



**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
**(MINISTRY OF LABOUR, GOVT. OF INDIA)**  
**Head Quarters, Bhavishya Nidhi Bhawan,**  
**14-Bhikaji Cama Place, New Delhi-110066**

No. HRM-I/T-4(1)2000/91110

Dated 04<sup>th</sup> March, 2004.

To

- 1) All Additional Central Provident Fund Commissioners,
- 2) All Regional Provident Fund Commissioners, In-Charge, Regional Offices
- 3) The Regional Provident Fund Commissioner (ASD), Headquarters, New Delhi.
- 4) All ZTI, In-Charge
- 5) All SRO/SAOs, In-charge

**Sub: Revised Transfer Policy Guidelines of Group "A" Officers in EPFO-regarding.**

Sir,

I am directed to say that the Transfer Policy Guidelines of Group "A" officers which were circulated vide letter no. HRM-I/T-4(1)2000/921 dated 4.4.2000 was reconsidered in this division and based on the experience gained in the implementation of the existing Transfer Policy Guideline, certain modifications considered necessary were placed before the 43<sup>rd</sup> meeting of the Executive Committee held on 18.8.2003 and 45<sup>th</sup> meeting of the EC CBT, EPF held on 7.11.2003.

2. The minutes of the Executive Committee have been confirmed and circulated vide letter No. Conf. 3(1)46<sup>th</sup> EC/2003/72755 dated 24.12.2003. Accordingly the revised Transfer Policy Guidelines of Group "A" officers as approved by the Executive committee, CBT, EPF in the following paragraphs is hereby circulated in super session of the existing Transfer Policy Guidelines, as in the following paragraphs.

3. TRANSFER POLICY OF GROUP 'A' OFFICERS - REVISED GUIDELINES:-

I. Timing:

General transfer of officers should be made at the commencement of the financial year/academic session so that minimum difficulty is created for the officers transferred on account of children's education. Where general transfers are made in mid session on account of administrative exigencies, option to retain Board's accommodation and leased accommodation will be available up to six months as per the provisions of E.P.F. (Allotment of Residences) Rules 1972. The "mid-session" would mean June to September of the relevant year.

II. Tenure:-

(i) The tenure of an officer of the grade of APFC at one operational station will not extend beyond four years and total tenure shall be maximum for a period of five years Extension beyond the normal tenure would be considered subject to administrative requirement and the grounds for extension. The extension will be granted by the CPFC with the approval Chairman, CBT, EPF . In the case of officers of RPFC-II the tenure will be for a period of four years at an operational station. For RPFC-I and Addl. CPFC rank officers there will be no fixed tenure.

(ii) The operational station will include the tenure of the officer in an office located in the same station in the municipal limits for determining the tenure of an officer for instance the tenure in SAL, located in the

Delhi region and SAOs located in Mumbai, Kolkata and Chennai will be treated as spend in the same station. The tenure at Headquarters and NATRSS, ZTI and Sub ZTIs will be as treated separate stations for determining the tenure.

(iii) The total tenure in a Zone will be maximum for a period of 08 years in all. An officer aggrieved on account of his transfer may submit his representation through RPFC-In-Charge concerned which would be decided within a fortnight of receipt of the representation.

### III. Geographical span of movement

As far as possible officers at the level APFC and RPFC-I should be accommodated in the zone to which they belong. This will be subject to availability of vacancies and administrative exigencies. The total tenure on an officer in a Zone shall not exceed 08 years.

Officers due for transfer from the station after completion of prescribed tenure will be allowed to indicate three stations of their choice in order of preference and posting which will be subject to availability of posts but will not be considered as a matter of right.

### IV. Special consideration for officers on the verge of superannuation:

Officers with less than three years of service should be retained in their home station or station where they choose to retire from in order to facilitate post superannuation settling down. However this will be subject to the availability of vacancies and administrative exigencies.

### V. Special consideration for Husband and Wife

Husband & Wife will be retained the same station subject to the availability of vacancies and administrative exigencies.

### VI. Transfer of officers on promotion:-

- i) On promotion of Gr. "B" officers to the grade of APFC, they would be transferred out of the station except in those cases where the officer has less than three years of total service left at the time of promotion. The exception will however be subject to the availability of vacancies in the region concerned at the relevant time of promotion.
- ii) On promotion of officers, they will normally be transferred out from the station or the region as may be the case irrespective of their period of stay except where they have come to that region less than two years earlier. The exception will however be subject to the availability of vacancies in the region concerned at the relevant time of promotion.

### VII. Transfer of officers on request :

An officer will forward his request with the recommendation of his officer-In-Charge for considering to Headquarters before completion of tenure. The transfers before completion of tenure will be treated in public interest if the officer has completed minimum tenure of two years.

### VIII Rotation of officers in different functional areas:

- i) In order to ensure well rounded manpower gets developed, officers must be rotated over each tenure across the different functions covering both programme areas and administrative areas. These include Finance, Pension, Compliance, Client Service, Administration, Training and Head Office.

- ii) All officers must serve one tenure in the Head Office or the Zonal Training Institute or National Academy for Training & Research in Social Security (NATRSS) in order to ensure the development of proper perspective and wider worldview. Officers at level of Addl. CPFC must also be rotated so that they get opportunity to serve in Head Office in the zones and in NASTRSS.
- iii) Ordinarily officers who have served a full tenure in Head quarters office should be accommodated in the first, failing which second place of choice given officers serving in Head quarters will be given preference in the matter of opportunities for training overseas.

IX. Constitution of a Personal Placement Committee (PPC) for overseeing transfer:-

The Screening of proposals for annual transfers will be undertaken by HR Division which will also constitute personnel Placement Committee (PPC) consisting of the following members:-

- |       |  |          |
|-------|--|----------|
| (i)   | Senior-most Addl. CPFC<br>Headquarters | Chairman |
| (ii)  | Director (Vigilance)                   | Member   |
| (iii) | Chief Liaison Officer                  | Member   |

X. Deviation from the Guideline:-

All transfers and postings made in variance with the above guidelines will be reported to the Executive Committee of CBT (EPF).

XI. Overriding provisions:

Transfers of Gr. "A" Officers or such consequential transfers can be order3ed by the CPFC with the approval of Chairman, CBT, EPF for the reasons to be recorded in the larger public interest and administrative exigencies which may not be in accordance with any of the provisions of the paras as stated above.

4. You are requested to circulate the policy among all Group "A" officers working under you. The receipt of this communication be acknowledged.

(This issues with the approval of the Central Provident Fund Commissioner)

Yours faithfully,

Encl: As above.

Sd-

(K.C.PANDEY)

Regional Provident Fund Commissioner-I (HRM)

Copy to:

1. Secretary General, Employees Provident Fund Organization Officers Association,  
RO. Goa.
2. Secretary General, AIEPF Staff Federation, Headquarters

Sd-

(SANJAY BISHT)

REGIONAL PROVIDENT FUND COMMISSIONER-II (HRM-I)



Head office  
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MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA  
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No.HRM-I/T-4(1)2000/80424 Date: 13 JAN 2010

To

1. All Additional CPFCs (Zones),
2. All RPFCs, Regional offices, including RPFC (ASD) Head Quarters,
3. All Officers-in-charge.

Sub: Amendment in Transfer Policy Guidelines in respect of Group 'A' Officers in EPFO- regarding.

Sir,

The following modifications in the Transfer Policy Guidelines of Group 'A' officers have been approved by the Executive Committee, CBT, EPF in its 66<sup>th</sup> meeting held on 03.07.2009, and will therefore be applicable in super session of the corresponding instructions contained in Head Office letter No. HRM-I/T-4/2000/91119 dated 04.03.2004.

1. The Personnel Placement Committee (PPC) is discontinued.
2. The tenure of RPFC Gr. II will be for a period of 04 years as far as possible.
3. The jurisdiction of a zone is the area of jurisdiction falling under each Addl.CPFC in the field formation.
4. On promotion of Group B officers to the grade of APFC they would be transferred out of the station except in those cases where the officers have less than two years of total service left at the time of promotion (subject to administrative requirement).

[This issues with the approval of the Central Provident Fund Commissioner]

Yours faithfully,  
Sd/-

(V.P.RAMAI AH)

Addl.Central Provident Fund Commissioner (HR)

Copy to:

1. FA & CAO, Addl.CPFC (Head office)
2. Chief Vigilance Officer
3. Chief Engineer, Head Office
4. Director (NATRSS), All ZTIs
5. All IAP in- charge/ All DD (Vig) Zones
6. Director (Audit)/RC(FA)
7. All officers in Head Office
8. Regional PF Commissioner, NDC
9. PS to CPFC
10. Secretary general, Employees Provident Fund Officers' Association
11. Secretary General EPF Staff Federation.

(R.K.KUKREJA)

Regional.P.F.Commissioner-I (HRM)