI

1. **Postal Network-** Creation of A&N Islands-II Sub-Division

Sl.	Sub-Division	Existing			Revised		
		HO	SO	BO	HO	SO	BO
1	A&N Islands-I	1	23	73	1	11	39
2	A&N Islands-II	NA			0	12	34
Total		1	23	73	1	23	73

2. **Accommodation:** The office of the IP, A&N Islands-II Sub-Division will be accommodated in the existing building of Sri Vijayapuram HO.



Annexure VII**1. Postal Network-** Creation of Bagnan Postal Sub-Division

Sl.	Sub-Division	Existing			Revised		
		HO	SO	BO	HO	SO	BO
1	Howrah 1st	2	35	8	2	36	11
2	Howrah 2nd	0	29	55	0	28	47
3	Amta	0	11	80	0	9	69
4	Uluberia	0	7	107	0	5	63
5	Bagnan	NA			0	4	60
Total		2	82	250	2	82	250

2. **Accommodation:** The O/o IP Bagnan Sub Division will be accommodated within the existing rented building of Bagnan SO.



Annexure VIII**1. Postal Network-** Creation of Deganga Postal Sub-Division

Sl. No.	Sub-Division	Existing			Revised HO/SO/BO		
		HO	SO	BO	HO	SO	BO
1	Barasat	1	18	73	1	22*	64**
2	Basirhat 1st	0	7	84	0	7	84
3	Basirhat 2nd	1	13	89	1	13	89
4	Habra	0	19	79	0	16	74
5	Bangaon	0	20	94	0	17	68
6	Deganga	NA			0	8	49
Total		2	77	419	2	83	428

* 6 Sub Offices of Barrackpore Division brought under Barasat Sub-Division of Barasat Division.

**1 BO brought under Barasat Sub-Division from Barrackpore Division, and 8 BOs from East Kolkata Division.

2. Accommodation: The Deganga Sub-Divisional Office will function from the Deganga SO building.

