No. Q-25/25/2026-PE-I-DOP
Government of India
Ministry of Communications
Department of Posts
(Establishment Division)

Dak Bhawan, Sansad Marg,
New Delhi – 110001
Dated: 05-11-2026.

To,

All Heads of Circles

Subject: Revision of norms for opening of Post Offices (BOs and SOs) - distance of SOs and Urban BOs from the nearest Post Office - reg.

The revised norms for opening, retention, merger, relocation and upgradation of BOs and SOs were issued vide letter No. 40-30/2026-Plg dated 26.10.2026. The revised framework takes into account distance, population and financial viability. A copy was also endorsed to GM CEPT, with a request to incorporate the necessary changes and operationalize the Online Establishment Portal.

2. The revised distance norms in **Annexure A** of the above letter dated 26.10.2026 are as follows:

i. BOs (Normal areas): minimum distance of 3 km from the nearest existing Post Office.
ii. BOs (Hilly, Tribal, Desert and Inaccessible areas): minimum distance of 3 km from the nearest existing Post Office. The Postal Directorate may relax this in special circumstances.
iii. SOs (Urban areas): minimum distance of 2 km between two Post Offices for opening a new PO in all urban areas.
iv. Delivery SOs (Urban areas): minimum of 7 beats for cities without Delivery Centres. Delivery Centre norms prevail for cities with Delivery Centres.

3. Based on the revised norms, detailes of Sub Post Offices and Urbans BOs were fetched from system and identified those SOs/Urban BOs which are not following distance norms. List of respective Circle is enclosed.

5. Circles are requested to check and confirm the detailes of SOs/Urban BOs provided in the list. Further, Circles are requested to update the status of these SOs and indicate the "SO Type", i.e. Rented / Rent-Free / Other Govt Bldg. / Heritage Bldg. / Departmental Building (in relevant sheet). The information may be furnished by 11.11.2026.

5/11/26.
Assistant Director
Special Cell (Establishment)
Dak Bhawan, New Delhi – 110001

Encl.: Circle-wise lists of SOs and Urban BOs which are not fulfilling the distance norm.