

**TO BE NOTIFIED IN THE GAZETTE OF INDIA**

**Transfer Policy in EPFO for Commissioners' Cadre**

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**1. Introduction:**

- 1.1. This policy may be called “Transfer Policy for the cadre of Provident Fund Commissioners”.
- 1.2. This policy is applicable to Provident Fund Commissioners of various descriptions mentioned under Section 5D of the Employees’ Provident Fund and Miscellaneous Provisions Act, 1952. , except the Central Provident Fund Commissioner and the Additional Central Provident Fund Commissioners (Headquarter).

- 1.3. The policy replaces the existing Transfer policy contained in two circulars HRM-I/T-4(1)2009/91110 dated March 04, 2004 and HRM-I/T-4(1)200/80424 dated January 13, 2010.
- 1.4. The Policy is in response to the direction of the Supreme Court of India as contained in the Writ Petition (Civil) No.82 of 2011(T.S.R Subramanian &Ors. Vs. Union of India & Ors. Judgment dated 31/10/2013) and the communications from the Department of Personnel & Training bearing number 11013/10/2013-Estt. A dated December 26, 2013 and January 09, 2014.
- 1.5. The Policy borrows various provisions and contours from the policy applicable to Indian Revenue Service and also other cadres.
- 1.6. To advice the Competent Authority on the issue of transfer of Commissioners in EPFO there would be a recommendatory body called “Social Security Service Board” (the Service Board).
- 1.7. The composition, functions and other aspects of the Social Security Service Board will be separately circulated.

## **2. SALIENT FEATURES OF THE POLICY**

- 2..1. All transfer and postings of Group ‘A’ officers shall be effected by the competent authority in accordance with the instant Transfer Policy after duly securing and taking into account the recommendations of “Social Security Service Board” (the Service Board).
- 2..2. All tenures are defined under three-tier concept of post tenure, station tenure and zonal tenure.
- 2..3. All stations have been divided into three categories as per Govt. of India classification for its employees for the purpose of House Rent Allowance (HRA). Classification of an urban agglomeration, city, town

or place will change as per Govt. instruction for the purpose of HRA without such changes being incorporated in the instant Policy.

- 2..4. All posts have to be divided into two categories, namely, Sensitive and Non- Sensitive. The CVO will formulate a policy on the identification of sensitive and non-sensitive post from time to time as per CVC guidelines of 1999.
- 2..5. All posts have been categorized into field and non-field posts.
- 2..6. Guidelines for dealing with different types of “compassionate grounds” cases have also been laid down.
- 2..7. Composite Transfer Grant, Joining Time and other benefits pursuant to transfer shall be admitted, in cases where request for transfer is made on completion of a period of two years at a station and the same is allowed, as if the same is ordered on administrative ground.
- 2..8. All Annual General Transfer (AGT) orders shall be issued as per time schedule under **para 5.6** of this Policy.
- 2..9. A correct and complete database is a *sine qua non* for operationalising the Transfer Policy. The Service Board shall ensure that the database containing the complete placement profiles of all Group ‘A’ officers is regularly updated electronically and placed in public domain and made available on the central website of the Organisation [www.epfindia.gov.in](http://www.epfindia.gov.in).
- 2..10. All grievances arising out of the non-implementation or non-observance of this Transfer Policy shall be addressed in accordance with the provisions of this Transfer Policy.

### **3. The Competent Authority.**

- 3.1. The Competent Authority for considering applications for transfer, placement or overstay and effecting all transfers and placement or disposing such application from a Group 'A' officer in the cadre of Provident Fund Commissioners shall be the Central Provident Fund Commissioner who shall decide the placement of officers in accordance with the instant Transfer Policy.
- 3.2. Every application made for transfer, placement or overstay may be made directly to the competent authority through electronic medium and the same shall be disposed of by the competent authority within a period of two weeks from the date of receipt of such application.
- 3.3. The Competent Authority shall record the reasons in full for all decisions taken by him in respect of transfer or placement of an officer that do not conform to this policy.
- 3.4. Petitions against transfers or not being transferred:  
Every officer aggrieved by an order of transfer has a right to make application before the Service Board. Grievance from Officers against transfer orders or for non-transfers when transfer is due or requested on compassionate ground or for pressing reasons and the request is not heeded to within reasonable time, will be made to the Service Board. The Service Board shall make recommendation on such petitions, within the time specified under para 5.6 of this Policy, to the Competent Authority. On receipt of such recommendation, the competent authority shall pass a speaking order either accepting or rejecting the recommendation of the Service Board. Time schedule for various stages has been laid down under para 5.6., infra of the instant Transfer Policy.

- 3..5. All instances where the recommendation of the Service Board is not adhered to or rejected by the Competent Authority shall be compiled and placed before the Central Board in the next meeting for information and consideration.

**4. Tenure, rotation and classification of stations and Zones:**

- 4..1. The normal tenure would be 3 years of continuous posting for all officers.
- 4..2. The Transfer Policy shall not be applicable for National Data Centre / NATRSS / ZTIs / Headquarter posting.
- 4..3. All Group' A' officers except as on para 4.2 above shall be liable for transfer at the commencement of the Financial Year, if they have as on 31<sup>st</sup> December of the preceding year completed posting -  
8 years of continuous stay in “field postings” in .the following eight Urban Agglomeration (UA) area of *NCT of Delhi (including the surrounding areas of Gurgaon, NOIDA and Faridabad), Mumbai, (including Navi Mumbai and Thane) Ahmadabad, Bangalore, Hyderabad; Pune, Chennai and Kolkata.*
- 4..4. All Group' A' officers shall be liable for transfer at the commencement of the Financial Year, if they have as on 31<sup>st</sup> December of the preceding year completed nine years of continuous stay in the area comprising NCT of Delhi and the surrounding areas of Gurgaon, NOIDA and Faridabad.
- 4..5. To avoid disruption of work in case of large number of vacancies / transfer the implementation of Transfer Policy shall be done over staggered time period.
- 4..6. All suburbs of metro towns have been clubbed with the respective metro town in this classification.

- 4.7. Total tenure of an officer in a Zone shall not be more than nine years in entire service.
- 4.8. Tenure of posting in North-Eastern Region (NER) and Andaman & Nicobar Islands shall be guided by the policy of Government of India of transfer and tenure for such places.
- 4.9. Posting of spouses: Posting of spouses shall be regulated as far as possible as per Govt. of India policy on the matter applicable from time to time.
- 4.10. No officer shall be posted for two or more terms as Officer-in-Charge (OIC) of a Sub-Regional or Regional office or of a political state, whether on promotion or on transfer otherwise unless in administrative exigencies and broader public interest requiring Central Board approval.
- 4.11. Officers who have served earlier as Officer-in-Charge (OIC) of sub-Regional or Regional office or of political states for a lesser period (all spells as OIC put together) shall be given preference over those who have served so for longer period, if were found efficient, capable and to run the independent office.
- 4.12. Tenure served in the past at various stations or in various offices in Group 'A' capacity may also be given due consideration.
- 4.13. The norm is transfer on promotion. Exemption from this norm is left to the Competent Authority after seeking and receiving the recommendation from the Service Board.
- 4.14. Directly recruited / newly promoted Group 'A' officers shall preferably be posted to 'B / C' stations for 3 years normally after completion of training. Directly recruited officers shall be rotated periodically in the

various functional areas compulsorily for the purpose of a well rounded exposure.

- 4..15. Officer promoted from Group 'B' to Group 'A' shall, on promotion, be transferred out of the station in which he/she was working at the time of his/her promotion, unless the balance service is less than two years unless administrative exigencies and public interest warrants otherwise.
- 4..16. An officer shall normally spend the first eight years of his service on field posts unless public interest and administrative exigencies exit. During first 5 years, the officer shall not ordinarily be considered for deputation .
- 4..17. A stay of more than nine months at a station, to be computed as on 31st December of the previous year, will be treated as a complete year.
- 4..18. Length of the period of stay shall be counted from the date of actual assumption of duty at that station and not from the date of issue of transfer order.
- 4..19. Various stations where Group 'A' officers can be posted are categorized into Class 'X', Class 'Y' and Class 'Z' stations. The list of stations under different categories is attached to this Policy as **Annexure-I**.
- 4..20. All postings are divided into field and non-field postings. Postings in Regional and sub-Regional offices in the field shall be treated as field postings. Postings in the Head Office, the office of the Additional Central P.F. Commissioner, the National Academy for Training and Research in Social Security, the Zonal Training Institute, the Sub-Zonal Training Institute, EPF Appellate Tribunal and all periods

spent on deputation, foreign assignment or study leave shall be treated as non-field postings.

- 4..21. The country will be divided into four areas, viz., East, West, North and South. Each such area will be known as “Zone” for the purpose of transfer policy and respective territorial expanse of each Zone is as overleaf:

<b>North Zone</b>	Punjab, Haryana, Himachal Pradesh, NCT of Delhi, Uttarakhand, Uttar Pradesh and Chandigarh
<b>East Zone</b>	Bihar, Jharkhand, West Bengal, Orissa, North Eastern Region, Andaman and Nicobar Islands
<b>West Zone</b>	Rajasthan, Madhya Pradesh, Chhattisgarh, Goa, Maharashtra and Gujarat including Daman and Diu, Dadar and Nagar Haveli,
<b>South Zone</b>	Andhra Pradesh, Telangana, Kerala, Karnataka, Tamilnadu including Puducherry.

- 4..22. Provision under sub-para 4.1 shall prevail over the provision under sub-para 4.2 and 4.3 and the provision under sub-para 4.3 shall prevail over the provision under sub-para 4.2.

- 4..23. When a certain number of officers are due for moving out of a station to a new station or to new postings in the same station for reason of having completed their tenure, but cannot be so moved due to inadequate number of vacancies available at the destination station/office, the officer who has served for longer periods will be moved first.

## **5. Annual General Transfer:**



- 5..1. Annual General Transfer (AGT) is defined as the annual exercise of examining the tenure and placement of officers and to order transfer or permit overstay of those who have completed post tenure, station tenure or zone tenure. Transfer in pursuance to promotion shall not form part of the AGT
- 5..2. Each AGT shall consist of two lists of transferees: (a) officers who are due for transfer on completion of post / station / zone tenure and (b) officers transferred on request / compassionate ground.
- 5..3. The process of AGT shall be initiated with calling of options for three stations of choice for each officer due for transfer in terms of the instant Transfer Policy. Specific office at the station of choice can also be indicated by the officer.
- 5..4. Each AGT shall list the officers by name and rank who are due for transfer in terms of the instant Transfer Policy.
- 5..5. While calling for options under the AGT, vacancy position of each office for each rank of officer shall be annexed to enable the officers who are due or desirous for transfer to make an informed choice. The officers may indicate choice for overstay substantiating reasons.
- 5..6. Time schedule for various procedures/actions related to the Annual General Transfer shall be as prescribed in the Table below. An authority shall dispose of the function indicated under the table within a reasonable time subject to limit prescribed herein.

Date	Exercise	Note
January 01	Calling of option by the Competent Authority	Reference to a date in this table shall be
January 15	Last date for submission of option DIRECTLY to the	

	Head Office.	taken as the next working day in case the indicated date happens to be a public holiday or a weekend.
January 15 to February 01	Preparatory work	
February 15	Order for AGT to be issued	
February 15 to 18	Electronic representation by mail to the Service Board by those aggrieved by order of AGT with a copy to Competent Authority	
February 25	Recommendation of the Service Board to be forwarded to the Competent Authority with a copy to the aggrieved officer.	
February 26 to March 05	Disposal of the representation from the aggrieved officer by the Competent Authority by passing a speaking order. Copies of the Order to be supplied to the Service Board and the aggrieved Officer.	
April 01	Date of the effect of the order of AGT i.e. officer to join new posting as per AGT order.	
Disposal of Grievance petitions for transfers done at other times apart from AGT		03 Months from the date of representation

Note : Wherever the proposed date falls on a holiday, the next working day shall be treated as the last date.

**6. Premature Transfers**

When an officer is transferred prematurely, an administrative inquiry of summary nature shall be held to ascertain if the transfer is justified as a matter of public policy or there is adequate documentary evidence of high handedness or involves in corruption and raid misbehavior, moral turpitude adversely affecting the broader public interest or as per court orders. The administrative inquiry shall be conducted as expeditiously as possible but not later than 3 months by a serving or retired officer designated by the Service Board. In appropriate cases the Service Board may direct the affected officer to proceed on leave on full pay and allowances till administrative inquiry is over and a decision is taken regarding her/his transfer.

**7. Transfer of office bearers of the Association**

The principal office bearer of the E.P.F. Officers' Association – President or the Secretary General – may be posted at the national headquarters during his / her tenure as such office bearer, if such a request is made in writing by the Association and vacancies exist, and if such posting does not jeopardize the office and public interest or administrative exigencies require otherwise.

**8. Residential / leased Accommodation of the Board:**

Any transfer ordered in public interest beyond the schedule prescribed shall entitle the officer for the continued retention of the residential accommodation owned by the Board till the end of the financial year in which such transfer is ordered or till the period prescribed under Residence Rules applicable for the officers and the employees of the Board, whichever is later.

Under exceptional circumstances relaxation to retain accommodation can be given by the Competent Authority. The rule relating to retention of leased accommodation shall be separately formed with the approval the Central Board / Executive Committee.

**9. Miscellaneous:**

- 9..1. Minutes of the meeting of the Service Board shall be placed on the website of the Organisation.
- 9..2. Any order for premature transfer or transfer/placement of an officer which is in deviation from the Transfer Policy shall be done by the competent authority for good and sufficient reasons to be recorded in writing. Each of such transfer shall be considered by the Service Board and its recommendations shall be communicated to the Competent Authority and subsequently to the Central Board/Executive Committee.
- 9..3. This Policy and subsequent amendments shall be approved by the Central Board.
- 9..4. All subsequent amendments to the Transfer Policy shall be incorporated in this Policy and a consolidated Transfer Policy shall be duly published in the web site .
- 9..5. Central Vigilance Commission (CVC) guidelines on tenure for and rotation between sensitive and non-sensitive posts and tenure in sensitive posts shall be normally observed by the Competent Authority. In case of administrative difficulty, a reference will be made to CVC for a way out.
- 9..6. The Regional P.F. Commissioner, Grade –I or Additional CPFC –II if posted in the Head Office in charge of Human Resource Management Division shall serve as Nodal Officer. It shall be the duty of the Nodal Officer to initiate the process of AGT on time and to facilitate the

implementation of various provisions of this policy. The Nodal officer shall also be charge with the duty of seeking views of stakeholders regarding difficulties faced by them under or improvement to be made to this Policy and to compile and process them further.

- 9..7. In order to encourage officers to seek postings in Class 'Z' station, the Board may provide:
- a) One vehicle for each office barring special state offices , and
  - b) Reasonable Housing facilities to the extent possible.

**10. Power to remove difficulties:**

Any difficulty in the implementation of the Policy that may be noticed within one year of its appropriate publication may be identified and placed before the Service Board for its recommendation. The proposal before the Service Board and its recommendation may be presented before the Central Board in its next meeting for the decision. This Policy shall be amended as per the decision of the Central Board. Each such amendment of the Policy alongwith a consolidated Transfer Policy, after incorporating such changes, shall be appropriately published/circulated.

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## **Annexure-I:**

### I. Class 'X' Stations:

Greater Mumbai (UA)
Delhi (UA)
Chennai (UA)
Kolkata (UA)
Bengaluru (UA)
Hyderabad (UA)

### II. Class 'Y' Stations:

Vijayawada (UA), Warangal (UA), Visakhapatnam(UA), Guntur, Guwahati (UA), Patna (UA), Chandigarh, Durg – Bhilai Nagar (UA), Raipur (UA), Ahmedabad (UA), Rajkot (UA), Jamnagar (VA), Bhavnagar (UA), Vadodara (UA), Surat (UA), Faridabad, Jamshedpur (UA), Dhanbad (UA), Ranchi (UA), Belgaum (UA), Hubli-Dharwad, Mangalore (UA), Mysore (UA), Kozhikode (UA), Kochi (UA), Thiruvananthapuram (UA), Gwalior (UA), Indore (UA), Bhopal (UA), Jabalpur (UA), Amravati, Nagpur (UA), Aurangabad (UA), Nashik (UA), Bhiwandi (UA), Pune (UA), Solapur, Kolhapur (UA), Cuttack (UA), Bhubaneswar (UA), Amritsar (UA), Jalandhar (UA). Ludhiana, Puduchery (UA), Bikaner, Jaipur, Jodhpur (UA), Kota (UA), Salem (UA), Tiruppur (UA), Coimbatore (UA), Tiruchirappalli (UA), Madurai (UA), Dehradun (UA), Moradabad, Meerut (UA), Ghaziabad, Aligarh, Agra (UA), Bareilly (UA), Lucknow (UA), Kanpur (UA), Allahabad (UA), Gorakhpur, Varanasi (UA), Saharanpur, Asansol (UA).
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### III. Class 'Z' Stations:

All places outside those falling with Class 'X' or 'Y' categories of cities.

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