

No.35-1/2025-PO-Part(1)
Government of India
Ministry of Communications
Department of Posts
(DAC Division)

Dak Bhawan, Sansad Marg
New Delhi-110001
Dated: 13.03.2026

To

All Chief Postmasters General

Subject: Incorporation of DIGIPIN in Official Addressing Practices

Dear Madam/Sir,

The Department of Posts has undertaken a major initiative to establish a Digital Public Infrastructure (DPI) for a standardized and interoperable geo-coded addressing system across the country, aimed at ensuring simplified addressing solutions for citizen-centric delivery of public and private services and enabling "Address as a Service" (AaaS) in India.

2. As part of this initiative, the Department has already released the Digital Postal Index Number (DIGIPIN), which forms a foundational layer of the Digital Addressing DPI. Kindly refer to this Division's letter no. 35-7/2024-PO dated 05.06.2025 in this regard. (Copy enclosed)
3. DIGIPIN bridges the gap between physical locations and their digital representation, thereby strengthening delivery efficiency by ensuring precise location mapping, reducing errors, optimizing logistics and e-commerce operations and simplifying address management.
4. In this context, all Heads of Circles are requested to kindly familiarize themselves thoroughly with the DIGIPIN system and the associated applications, and to ensure that the DIGIPIN of the respective offices is incorporated as an additional attribute of the official address in all letterheads, communications, and digital interfaces. For generating DIGIPIN, the web application available at <https://dac.indiapost.gov.in/mydigipin/home> may be accessed. It may kindly be ensured that the point for generation of DIGIPIN should be selected well within the periphery of the building structure, as per operational requirement. The Standard Operating Procedure (SOP) on "Know Your DIGIPIN" may also be referred to for necessary guidance (Copy enclosed).
5. It is further clarified that the official address incorporating DIGIPIN shall also include the DIGIPIN symbol, wherever the address of the office is displayed or

published. A sample format of address incorporating the DIGIPIN and symbol is given below for guidance:

Room 215, Floor 2
Dak Bhavan,
Department of Posts, Ministry of Communications



39J 49L L726

6. The DIGIPIN may be suitably adopted for use on letterheads, official communications, publications, and digital platforms, as applicable. The soft copy of the DIGIPIN symbol is also being sent along with this communication through e-mail, for use by the Circles as prescribed. Further, a copy of the Address Standard Document adopted by the Department of Posts is also attached for reference.

7. It is also requested that the DIGIPIN of the respective administrative offices may be prominently included on the nameboards/signage of such postal buildings, along with the DIGIPIN symbol, to facilitate easy identification and location of the office.

8. This issues with the approval of Secretary (Posts).

Encl. As above

Yours sincerely,

(Vivek Kr. Daksh)
Dy. Director General (DAC)

Copy for information and necessary action to:

1. PSO to Secretary (Posts)/DG(Posts)
2. PPS to all Members, PSB
3. Sr. DDG(PAF)
4. Director, RAKNPA
5. CGM (Parcel Dte./ BD Dte./ PLI)
6. All DDsG, JS&FA
7. Director, Postal Training Centres
8. CEPT Mysore-for uploading on the official website of the Dept. Of Posts
9. Office Copy