

PRIORITY

F. No. 04/3/2025-SPN-I
Government of India
Ministry of Communications
Department of Posts
(Personnel Division)

Dak Bhawan, Sansad Marg,
New Delhi-110001
Dated: 12.06.2026

To

The CPMsG,
All Postal Circles

Subject: Information required in respect of Working Strength of Postal Assistants (PAs) and Sorting Assistants (SAs) in HOs/SOs/Mail Offices/HROs/SROs/ Divisional Offices and actual requirement of PAs/SAs in each such office on the basis of workload – regarding.

Sir/Madam,

I am directed to request all the Circles to furnish office wise information of Postal Assistants (PAs) and Sorting Assistants (SAs) as per enclosed performa. The information should include the following:

- (i) Existing Working Strength of PAs in each HOs/SOs & Divisional Offices and actual requirement of PAs in these offices based on workload of each office.
- (ii) Existing Working Strength of SAs in Mail Offices, HROs/SROs and Divisional Offices and actual requirement of SAs in these offices based on workload of each office.

2. It may please be noted that the aforesaid information is not to be linked with the Sanctioned Strength.

3. An Excel Sheet on the subject is being shared with the email IDs of all Heads of Circles. It is requested that necessary directions be issued to the offices concerned to furnish the requisite information in this Sheet immediately. Only entries pertaining to PA/SA are to be made; entries for LSG/HSG are not to be included.

4. The Excel sheet/link **not to be shared with Divisions/Units**; however, inputs may be obtained from them and compiled at the Circle level. All Circles shall update data only in their designated tab and strictly in the prescribed format. No modification/addition in columns is permitted; however, changes in rows are allowed.

5. It may please be accorded "PRIORITY".

Yours faithfully,

Vinod Kumar

(Vinod Kumar)
Assistant Director General (SPN)