

No. X-12/6/2021-SPN-II-DOP-Part(1)

Government of India
Ministry of Communications
Department of Posts
Personnel Division

Dak Bhawan, Sansad Marg
New Delhi – 110001
Dated: 2nd September, 2026

To

All Head of Circles (HoCs)

Subject: Clarification regarding interpretation of the term “Station” under the Transfer Policy Guidelines dated 17.01.2019 – regarding.

Sir/Madam,

I am directed to refer to this Directorate's letter No. 141-141/2013-SPB-II dated 17.01.2019, conveying the Transfer Policy Guidelines, and to say that references have been received seeking clarification regarding the interpretation of the term “Station” occurring in the said guidelines.

2. It is clarified that post tenure of 3 years and station tenure of 6 years are distinct and operate independently. Post tenure relates to the period of stay on a particular post/assignment, whereas station tenure relates to the period of continuous stay at the prescribed Station.
3. On completion of the prescribed post tenure, an official may be rotated to another post/assignment within the same Station/Division, as applicable under the provisions governing the concerned cadre. Completion of post tenure does not, by itself, require transfer outside the Station.
4. On completion of the prescribed station tenure, an official is ordinarily required to be transferred outside the existing Station, subject to the cadre-specific provisions governing the permissible area of transfer.
5. A Postal Region shall not ordinarily be treated as a Station. However, in cities where the entire city constitutes one Postal Region, a Division shall be treated as a Station for Circle Cadre officials, as specifically provided in Para 5(vii) of the Transfer Policy Guidelines.
6. For IP/ASP officers, completion of 3-year post tenure may result in rotation to another post within the same Division, whereas completion of 6-year station tenure may require posting outside the existing Division, but within the area permissible under the applicable rotational transfer provisions.
7. For Divisional Cadre officials such as Postal Assistants/Sorting Assistants, rotation on completion of post tenure may take place amongst posts/offices within the same Division. Completion of station tenure shall also be governed by the provisions applicable to the Divisional Cadre and shall not automatically imply

transfer outside the Division.

8. Accordingly, the terms “post tenure” and “station tenure” shall not be treated as interchangeable, and the expression “Station” shall be interpreted with reference to the Transfer Policy Guidelines read with the cadre-specific transfer/rotational transfer provisions.

9. The above clarification may be kept in view for uniform implementation of the Transfer Policy Guidelines dated 17.01.2019.

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

Yours sincerely,

(Vinod Kumar)
Assistant Director General (SPN)