

No. 1-7/2021-SPG  
Government of India  
Ministry of Communications  
Department of Posts  
Personnel Division  
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Dak Bhawan, Sansad Marg  
New Delhi- 110 001  
Dated: As e-signed

**OFFICE MEMORANDUM**

**Subject: Additional Charge/ Statutory Charge arrangements on the vacant posts of the Senior Administrative Grade and Junior Administrative Grade of the Indian Postal Service, Group 'A' in Postal Circles/Units- regarding**

The undersigned is directed to refer to the Directorate's Office Memorandum of even number dated 09.07.2025 and subsequent orders issued from time to time in the matter and to convey the orders of the Competent Authority for the following additional charge/statutory charge arrangements in respect of the vacant posts of the Senior Administrative Grade and Junior Administrative Grade of the Indian Postal Service, Group 'A' in Postal Circles/Units.

**Part-I: Senior Administrative Grade**

| <b>Sr. No.</b> | <b>Vacant Post</b>                                       | <b>Post to which Charge is assigned</b>        | <b>Nature of Charge</b> |
|----------------|--|--|-------------------------|
| 1.             | PMG, Dibrugarh Region, Assam Circle                      | CPMG, Assam Circle                             | Additional Charge       |
| 2.             | PMG, East Region, Bhagalpur, Bihar Circle                | PMG, Northern Region Muzaffarpur, Bihar Circle | Additional Charge       |
| 3.             | PMG, Jammu Region, Jammu & Kashmir Circle                | CPMG, Jammu & Kashmir Circle                   | Additional Charge       |
| 4.             | PMG, North Karnataka Region, Dharwad, Karnataka Circle   | CPMG, Karnataka Circle                         | Additional Charge       |
| 5.             | PMG, HQ Region Bengaluru, Karnataka Circle               | GM, CEPT, Bengaluru                            | Additional Charge       |
| 6.             | PMG, South Karnataka Region, Bengaluru, Karnataka Circle | CPMG, Karnataka Circle                         | Additional Charge       |
| 7.             | PMG, Northern Region, Kozhikode, Kerala Circle           | PMG, Central Region, Kochi, Kerala Circle      | Additional Charge       |
| 8.             | PMG, Jabalpur Region, Madhya Pradesh Circle              | CPMG, Madhya Pradesh Circle                    | Additional Charge       |
| 9.             | PMG, (Mails & BD) Mumbai, Maharashtra Circle             | CPMG, Maharashtra Circle                       | Additional Charge       |
| 10.            | PMG, Goa Region, Maharashtra Circle                      | PMG (Mumbai Region), Maharashtra Circle        | Additional Charge       |
| 11.            | PMG, Nagpur Region, Maharashtra Circle                   | PMG (Mumbai Region), Maharashtra Circle        | Additional Charge       |
| 12.            | PMG, Chhatrapati Sambhaji Nagar, Maharashtra Circle      | CPMG, Maharashtra Circle                       | Additional Charge       |
|                |  |  |                         |

|     |   |   |                      |
|-----|---|---|----------------------|
| 13. | PMG, N.E.-I Region<br>Agartala/Aizawal, North East<br>Circle        | PMG, N.E.-II Region<br>Dimapur (HQ at Shillong),<br>North East Circle | Additional<br>Charge |
| 14. | PMG, Sambalpur Region,<br>Odisha Circle                             | CPMG, Odisha Circle   | Additional<br>Charge |
| 15. | PMG, Punjab West Region,<br>Chandigarh, Punjab Circle               | CPMG, Punjab Circle   | Additional<br>Charge |
| 16. | PMG, Western Region,<br>Jodhpur, Rajasthan Circle                   | PMG, Southern Region<br>Ajmer, Rajasthan Circle                       | Additional<br>Charge |
| 17. | PMG (Mails & BD), Chennai,<br>Tamil Nadu Circle                     | PMG, Central Region<br>(Trichy), Tamil Nadu Circle                    | Statutory<br>Charge  |
| 18. | PMG (Chennai City Region),<br>Tamil Nadu Circle                     | CPMG, Tamil Nadu Circle   | Statutory<br>Charge  |
| 19. | PMG, Gorakhpur Region, Uttar<br>Pradesh Circle                      | PMG, Prayagraj Region,<br>Uttar Pradesh Circle                        | Additional<br>Charge |
| 20. | PMG, Agra Region, Uttar<br>Pradesh Circle                           | PMG (Mails & BD)<br>Lucknow, Uttar Pradesh<br>Circle                  | Additional<br>Charge |
| 21. | PMG, Kanpur Region, Uttar<br>Pradesh Circle                         | PMG, Bareilly Region,<br>Uttar Pradesh Circle                         | Additional<br>Charge |
| 22. | PMG, Kolkata Region, West<br>Bengal Circle,                         | CPMG, West Bengal<br>Circle   | Additional<br>Charge |
| 23. | PMG (Mails & BD), Kolkata,<br>West Bengal Circle                    | PMG, South Bengal<br>Region, Kolkata, West<br>Bengal Circle           | Additional<br>Charge |
| 24. | PMG, Andaman & Nicobar<br>Region, HQ Kolkata, West<br>Bengal Circle | CPMG, West Bengal<br>Circle   | Additional<br>Charge |
| 25. | PMG, Sikkim Region, West<br>Bengal Circle                           | PMG, South Bengal<br>Region, Kolkata, West<br>Bengal Circle           | Additional<br>Charge |

### Part-II: Junior Administrative Grade

| Sr. No. | Vacant Post                                  | Post to which Charge is assigned               | Nature of Charge     |
|---------|--|--|----------------------|
| 1.      | DPS, Kurnool, Andhra<br>Pradesh Circle       | DPS, Hyderabad Region,<br>Telangana Circle     | Statutory<br>Charge  |
| 2.      | DPS, Visakhapatnam, Andhra<br>Pradesh Circle | DPS (HQ), Vijayawada,<br>Andhra Pradesh Circle | Statutory<br>Charge  |
| 3.      | DPS, Vijayawada, Andhra<br>Pradesh Circle    | DPS (HQ), Vijayawada,<br>Andhra Pradesh Circle | Statutory<br>Charge  |
| 4.      | DPS, Dibrugarh, Assam Circle                 | DPS (HQ) Guwahati, Assam<br>Circle             | Additional<br>Charge |
| 5.      | DPS (Mails & BD) Guwahati,<br>Assam Circle   | DPS (HQ) Guwahati, Assam<br>Circle             | Additional<br>Charge |

|       |  |   |                   |
|-------|--|---|-------------------|
| 6.    | DPS, Northern Region, Muzaffarpur, Bihar Circle          | DPS East Region, Bhagalpur, Bihar Circle                | Statutory Charge  |
| 7.    | Director, New Delhi GPO, Delhi Circle                    | DPS (HQ), New Delhi, Delhi Circle                       | Additional Charge |
| 8.    | Director (Foreign Posts), Delhi, Delhi Circle            | Director (Mails &BD), New Delhi, Delhi Circle           | Additional Charge |
| 9.    | DPS, Ahmedabad HQ Region, Gujarat Circle                 | DPS (HQ), Ahmedabad, Gujarat Circle                     | Statutory Charge  |
| 10.   | DPS, Rajkot, Gujarat Circle                              | DPS (HQ), Ahmedabad, Gujarat Circle                     | Statutory Charge  |
| 11.   | DPS, South Gujarat Region, Vadodara, Gujarat Circle      | DPS (HQ), Ahmedabad, Gujarat Circle                     | Statutory Charge  |
| 12.   | DPS, Srinagar, Jammu & Kashmir Circle                    | DPS (HQ & Mail Mktg.), Jammu, Jammu & Kashmir Circle    | Additional Charge |
| 13.   | DPS, Leh, Jammu & Kashmir Circle                         | DPS (HQ & Mail Mktg.), Jammu, Jammu & Kashmir Circle    | Additional Charge |
| *14.  | DPS, South Karnataka, Karnataka Circle                   | Director, CEPT, O&M, Bengaluru                          | Additional Charge |
| 15.   | DPS, Central Region, Kochi, Kerala Circle                | DPS, Northern Region Kozhikode, Kerala Circle           | Statutory Charge  |
| 16.   | DPS, Indore, Madhya Pradesh Circle                       | Director (HQ & Mail Mktg) Bhopal, Madhya Pradesh Circle | Statutory Charge  |
| 17.   | DPS (Mails & BD), Mumbai, Maharashtra Circle             | DPS (Mails & BD), Navi Mumbai, Maharashtra Circle       | Statutory Charge  |
| 18.   | DPS, Mumbai Region, Maharashtra Circle                   | Director, GPO Mumbai, Maharashtra Circle                | Statutory Charge  |
| 19.   | DPS, Itanagar, North East Circle                         | DPS (HQ) Shillong, North East Circle                    | Additional Charge |
| 20.   | DPS, Mizoram, Aizawl, North East Circle                  | DPS, Nagaland (HQ), Kohima, North East Circle           | Statutory Charge  |
| 21.   | DPS, Berhampur, Odisha Circle                            | DPS, Sambalpur, Odisha Circle                           | Additional Charge |
| 22.   | DPS, Ajmer, Rajasthan Circle                             | DPS, Jodhpur (WR), Rajasthan Circle                     | Statutory Charge  |
| 23.   | DPS, (Central Region) Tiruchirappalli, Tamil Nadu Circle | Director (CPRC), Chennai Tamil Nadu Circle              | Statutory Charge  |
| **24. | DPS Western Region Coimbatore, Tamil Nadu Circle         | DPS Chennai City Region, Tamil Nadu Circle              | Statutory Charge  |
| 25.   | DPS, Hyderabad HQ Region, Hyderabad, Telangana Circle    | DPS (HQ), Hyderabad, Telangana Circle                   | Statutory Charge  |
| 26.   | DPS, HQ Region, Lucknow,                                 | DPS (HQ), Lucknow, Uttar                                | Statutory         |

|     | Uttar Pradesh Circle                        | Pradesh Circle  | Charge            |
|-----|---|---|-------------------|
| 27. | DPS, Bareilly Region, Uttar Pradesh Circle  | DPS, Agra Region, Uttar Pradesh Circle                | Statutory Charge  |
| 28. | Director (GPO), Kolkata, West Bengal Circle | DPS, Kolkata City Region, West Bengal Circle          | Additional Charge |
| 29. | Director, PLI, Kolkata, West Bengal Circle  | DPS, South Bengal Region, Kolkata, West Bengal Circle | Additional Charge |
| 30. | Director, PTC Darbhanga, Bihar              | DPS (HQ), Patna, Bihar Circle                         | Statutory Charge  |
| 31. | Director, PTC, Madurai Tamil Nadu           | DPS, Southern Region, Madurai, Tamil Nadu Circle      | Additional Charge |
| 32. | Director, PTC Guwahati, Assam               | DPS (HQ), Guwahati, Assam Circle                      | Statutory Charge  |

\* Director, CEPT will continue to hold the additional charge which was assigned by Vide Order dated 14.01.2026, of the post DPS, South Karnataka Region till the joining of Sh. Akhil R Nair.

\*\* Sh. Akhil R Nair is not yet relieved from the charge of DPS, Western Region Coimbatore, Tamil Nadu Circle

2. The officers indicated against the respective posts shall hold such additional charge/statutory charge, in addition to their own duties and without any extra remuneration, with immediate effect and until further orders or till the regular incumbent joins the post/posts, whichever is earlier.

3. It is also reiterated that all the arrangements on the vacant posts of the SAG and JAG of IPoS in the Postal Circles shall continue to be decided from the Postal Directorate only. However, **the CPMsG of the respective Circles may make arrangements for short-term vacancies in above grades for smooth functioning of the Circles/Units, such as those arising from officers being on leave etc.**

4. This issues with the approval of the Competent Authority.

(Kaushik Banerjee)  
Assistant Director General (SPG)  
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To  
All the CPMsG  
(Through India Post Website)

Copy to:

1. PSO/Sr. PPS to the Secretary (Posts)/DG(Postal Services)

2. Sr. PPS/PPS to All the Members (Postal Service Board)
3. CVO & Sr. DDG (Vigilance)/Sr. DDG (PAF)/ CGM (PLI/Parcel & CCS)
4. Addl. DG, APS/ Director, RAKNPA
5. JS & FA, Department of Posts
6. All DDGs, Postal Directorate/ GMs (PLI/Parcel & CCS)
7. Directors (PTCs)
8. GM, CEPT, Mysuru with the request to upload the order on India Post website
9. e-Office notice board
10. Guard File

(Ashish Dhawan)  
Section Officer (SPG-I)