

OM. No. 30-10/2022-D

Government of India
Ministry of Communications

Department of Posts
Mail Operations Division

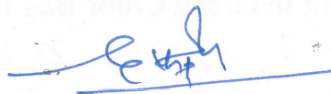
Dak Bhawan, Sansad Marg, New Delhi-110001

Dated:05.12.2024

Sub: Processing of Speed Post and Registered articles at one hub

This has reference to the OM of even no. dated 17.10.2024 regarding processing of Speed Post Inland Document and Registered articles at one common processing hub.

2. On issuing of orders regarding common processing of Speed Post and Registered articles, feasibility of shifting/merger of Registered L-1/L2 hubs either in the city or nearby NSHs/ICHs were examined by the Circles. Besides, Circles have also conducted the meeting with all the stakeholders including Service Unions.
3. Based upon the comments received from Circles and considering various aspects like delivery advantage, reduction in transit time, mail profile being processed/to be processed in the proposed hubs (i.e. percentage of TD Mail, Inbound TD Mail and Outbound NTD mail), geographical condition, connectivity issues, reliability in mail transmission and processing etc. the final list of Network is attached herewith as **Annexure-A (NSHs) and Annexure-B (ICHs)**
4. Some space constraints issues are raised by the Circles which was discussed with CSI and CEPT and it was decided that wherever it is not feasible to process the Speed Post and Registered articles at one processing hub, two processing hubs with same facility ID can function at different locations. Post Office mapping of both the post offices will remain the same and mail arrangements have to be maintained locally by the Circles itself. Both these hubs will technically get merged and will not be visible separately in the system. Circle shall ensure timely action in respect of transfer of employee ID wherever is required.



5. Revised sort plan in accordance with the revised Operational Network will be pushed centrally by the CEPT team. Circles have to update the sort list at PO level and DMSL at both PO and hub level in accordance with revised hub structure. Similar, action is required at BNPL/BPC level having direct bagging facilities to close direct bags to the mapped post offices and NSHs across the country.

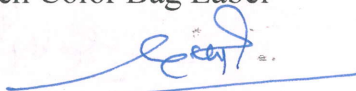
6. Only one Speed Post bag with Orange color label containing Speed Post and Registered articles will be sent across all miles i.e. from Post Offices to the hubs, among the hubs and hubs to the post offices.

6.1 Presently Domestic Book Packets, Registered Book Packets containing printed books, periodicals, Registered News Paper, Registered Newspaper bundle, Sample Pattern packet, Blind Literature having registration are also processed at hubs. Circle shall identify a separate area for such articles and process them accordingly. A separate sorting diagram shall be maintained for such articles. After processing, these articles shall be sent through surface routes only. These bags will be sent in Green Color Bag Label.

7. Bag closing pattern in the revised network will be as follows:

A. Post offices mapped with an NSH will send the following bags:

- i. TD bag containing Speed Post and Registered Articles to be delivered within the post offices mapped with the hub.
- ii. NTD articles containing the articles to be delivered within the mapped post offices of other hubs.
- iii. Delivery Post Offices shall keep the station articles (i.e. to be delivered in the delivery jurisdiction of the booking office itself) with them and no need to send such articles to the hub.
- iv. Apart from the above, one TD and one NTD bags containing the Domestic Registered Book Packets, Registered Book Packets containing printed books, periodicals, Registered News Paper, Registered Newspaper bundle, Sample Pattern packet, Blind Literature will also be prepared by the post offices for the hubs which shall be dealt by hubs separately through surface routes. These bags will be sent in Green Color Bag Label



- v. Bag containing the Speed Post and Registered articles will be sent in orange color label.

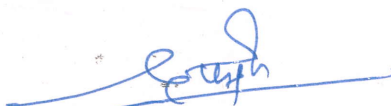
B. Post Offices mapped with the ICHs will close the following bags:

- i. TD bag to the ICH containing the articles to be delivered among the post offices of the mapped ICHs and other ICHs and NSHs within the Circle
- ii. NTD bag to the NSHs containing the articles to be delivered in the mapped post offices of the mapped NSHs and post office of the hubs of other Circles.
- iii. Post Offices shall keep the station articles (i.e. to be delivered in the delivery jurisdiction of the booking office itself) with them and no need to send such articles to the hub.
- iv. Apart from the above, one TD and one NTD bags containing the Domestic Registered Book Packets, Registered Book Packets containing printed books, periodicals, Registered News Paper, Registered Newspaper bundle, Sample Pattern packet, Blind Literature will also be prepared by the post offices for the hubs which shall be dealt by hubs separately through surface routes. These bags will be sent in Green Color Bag Label.
- v. Bag containing the Speed Post and Registered articles will be sent in orange color label.

C. Closing of bags from the Hubs

- i. Bag containing the Speed Post and Registered articles will be sent in orange color label.
- ii. A single bag containing Speed Post and Registered articles to other hubs/mapped delivery offices.
- iii. Domestic Book Packets, Registered Book Packets containing printed books, periodicals, Registered News Paper, Registered Newspaper bundle, Sample Pattern packet, Blind Literature shall be sent in a separate bag through surface route. These bags will be sent in Green Color Bag Label.

D. In respect of International Track packets (ITPS) bag closing pattern will be as follows:



- i. Post Office mapped with ICHs will close direct separate bag directly to their NSHs only.
- ii. Post Offices/IBCs to close direct bags for outward ITPS and Registered/Insured letter post articles (letter, small packet, Blind Literature, printed paper, M Bag) to mapped FPO/OE in case the daily average of 15 articles/10 Kg mail per category exists as mentioned in IR & GB OM Number CF-71/16/2022-CF-DOP dated 22.06.2023
- iii. Hubs will process the domestic packets and close bags for the destination as per the applicable transport mode (Air/Surface). However, it should be super scribed in right hand corner of the label i.e. either AIR or SURFACE.
- iv. In respect of International outward category of mail, all NSHs shall close direct bags to the mapped FPOs only for Registered/Insured letter post items and ITPS articles and dispatch the bags through Air where air connection is available.

8. Circles shall ensure the following:

- i. Updation of sort list
- ii. Creation of revised DMSL
- iii. Deployment of adequate staff for smooth processing of Speed Post and Registered articles.
- iv. to ensure timely action in respect of transfer of employee ID wherever is required
- v. While allowing leave to the staff, sufficient number of staff to be ensured to handle the expected volume.
- vi. A monitoring mechanism shall be put in place by setting up of round the clock control room at Divisional/Regional and Circle Level to keep a proper watch on the operation of the hubs. If any accumulation of mail is observed that should be brought into the notice of CPMsG and Directorate.
- vii. Concerned Divisional Heads/inspecting authority should plan their frequent visits to the Hubs to ensure the smooth processing of mail.
- viii. Whenever SAP is not available processing shall be continued through Business Continuity Plan (BCP). In any case there shall be no accumulation of mail.




9. Army Postal Service (APS) Directorate is also requested to adopt similar action at both the APS hubs (i.e. 1CBPO and 2 CBPO).

10. Collocation of Unregistered Hubs may be deferred in places where there is a space constraint.

11. Revised sort plan will be pushed in the system on 07.12.2024 (midnight) and the new Network will be operationalized w.e.f. first set/batch of 09.12.2024

Encl: as above



(Dushyant Mudgal)
DDG (Mail Operations)

To, All CPMsG

Copy to: -

1. PPS to Secretary (Posts)/ PPS to Director General Postal Services.
2. PPS to Members, Postal Service Board.
3. AS&FA/Sr. Deputy Director General (Vigilance) & CVO/Sr. Deputy Director General (PAF)
4. Director, Rafi Ahmed Kidwai National Postal Academy, Ghaziabad
5. CGM (BD)/CGM (Parcel)/CGM (CEPT)/CGM (PLI)
6. Addl.DG, APS C/o 56 APO
7. All DDsG/GMs/Secretary PSB of Postal Directorate
8. GM (CEPT), Mysuru
9. All Directors, Postal Training Centres/ Director, PLI, Kolkata
10. All Officers/Officials of Mail Operation Division (Postal Directorate)
11. Guard File

Annexure A

Sr No	CIRCLENAME	NSH
1	Andhra Pradesh	NSH VISAKHAPATNAM
2	Andhra Pradesh	NSH KURNOOL
3	Andhra Pradesh	NSH VIJAYAWADA
4	Assam	NSH DIBRUGARH
5	Assam	NSH GUWAHATI
6	Bihar	NSH BARAUNI
7	Bihar	NSH GAYA
8	Bihar	NSH PATNA
9	Bihar	NSH MUZAFFARPUR
10	Chattisgarh	NSH Bilaspur
11	Chattisgarh	NSH RAIPUR
12	Delhi	NSH New Delhi
13	Gujarat	NSH AHMEDABAD
14	Gujarat	NSH SURAT
15	Gujarat	NSH RAJKOT
16	Gujarat	NSH VADODARA
17	Haryana	NSH AMBALA
18	Haryana	NSH Gurgaon
19	Haryana	NSH KARNAL
20	Haryana	NSH Rohtak
21	Himachal Pradesh	NSH SHIMLA
22	Himachal Pradesh	NSH PATHANKOT
23	Jammu & Kashmir	NSH JAMMU
24	Jammu & Kashmir	NSH SRINAGAR (JK)
25	Jammu & Kashmir	NSH Leh
26	Jharkand	NSH DHANBAD
27	Jharkand	NSH JAMSHEDPUR
28	Jharkand	NSH RANCHI
29	Karnataka	NSH ARSIKERE
30	Karnataka	NSH BELAGAVI
31	Karnataka	NSH BENGALURU
32	Karnataka	NSH HUBBALLI-DHARWAD
33	Karnataka	NSH KALABURAGI
34	Karnataka	NSH MYSURU
35	Karnataka	NSH MANGALURU
36	Kerala	NSH KANNUR
37	Kerala	NSH KOCHI
38	Kerala	NSH TRICHY
39	Kerala	NSH KOZHIKKODE
40	Kerala	NSH TRIVANDRUM
41	Madhya Pradesh	NSH BHOPAL
42	Madhya Pradesh	NSH GWALIOR
43	Madhya Pradesh	NSH INDORE

Annexure A

44	Madhya Pradesh	NSH JABALPUR
45	Maharashtra	NSH Chhatrapati Sambhajinagar
46	Maharashtra	NSH MUMBAI
47	Maharashtra	NSH Nashik
48	Maharashtra	NSH NAGPUR
49	Maharashtra	NSH PUNE
50	Maharashtra	NSH PANAJI
51	Maharashtra	NSH Thane
52	North East	NSH AGARTALA
53	North East	NSH AIZWAL
54	North East	NSH DIMAPUR
55	North East	NSH IMPHAL
56	North East	NSH ITANAGAR
57	North East	NSH SHILLONG
58	Odisha	NSH BERHAMPUR
59	Odisha	NSH BHUBANESWAR
60	Odisha	NSH ROURKELA
61	Odisha	NSH SAMBALPUR
62	Punjab	NSH AMRITSAR
63	Punjab	NSH CHANDIGARH
64	Punjab	NSH JALANDHAR
65	Punjab	NSH LUDHIANA
66	Rajasthan	NSH AJMER
67	Rajasthan	NSH JAIPUR
68	Rajasthan	NSH JODHPUR
69	Tamil Nadu	NSH TIRUNELVELI
70	Tamilnadu	NSH CHENNAI
71	Tamilnadu	NSH COIMBATORE
72	Tamilnadu	NSH THRISSUR
73	Tamilnadu	NSH MADURAI
74	Tamilnadu	NSH TIRUPATHI
75	Tamilnadu	NSH SALEM
76	Tamilnadu	NSH VELLORE
77	Telangana	NSH HYDERABAD
78	Telangana	NSH WARANGAL
79	Uttar Pradesh	NSH AGRA
80	Uttar Pradesh	NSH BAREILLY
81	Uttar Pradesh	NSH GHAZIABAD
82	Uttar Pradesh	NSH GHORAKHPUR
83	Uttar Pradesh	NSH KANPUR
84	Uttar Pradesh	NSH MORADABAD
85	Uttar Pradesh	NSH LUCKNOW
86	Uttar Pradesh	NSH Saharanpur
87	Uttar Pradesh	NSH VARANASI

F. No. 30-10/2022-D

Annexure A

88	Uttar Pradesh	NSH Prayagraj
89	Uttarakhand	NSH Rurdrapur
90	Uttarakhand	NSH DEHRADUN
91	West Bengal	NSH BURDWAN
92	West Bengal	NSH KHARAGPUR
93	West Bengal	NSH KOLKATA
94	West Bengal	NSH Port Blair
95	West Bengal	NSH SILIGURI

Annexure -B

Sr No	CIRCLENAME	ICH
1	Andhra Pradesh	ICH ANANTAPUR
2	Andhra Pradesh	ICH CUDDAPAH
3	Andhra Pradesh	ICH ELURU
4	Andhra Pradesh	ICH GUNTUR
5	Andhra Pradesh	ICH NELLORE
6	Andhra Pradesh	ICH ONGOLE
7	Andhra Pradesh	ICH RAJAHMUNDRY
8	Andhra Pradesh	ICH SRIKAKULAM
9	Andhra Pradesh	ICH VIZIANAGARAM RMS
10	Assam	ICH JORHAT
11	Assam	ICH NAGAON
12	Assam	ICH New Bongaigaon
13	Assam	ICH SILCHAR
14	Assam	ICH TEZPUR
15	Bihar	ICH BHAGALPUR
16	Bihar	ICH CHAPRA
17	Bihar	ICH Dharbanga
18	Bihar	ICH Katihar
19	Bihar	ICH KIUL
20	Bihar	ICH Motihari
21	Bihar	ICH Saharsa
22	Chattisgarh	ICH Ambikapur
23	Chattisgarh	ICH DURG
24	Chattisgarh	ICH JAGDALPUR
25	Chattisgarh	ICH RAIGARH
26	Gujarat	ICH Amreli
27	Gujarat	ICH ANAND
28	Gujarat	ICH BHARUCH
29	Gujarat	ICH BHAVNAGAR
30	Gujarat	ICH BHUJ
31	Gujarat	ICH GODHRA
32	Gujarat	ICH HIMATNAGAR
33	Gujarat	ICH JAMNAGAR
34	Gujarat	ICH JUNAGADH
35	Gujarat	ICH MAHESANA
36	Gujarat	ICH PALANPUR
37	Gujarat	ICH SURENDRANAGAR
38	Gujarat	ICH VALSAD
39	Haryana	ICH HISAR
40	Haryana	ICH Sonipat
41	Himachal Pradesh	ICH HAMIRPUR
42	Himachal Pradesh	ICH Kalka

Annexure -B

Sr No	CIRCLENAME	ICH
43	Himachal Pradesh	ICH Mandi
44	Himachal Pradesh	ICH Rampur Bushar
45	Jharkand	ICH B.DEOGHAR
46	Jharkand	ICH DALTONGANJ
47	Jharkand	ICH HAZARIBAGH
48	Karnataka	ICH BAGALKOT
49	Karnataka	ICH Bangarpet/Kolar
50	Karnataka	ICH Davangere
51	Karnataka	ICH HOSAPETE
52	Karnataka	ICH KUMTA
53	Karnataka	ICH RAICHUR
54	Karnataka	ICH Shivamogga
55	Karnataka	ICH TUMAKURU
56	Karnataka	ICH VIJAYAPURA
57	Kerala	ICH Alapuzha
58	Kerala	ICH Kasarragode
59	Kerala	ICH Kollam
60	Kerala	ICH KOTTAYAM
61	Kerala	ICH PALAKKAD
62	Kerala	ICH THIRUVALLA
63	Kerala	ICH Thodupuzha
64	Kerala	ICH Tirur
65	Madhya Pradesh	ICH BALAGHAT
66	Madhya Pradesh	ICH CHHINDWARA
67	Madhya Pradesh	ICH GUNA
68	Madhya Pradesh	ICH ITARSI
69	Madhya Pradesh	ICH Katni
70	Madhya Pradesh	ICH KHANDWA
71	Madhya Pradesh	ICH RATLAM
72	Madhya Pradesh	ICH SAGAR
73	Madhya Pradesh	ICH SATNA
74	Madhya Pradesh	ICH UJJAIN
75	Maharashtra	ICH AHMEDNAGAR
76	Maharashtra	ICH AKOLA
77	Maharashtra	ICH AMRAVATI
78	Maharashtra	ICH BHUSAWAL
79	Maharashtra	ICH CHANDRAPUR
80	Maharashtra	ICH DHULE
81	Maharashtra	ICH GONDIA
82	Maharashtra	ICH KOLHAPUR
83	Maharashtra	ICH Latur

Annexure -B

Sr No	CIRCLENAME	ICH
84	Maharashtra	ICH MALKAPUR
85	Maharashtra	ICH MIRAJ
86	Maharashtra	ICH Nanded
87	Maharashtra	ICH PANVEL
88	Maharashtra	ICH PARBHANI
89	Maharashtra	ICH RATNAGIRI
90	Maharashtra	ICH SATARA
91	Maharashtra	ICH SOLAPUR
92	Maharashtra	ICH YEOTMAL
93	Odisha	ICH BALANGIR
94	Odisha	ICH BALASORE
95	Odisha	ICH Baripada
96	Odisha	ICH CUTTACK
97	Odisha	ICH DHENKANAL
98	Odisha	ICH JAJPUR
99	Odisha	ICH JEYPORE(K)
100	Odisha	ICH Jharsuguda
101	Odisha	ICH Puri
102	Punjab	ICH BATHINDA
103	Punjab	ICH FEROPUR
104	Punjab	ICH PATIALA
105	Rajasthan	ICH ALWAR
106	Rajasthan	ICH BHARATPUR
107	Rajasthan	ICH BIKANER
108	Rajasthan	ICH FALNA
109	Rajasthan	ICH KOTA
110	Rajasthan	ICH SIKAR
111	Rajasthan	ICH SRIGANGANAGAR
112	Rajasthan	ICH UDAIPUR
113	Tamilnadu	ICH CHENGALPATTU
114	Tamilnadu	ICH Dindigul
115	Tamilnadu	ICH ERODE
116	Tamilnadu	ICH JOLARPETTAI
117	Tamilnadu	ICH KARAIKUDI
118	Tamilnadu	ICH MAYILADUTURAI
119	Tamilnadu	ICH NAGARCOIL
120	Tamilnadu	ICH THANJAVUR
121	Tamilnadu	ICH TIRUPUR
122	Tamilnadu	ICH TUTICORIN
123	Tamilnadu	ICH VILLUPURAM
124	Tamilnadu	ICH VIRUDHUNAGAR

Annexure -B

Sr No	CIRCLENAME	ICH
125	Tamilnadu	ICH VRIDDHACHALAM
126	Telangana	ICH KARIMNAGAR
127	Telangana	ICH Khammam
128	Telangana	ICH Mahbubnagar
129	Telangana	ICH Mancherial
130	Telangana	ICH NALGONDA
131	Telangana	ICH NIZAMABAD
132	Uttar Pradesh	ICH ALIGARH
133	Uttar Pradesh	ICH Ayodhya
134	Uttar Pradesh	ICH BANDA
135	Uttar Pradesh	ICH BASTI
136	Uttar Pradesh	ICH ETAWAH
137	Uttar Pradesh	ICH FARRUKHABAD
138	Uttar Pradesh	ICH GONDA
139	Uttar Pradesh	ICH JAUNPUR
140	Uttar Pradesh	ICH JHANSI
141	Uttar Pradesh	ICH KASGANJ
142	Uttar Pradesh	ICH KHERI
143	Uttar Pradesh	ICH MAU
144	Uttar Pradesh	ICH MEERUT
145	Uttar Pradesh	ICH MIRZAPUR
146	Uttar Pradesh	ICH MUZAFFAR NAGAR
147	Uttar Pradesh	ICH Nazibabad
148	Uttar Pradesh	ICH RAEBARELI
149	Uttar Pradesh	ICH SHAHJAHANPUR
150	Uttarakhand	ICH Almora
151	Uttarakhand	ICH HARIDWAR
152	Uttarakhand	ICH PAURI
153	Uttarakhand	ICH Pithoragarh
154	Uttarakhand	ICH RUDRAPRAYAG
155	West Bengal	ICH ASANSOL
156	West Bengal	ICH BANKURA
157	West Bengal	ICH BERHAMPORE(WB)
158	West Bengal	ICH HOWRAH
159	West Bengal	ICH MALDA
160	West Bengal	ICH PURULIA
161	West Bengal	ICH RANAGHAT
162	West Bengal	ICH SAINTHIA
163	West Bengal	ICH SEALDAH