

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. 15.09.2026

To,

All Head of Postal Circles,

Subject: Implementation of common organization structure in administrative units in line with Department's hierarchy of Horizontal and Vertical – Regarding.

This is in continuation of this office letter No. **Y-38/2/2026-PE-II-DOP** dated 17.07.2026, 20.07.2026 & 09.09.2026 on the aforesaid subject.

The proposals received from the Circles regarding the revised organizational structure of administrative offices have been examined from the perspective of both **horizontal and vertical alignment**. It has been observed that the existing/proposed organizational structures are not adequately aligned and do not ensure an equitable distribution of branches and workload.

(A) Group Officers at Circle Level (APMG/ADs): Group Officers posted in the Circle Office play a key role in the implementation and monitoring of departmental activities at the Circle level. They also play a vital role as a bridge between the Directorate and the Divisions of the respective circle.

(ii) Therefore, Group Officers in the Circle Office should have a common portfolio across all Circles aligned with the Directorate structure to ensure effective coordination, prompt response, and uniform and effective implementation of departmental policies. The proposed arrangement seeks to provide clearer functional ownership of verticals and horizontal functions, with aligned nomenclature and portfolios across Circles and Directorate, while retaining flexibility to address Circle-specific operational requirements.

(iii) Accordingly, an indicative common organizational structure for each Circle including the logistic vertical has been formulated and is being forwarded to each Circle as **Annexure-I**. Circle are requested to decide final logistic structure in consultation with Member (Operation).





