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EMPLOYEES PROVIDENT FUND OFFICERS' ASSOCIATION
(Recognised)

Bhavishya Nidhi Bhawan, G.S. Road, Near Bharalu Bridge,
Bhangagarh, Guwahati – 781 005. (Assam)

PATRON

G. Sanjeeva Reddy,
MP (Rajya Sabha)

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Vice Presidents:

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(South)

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(East)

Shekhar Kumar, RPFC-II

(West)

Ravindra Shinde, A.P.F.C.

MEMBERS:

(North)

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(South)

N Kishore Kumar, A.P.F.C

(East)

R.K.Sinha, A.P.F.C

(West)

G R Jilla, A.P.F.C.

To,

The Central P.F. Commissioner
Employees' Provident Fund Organisation,
New Delhi – 110066.

Date: March 18, 2013

Place: Guwahati

Subject: Non-observance of Transfer Policy in the impending
Annual General Transfer (A.G.T.), 2013– reg.

Reference: The letter dated March 06, 2013 issued by the
HRM wing of the Head Office calling options for
Annual General Transfer (A.G.T.).

Sir,

This communication is in connection with the Head Office
circular bearing number HRM-II/T-1(1)/2013/AGT/39618
dated March 06, 2013 [**Annexure I**] indicating its intention
to effect Annual General Transfer of Group 'A' officers and
calling option of places for the same. In this connection the
E. P. F. Officers' Association conveys its concerns and
suggestions hereunder.

Transfer policy for the Group 'A' officers of the Central
Board is contained in two circulars bearing number HRM-
I/T-4(1)2000/91110 dated March 04, 2004 [**Annexure II**], as

amended by the circular bearing number HRM-I/T-4(1)2000/80424 dated January 13, 2010 [Annexure III]. Principal features of the Policy, specific to the officers of two ranks, namely Assistant Commissioners and Regional Commissioners II, are threefold, which are listed below:

- i.) Tenure (continuous) of an Assistant Commissioner *“at one operational station will not extend beyond four years”* and for Regional Commissioner II *“the tenure will be for a period of four years at an operational station”*.
- ii.) *“...total (cumulative) tenure (of an Assistant Commissioner at one station) shall be maximum for a period of five years.”*[Para 3 (II) (i) of the 2004 circular]
- iii.) *“Total (cumulative) tenure in a Zone (for all categories of officers) will be maximum for a period of 08 years in all”*. [Para 3 (II) (iii) of the 2004 circular]. *“The total tenure of an Officer (of all categories) in a Zone shall not exceed 08 years.”*[Para 3 (III) of the 2004 circular]

The March 06 circular [Annexure I] issued by the Head Office, inviting officers to indicate the choice of places to which he/she may be transferred in the upcoming Annual General Transfer reads: *“The officers in APFC and RPFC II grades completing four years tenure in their present posting as on 1st April, 2013 may as per policy guidelines, indicate three stations of their choice...”*. It should have asked officers under all three categories named above to indicate choice of places for transfer. Instead, it covers officers only under first category and seeks no option from officers falling under categories ii) and iii) above. Thus only those falling under category i.) above were permitted to indicate such choice and officers falling under latter two categories, named above, are not allowed to indicate places they want to be posted in.

Respecting officers of the rank of RPFC and Additional CPFC, Transfer Policy reads thus: *"For RPFC-I and Addl. CPFC rank officers there will be no fixed tenure"* [Para 3 (II) (i) of the 2004 Transfer Policy circular]. The same is, however, qualified with the words *"Total (cumulative) tenure in a Zone (for all categories of officers) will be maximum for a period of 08 years in all"*. [Para 3 (II) (iii) of the 2004 circular] and *"The total tenure of an Officer (of all categories) in a Zone shall not exceed 08 years."* [Para 3 (III) of the 2004 circular].

Further, two Central Vigilance Commission (CVC) circulars bearing number 98/VGL/60 dated November 02, 2001 [Annexure IV] and number 98/VGL/60 dated the April 15, 1999 [Annexure V] mandates that officers who have completed two or three years in sensitive post [as Officer-in-Charge (OIC), in Vigilance wing or in other sensitive post] must necessarily be transferred out to a non-sensitive post.

The May 06 circular from the Head Office seeks no option from RPFCs I and Additional CPFCs who are due for transfer in terms of CVC guidelines and the Transfer Policy quoted above.

Yet another vital aspect of the Transfer Policy ignored in the recent HO circular initiating the process of Annual General Transfer relates to the policy provision on posting to Head Office and Training Academies. Para 3 (VII) (ii) of the 2004 Transfer Policy circular provides that *"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)"*. How can each of 900 odd Group 'A' officers *"must serve one tenure"* in Head Office or Training Academies unless the policy of 'one term only' is implemented for these offices? Even a faint effort will disclose that some officers are serving for repeated tenures of many years in the Head Office,

either continuously or with intermittent small stints elsewhere in Delhi/NCR.

In breach of the Transfer policy, May 06 circular of the Head Office does not propose to transfer, and therefore does not seek option from, officers who are serving for a second term in "*the Head Office or the Zonal Training Institute or National Academy for Training & Research in Social Security (NATRSS)*".

Provisions of the Transfer Policy whose violations are listed above are objectively ascertainable.

Paras 3 (II) (i) and 3 (XI) of the 2004 circular mandates that the approval of Chairman, Central Board shall be secured in individual cases where deviations from the provisions of the Policy is made. There is no contemplation, however, in the Policy that permits omnibus breach of its provisions, under any exigency, as proposed under May 06 H.O. circular.

Another aspect that aggravates the situation is the calculation of tenure "*as on 1st April 2013*". The relevance of this date arises only if Annual General Transfers were carried in the past before April 01 of that year. This has never happened since I joined the Organisation in the year 2006. AGT have taken place in the past only in the months of May or June. Thus an officer posted at a place in May 2009 shall stay short of four years by a month or so and thereby not complete four years "*as on 1st April 2013*" and the same will be completed only one month after in May 2013. Since the process of AGT would close by then, he would have to wait for another year to be eligible for being considered under Annual General Transfer. The effect to attaching sanctity to this date is that the tenure of four years envisaged at a

place gets elongated to five which is unreasonably long. Thus only that officer posted as far back as 2008, (May/June 2008 when usually AGT occurred in the past) will be eligible to avail the ongoing AGT. It is not known as to how the date April 01 came into vogue but it's clear that the same is neither provided in the Transfer policy nor is it in consonance with the needs of public good or sound administration.

Instead, the length of tenure should be counted on year-to-year basis i.e. starting with the year in which the officer is posted at a place and ending with the year in which option for Annual General Transfer is being called. Thus an officer posted at a place in (May) 2009 should be considered to have completed four years in 2013 and therefore allowed to exercise option under the current AGT in the year 2013. This will be in consonance with the terms of the 2010 Transfer Policy that reads "*The tenure of RPFC Gr.II will be for a period of 04 years as far as possible*" (Para 2). Thus the direction to calculate the length of tenure (04 years) as on April 01, 2013 may be substituted with year-to-year calculation of length of tenure.

Yet another matter that is a serious cause of concern in the Organisation is the posting practice in relation to those who are promoted to Group 'A'. A member of staff who has served almost entire years of service in the capacity of S.S.A., Section Supervisor, Accounts Officer or Enforcement Officers in a particular office or Region, is quite usually posted in the same office or Region on promotion to Assistant Commissioner. Similarly some officers develop special liking for one office and posted repeatedly in that one in various capacities as Assistant Commissioner, Regional Commissioner II or I. Such officials usually work as paid consultants – a practice of organised private business whereby members of our staff or officers cue builders, firms, companies and other establishments coverable

or covered under E.P.F. Act. on how to evade, avoid or minimize statutory monetary liability, do their paperwork and act as interface between such establishments and the Organisation. This is the stark example of conflict of interest being sustained and promoted, as a matter of practice, by such postings. As expected, such officials also tends to develop deep nexus with various stakeholders viz. trade unions, establishments, other consultants and office employees which creates unhealthy environment for maintenance of discipline and impartial discharge of office duty. It is evidenced by the fact that a good number of such officers are mired in vigilance cases. All such existing instances should be reviewed and corrected. This practice needs abatement forthwith.

Sir, what intrigues us the most is the fact that the transfers are being effected over the years in violation of the Policy despite it having been brought to the knowledge of the HRM wing of the Head Office by the Association on each occasion the option for irregular Annual General Transfer is called. Most brazenly, it is being done at the back of the Executive Committee in breach of the disclosure mandate under Para 3 (X) of the 2004 Transfer Policy that reads: "*Deviation from the Guidelines: All transfers and postings made in variance with the above guidelines will be reported to the Executive Committee of CBT (EPF).*" Such persistent breach needs investigation or inquiry in addition to apprising the Executive Committee of all such instances since 2004 when the Policy was put in place.

Important Aspects:

Further, I apprise you, Sir of the areas which were disregarded while effecting Annual General Transfers in previous years.

I. Unfair posting practice as OIC:

Posting as Officer-in-Charge has always been a preferred one for most of the officers for reasons, *inter alia*, of wider latitude in decision-making, discretionary choices and functional autonomy. A small group of well connected officers are retained in the sensitive posts as Officer-in-Charge (OIC), continuously for many years. Whether they are transferred or promoted they remain OIC – with or without short spells as non-OIC. They are posted as such for the majority of the total length of their service. They have come to acquire the status of Permanent or near-permanent OICs while others having equally long career span are hardly ever assigned this responsibility. This fact can be verified with reference to posting profile of Group 'A' officers collected by Head office vide circular bearing number HRM I/Misc/Officers Profile/09/82569 dated January 27, 2009 [Annexure VI]. It can be sensed, Sir, that absence of even-handed approach in this regard is an outcome of those considerations, which are extraneous to requirement of sound administration.

II. Delhi and the NCR are reserved for a few:

Another area that requires your attention, Sir, is the invariable posting of a select group of officers in or around Delhi or National Capital Region. Some such posting may be in compliance with the Government's policy of posting the serving spouses at same station and to that extent it is alright. But far many officers are nestled in this region, without any tenable justification from the viewpoint of administrative need. Salutary principle of administration demands that a public servant, in discharge of his official duty, must act without fear or favour. Officers managing

their posting in Delhi and NCR, including those posted in the Head Office, tend to abandon the independent and conscientious style of working and substitute the same with one that appease their superiors as the same is essential to ensure their continued retention within Delhi or NCR. This has resulted into deterioration of work quality in the Organisation as a large number of officers, including those posted in the Head Office, are posted in this region. NCT Delhi being the National Capital, willing officers of all parts of the nation may be given a fair opportunity of posting in this region.

III. Head Office or National Academy are alien to the majority:

Many officers have never served in Head Office, National Academy or Zonal Training Institutes. In this regard, para 3 (VII) (ii) (2004 circular) of the Policy provides that "*All officers must serve one tenure in the Head Office or the Zonal Training Institute or National Academy for Training & Research in Social Security (NATRSSJ)*".

In selecting an officer for being posted in the Training Academy or the Head Office neither the consideration of the individual's acumen in policy framing nor the Transfer Policy provisions listed above guide the decision. Instead, gratification of personal needs of a few individuals to stay posted in Delhi, rule supreme who are posted and posted again in the Head Office or other offices in Delhi or NCR. Most ironically officers are posted repeatedly in the Head Office in the name of their purported indispensability for specified functional areas.

IV. Lack of input to make informed choice:

An officer can indicate choice for a particular station only if he knows that a vacancy exists for a particular post in one or the other office

located at that station. As the information regarding status of post-wise vacancy in various offices of our Organisation is not disclosed, it is difficult to make an informed choice in deciding three stations for posting.

There are numerous instances in the past where the opaqueness practised in the process of transfer, whether Annual General or otherwise, were misused for unappointed purposes of favouritism or witch-hunt. Ironically, such transfers were ordered in the name of interest of administration.

Damaging Effects:

Violations of the Transfer Policy over the years have had many adverse effects, some of which are listed below, by way of illustration:

- I. It puts officers to considerable inconvenience, denies them a fair administrative treatment and erodes the confidence of the officers in the even-handed approach of the senior echelons of the management responsible for such transfers.
- II. It renders the Policy instrument approved by the Apex Body – the Central Board - as a redundant piece of officialese and thereby fails to adhere to the principle of good governance and rule of law.
- III. It permits excessive and uncontrolled discretion in the hands of management exposing administrative action to allegations of favoritism and corruption. It also runs counter to the Central Vigilance Commission advisories on curtailing excessive discretion in administrative actions.

IV. It's inconsonant with the provisions of Head Office circular bearing number Vig. XXV (02) 2000/3017 dated August 04, 2010 that mandates (under sub-head E. HRM Activities): "there should be utmost fairness and transparency in the matter of transfer and posting of officials of all levels in the ROs and SROs".

Interestingly, this circular excludes the Head Office from the transparency mandate.

V. It generates avoidable but justified litigations and thereby diverts the Organisational resource and attention.

VI. It also disruptive of All-India character of the service and creates cadres of regional, metropolitan and state enclaves, impeding All-India outlook of the class of officers who are posted mainly in such enclaves.

The CVC has also, in the past, advised the EPFO to desist from general violation of Transfer policy.

Measures Suggested:

It is therefore requested, Sir, that following measures may be considered for implementation:

- I. The HRM wing may be directed to issue afresh a circular initiating Annual General Transfer, after incorporating those provisions of Transfer Policy which were ignored in the May 06 circular. Thus following categories of officers should additionally be notified as due for transfer and therefore should be asked to indicate three places for being posted:

- A. *Assistant Commissioners who have completed a total (cumulative) tenure of five at one station* [Para 3 (II) (i) of the 2004 Transfer Policy circular]
- B. *"All categories of officers who completed a total (cumulative) tenure of EIGHT years in a Zone.* [Para 3 (II) (iii) and Para 3 (III) of the Transfer Policy circular, 2004].
- C. Officers who have completed two years in sensitive post (either as OIC, in Vigilance wing or in other sensitive post in terms of CVC circulars listed above as [Annexure IV] and [Annexure V]).
November 2001 circular of the CVC is particular to the mandate that an officer should NOT be rotated from one sensitive post to another sensitive post on completion of 2/3 years of tenure in a sensitive post and he/she should necessarily be transferred to a non-sensitive post. This provision may be implemented invariably for all levels of officers - APFCs, RCs II, RCs I and ACCs.
- D. Officers who have completed one tenure or a total of 2/3 years in sensitive post (as per CVC circulars) and in any capacity (whether as APFC or RPFC-I or II or Additional CPFC) *"in the Head Office or the Zonal Training Institute or National Academy for Training & Research in Social Security (NATRSS)"* in terms of para 3 (VII) (ii) of 2004 Transfer Policy circular [Annexure II].
- II. The length of tenure (of four years) should be counted on year-to-year basis and not *"as on 1st April 2013"* as explained above in detail.

- III. It should not be left for an individual officer to ascertain, as done under H.O. circular dated March 06, whether he/she is due for transfer and therefore should or shouldn't indicate choice of places. Instead, a list of those officers who are due for transfer alongwith the list of Region or Zone outside which they shall be transferred, in terms of the Transfer Policy and CVC circulars, should be prepared and published by the Head Office and only those officers whose name find place in this list, may be asked to indicate choice of places in the light of such information. Request by other officers may be processed alongside.
- IV. Post-wise vacancy position in each cadre, in each office of the Organisation may be published to enable officers to make informed choice of stations for posting. In calculating vacancy position, the vacancy arising out of officers who are due for transfer should also be included.
- V. Officers who have remained posted in one region, state or Zone particularly those in NCT Delhi, NCR or Metropolitan cities may be transferred out and substituted with others who opt for posting in these regions.
- VI. Those who have got less or no opportunity to serve as officer-in-charge may be given this responsibility in replacement of those who have over-served in this capacity.

- VII. Officers who have served in 'X' or 'Y' categories of cities may be transferred to 'Z' category towns and those who have served in small towns should be given posting at capital cities or metropolis.
- VIII. For the reasons explained above, an official on being promoted into Group 'A', should never be posted in the same office in which he has served in any subordinate capacity, as AO or EO. If the same is inevitable, it should be advised that such officer be assigned no sensitive assignment.
This suggestion may also be applied to those who are presently so posted.
- IX. Para 3 (VIII) (i) of the Transfer Policy Guidelines 2004 reads "Rotation of officers in different functional areas: 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 and Training and Head Office." This provision is not taken into account in allocating work to individual officer after they are posted to Regions. This aspect may be emphasised in the proposed amended circular.
- X. Since the categorisation of posts into sensitive and otherwise a large number of officers are advised for posting to non-sensitive assignment. Most of such officers are posted in field offices that reduce the administrative flexibility and discretionary latitude. It creates problem in link-charge arrangement resulting into inefficiency in the

working of such offices. It may be considered to post such officers in the Head Office unless field posting may be unavoidable.

XI. In the interest of transparency, following measures may be implemented:

A. Length of tenure and choice of places indicated by each officer during the current exercise should be published on the website while effecting the Annual General Transfer. The disclosure and transparency norm adopted by the Income Tax Department in this regard is enclosed as [Annexure VII].

B. Full note portion of the file that records the deliberations in deciding posting during the current exercise should be scanned and published alongwith the transfer order.

C. In aid to implementation of Transfer Policy, robust software capturing database of posting profile of Group 'A' and 'B' officers may be put in place for future use that can capture and collate the spatial, temporal and functional posting profile of officers. It may be on the lines of Executive Record Sheet (ERS) for IAS officers which should be published on the Central website.

XII. In terms of Para 3 (II) (iii) of the 2004 Transfer Policy circular officers aggrieved by transfer order should be invited to submit his/her representation and the same should be *"decided within a fortnight of receipt of the representation."*

XIII. Those transfers - whether under Annual General Transfer or otherwise - done since the year 2004 - when the Policy was framed by the CBT - in deviation or violation of the Policy, should be collated and reported to the Executive Committee of the CBT in the form of an Agenda Item, in terms of Para 3 (X) of the 2004 Transfer Policy. It reads: "*Deviation from the Guidelines: All transfers and postings made in variance with the above guidelines will be reported to the Executive Committee of CBT (EPF).*"

It may also be considered to factor in these principles in effecting transfers of Group 'B' officers out of those places wherein they are posted for long spell.

Systemic breach of The Policy works to the detriment to many and advantage to some. It's obvious, Sir, that this year too, as in the past, the ground is ready for open and mass violation of the Policy and the guidelines of the CVC on the subject. It lowers the confidence of the officer community as a whole, in the sense of fair play and impartiality of the HRM administration. To restore the confidence, it's essential that the Policy should be implemented in the way that the management should not be seen siding with the officers who are connected, influential or moneyed.

Sir, in a very short tenure as the Central Commissioner, you have sent a strong signal that it will not be business as usual and inaction or lethargy won't be tolerated. You have set the high standards of promptness and punctuality and taken steps to set things in order. You have kick-started the modernisation of E.P.F.O. in earnest that will take it in the forefront of the social security Organisations in the world. Sense of fair play you have

displayed, Sir in the short stint at the helm has filled us with hope and optimism for a better future.

It is sincerely believed, Sir that if you utilise your good office and implement the measures suggested above, the character of the Annual General Transfer (A.G.T.) shall change from being officer-centric, as is at present, to Organisation-centric, as needed. It will also convert the whole process of A.G.T. from an exercise in opaqueness to one in transparency furthering the cause of sound administration. We are looking to you, Sir, to usher in a new era of action and fair play in the E.P.F.O.

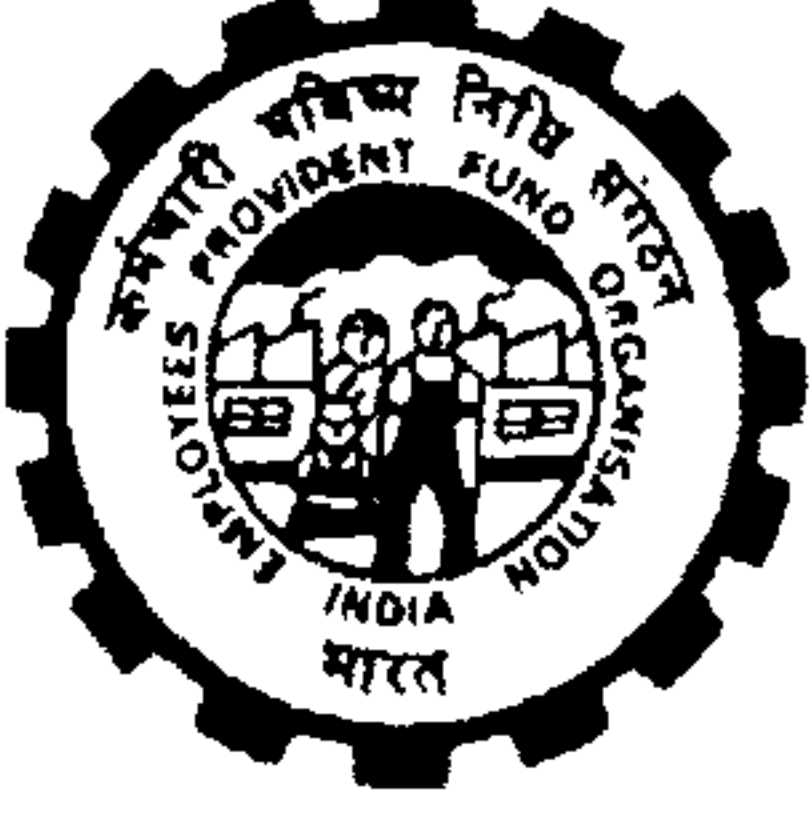
Thanking you.

Yours faithfully,



Sudarshan Kumar
Secretary General
E. P. F. Officers' Association

Encl: A/a



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
श्रम एवं रोजगार मंत्रालय , भारत सरकार
MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA
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No.HRM-II/T-1(1)/2013 /AGT

Dated:

06 MAR 2013

To: (Through EPFO Website)

All ACC (Zones), Director (NATRSS)
All Regional PF Commissioners-in-Charge of RO/SROs
Regional PF Commissioner (ASD), Head Office

Sub: Annual General Transfer 2013 -Calling for option

Sir,

The Annual General transfer of Group 'A' officers to be made during the year 2013 and consequential administrative arrangements are to be considered shortly.

2. The officers in APFC and RPFC II grades completing four years tenure in their present posting as on 1st April 2013, may as per policy guidelines, indicate three stations of their choice in order of preference for consideration at the time of general transfer.
3. The SROs are requested to forward such options to their respective Regional Offices who in turn must ensure of forwarding the same to the Head Office. Any such option/request received directly from any Sub Regional Office/individual will not be entertained.
4. All RPFCs Grade I in-charge of the Regions including RPFC (ASD) and Director (NATRSS) are requested to forward a consolidated statement in respect of such options received from Group 'A' officers in the enclosed proforma along with all such individual options duly supported with relevant documents, if any. All the options received from Group 'A' officers must be forwarded so as to reach this office positively by 31ST March 2013.

Yours faithfully,

Uday Baxi
06/3/2013

(UDAY BAXI)

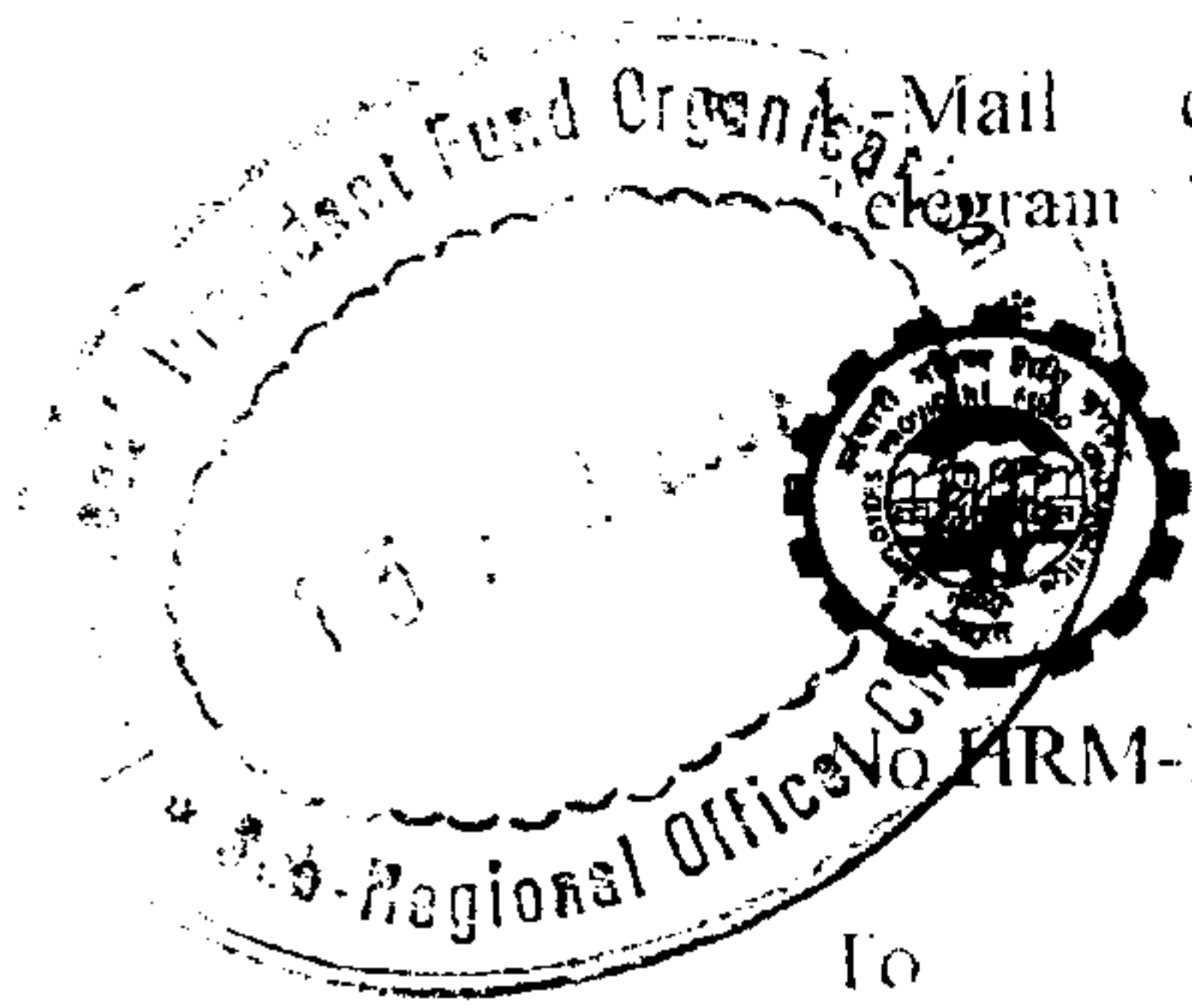
Regional PF Commissioner-I(HRM)

DETAILS OF OPTIONS IN ORDER OF PREFERENCE IN RESPECT OF OFFICERS

REGION _____

Sl.No	Name & Designation of the officer	Date of Birth	Home Town declared	Place & Period of present posting	Option preferred for transfer			Details of previous posting		Remarks
					1 st	2 nd	3 rd	Place	Period of posting	
1	2	3	4	5	6	7	8	9	10	11

(SIGNATURE & STAMP OF RPFC I)



Mail epfindia@vsnl.com
Telegram "KENDRIYA NIDHI" New Delhi

Telephone 26175108
FAX 2619988

Employees' Provident Fund Organisation
(Ministry of Labour, Govt. Of India)
Head Quarters, Bhavishya Nidhi Bhawan
14-Bhikaji Cama Place, New Delhi-110066

HRM-I/T-4 (1) 2000

Dated: 4 MAY 2003

91110

15/3

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

Sub: Revised Transfer Policy Guidelines of Group 'A' officers in EPFO regarding

Sir,

21/15/3

I am directed to say that the Transfer Policy Guidelines of Group 'A' which were circulated vide letter No HRM-I/T-4(1)2000/921 dated 4.4.2000, reconsidered in this division and based on the experience gained in the implementation of the existing Transfer Policy Guidelines, certain modifications considered necessary were placed before the 43rd meeting of the Executive Committee held on 18.8.2003. The 45th meeting of the EC CBT, EPF held on 7.11.2003.

2 The minutes of the Executive Committee have been confirmed and approved vide letter No Conf. 3(1)46th EC/2003/7:755 dated 24.12.2003. Accordingly these Transfer Policy Guidelines of Group 'A' officers as approved by the Executive Committee, CBT, EPF in the following paragraphs is hereby circulated in supersession of the existing Transfer Policy Guidelines, as in the following paragraphs.

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

1. Timing:

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

II Tenure:

(i) The tenure of an officer of the grade of AJFC 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 SAOs located in the Delhi region and SAOs located in Mumbai, Kolkata and Chennai will be treated as spent in the same station. The tenure at Headquarters and NATRSS, ZTIs & 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 of APFCs 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 & Wife:

Husband & Wife will be retained at 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 when 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 transfer 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 a 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 NATRSS.
- iii) Ordinarily officers who have served a full tenure in Headquarters office should be accommodated in the first, failing which second place of choice given. Officers serving in Headquarters 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 the Personnel Division which will also constitute a Personnel Placement Committee (PPC) consisting of the following members: -

- (i) Senior-most Addl. CPFC
Headquarters : Chairman
- (ii) Director (Vigilance): Member
- (iii) Chief Liaison Officer: Member

X. Deviation from the Guidelines:

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 ordered 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]

Encl: As above.

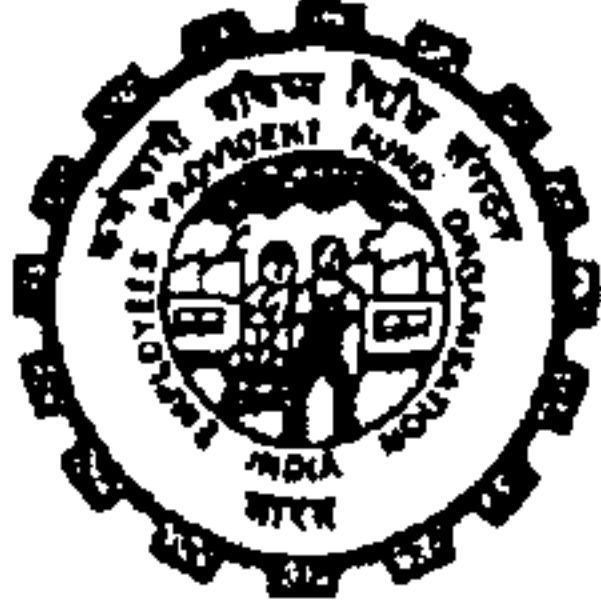
Yours faithfully,


(K.C. PANDEY)
REGIONAL PROVIDENT FUND COMMISSIONER-I (HRM)

Copy to

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


(SANJAY BISHT)
REGIONAL PROVIDENT FUND COMMISSIONER-II (HRM-I)



मुख्य कार्यालय/ Head Office
कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
श्रम एवं रोजगार मंत्रालय , भारत सरकार
MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA
भविष्य निधि भवन, 14 भीकाजी कामा प्लेस नई दिल्ली-110066
Bhavishya Nidhi Bhawan , 14, Bhikaiji Cama Place, New Delhi 110066
www.epfindia.gov.in; www.epfindia.nic.in

Annexure - III

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

Dated 3 JAN 2010

To

1. All Additional CPFCs, (Zones),
2. All RPFCs, Regional Offices, including RPFC(ASD)Headquarters,
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 66th 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(1)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,

(V.P. RAMAIAH)

Addl. Central Provident Fund Commissioner (HR)

12.1.10

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)

No.: 98/VGL/60
Government of India
Central Vigilance Commission

Satarkta Bhawan, Block 'A',
GPO Complex, INA,
New Delhi - 110 023.
Dated the 2nd November, 2001.

To

All Chief Vigilance Officers

Subject: Rotation of officials working in sensitive posts.

Attention is invited to Circular No. 98/VGL/60 dated 15th April 1999 of the Central Vigilance Commission regarding rotation of officials working in sensitive posts.

2. It is hereby clarified that postings in the vigilance wings/departments are classified as sensitive. Therefore, the above instructions should be strictly followed while transferring officials to and from vigilance.

3. Accordingly, personnel deputed to the vigilance wing from operational wings are to have a tenure of three years following which they are to be reverted to operational areas. In the case of organizations that have a separate cadre for vigilance, the rotation should be done across regions on expiry of tenure of three years in a particular office.

4. CVOs may certify annually that this exercise has been carried.

5. This is for strict compliance by all concerned.

This issues with the approval of the Commission.

Sd/-
(C.J. Mathew)
Deputy Secretary

98/VGL/60
Government of India
Central Vigilance Commission

Satarkta Bhawan, Block 'A',
GPO Complex, INA,
New Delhi - 110 023
Dated the 15th April 1999

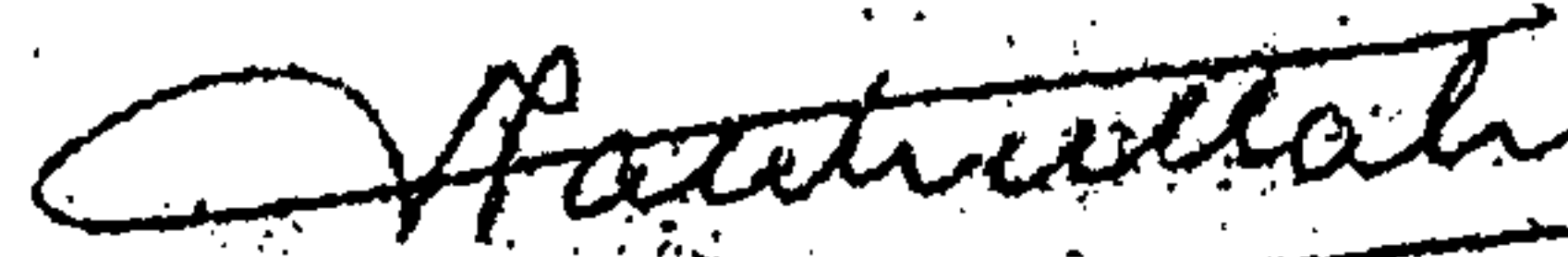
To

All Chief Vigilance Officers

Subject: Rotation of officials working in sensitive posts.

Instructions have been issued from time to time by the Central Vigilance Commission and the Department of Personnel and Training for making rotational transfers in respect of the officials posted on sensitive posts at periodic intervals. These instructions are not being strictly followed and fallen into disuse.

2. In order to implement these instructions in a letter and spirit, it has been decided by the Commission that a list of sensitive posts in various Departments/Organisations should be identified by the Chief Vigilance Officer of the Department/Organisation. A list of posts so identified by the CVOs may be intimated to the Commission immediately. Thereafter CVOs in consultation with the Chief Executives would ensure that officials posted on sensitive posts are rotated every two/three years to avoid developing vested interests. In case officials posted on the sensitive posts continue to function in violation of the existing orders, the Commission may be apprised so that it may take up the matter with the concerned Departments/Organisations for implementing these instructions.



(P.S.FATEHULLAH)
DIRECTOR



मुख्य कार्यालय/ Head Office
कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
श्रम एवं रोजगार मंत्रालय , भारत सरकार
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Bhavishya Nidhi Bhawan , 14, Bhikaiji Cama Place, New Delhi 110066
www.epfindia.gov.in; www.epfindia.nic.in

No. HRM-I/Misc/OfficersProfile/09/

882569-

Dated : 27 जनवरी 2009
JAN 2009

To

All Zonal Additional CPFCs/Director NATRSS
All Regional Provident Fund Commissioners
Incharge of the Regions/RPFC(ASD), Head Office.

Sub.: Updation of Officers database – reg.

Sir,

In order to update the service particulars, the posting profile of all Group 'A' Officers is required urgently. For this purpose, you are requested to download the excel file 'Postingprofile' from our website i.e. www.epfindia.gov.in. The relevant details in respect of each of the Group 'A' Officer(s) working in your Region may be obtained in soft format and mailed to the email id rpfchrms@epfindia.gov.in

2. Detail instructions in this regard is as below:
 - 2.1 First this file is to be downloaded by the individual officer in a separate folder.
 - 2.2 Rename this file in format of RO_INDIVIDUALNAME_CADRE. For example Sh. M.S.Kalia at Nehru Palace will rename this file as NehruPlace_MSKalia_rpfcll.xls.
 - 2.3 Relevant information is to be filled up in shaded cells only. There is no need to alter/delete/insert any row(s)/ column(s).
 - 2.4 DD stands for Date, MM stands for Month of the year and YYYY stands for Year. For example date of birth, 5th January 1970 should be entered as 05 in column 3.1; 01 in column 3.2 and 1970 in column 3.3.
 - 2.5 All postings should start in chronological order. It should start from APFC as initial posting in posting01 row. In 22.2 column, designation held by the officer at that time should be mentioned.

P.T.O.

-(2):-

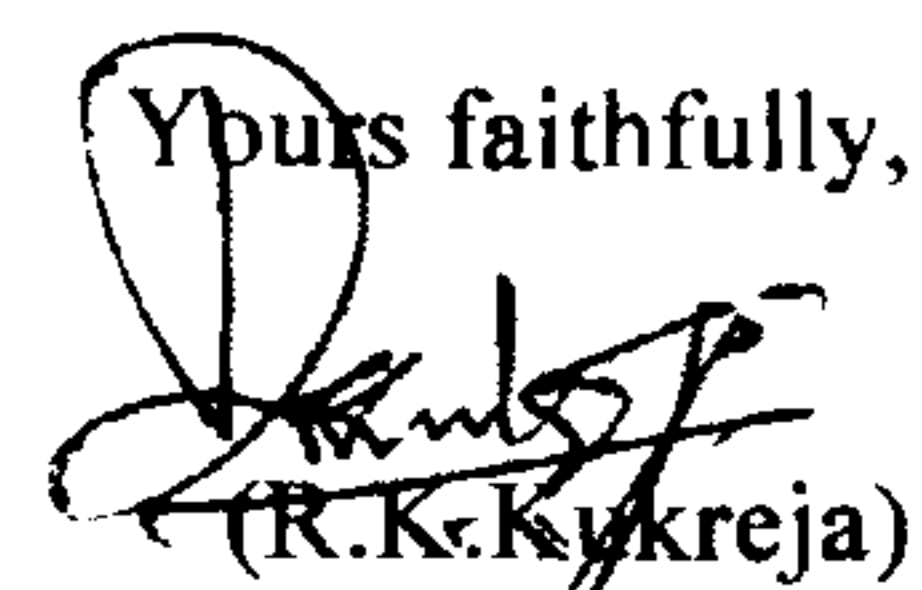
- 2.6 Place of Posting (column no. 22.3) stands for the office where the officer was posted e.g. NATRSS, Head Office, RO Delhi South etc.
- 2.7 The period of deputation/suspension/study leave should be clearly mentioned in column number 22.3 i.e. Place of Posting (Office).

After filling the above information, each officer will take a print out of his file, sign it and submit it to his Officer-in-Charge for onward transmission. Softcopy is to be mailed to rpfcchrn@epfindia.gov.in and also to the RPFC Incharge of the Region.

Hard copy (print out) duly signed should be sent to RPFC Incharge of the Region. RPFC Incharge will ensure that all officer(s) under his jurisdiction have submitted the required information in the desired format. Later all hardcopies, duly verified, should be forwarded to the undersigned.

CPFC has desired that the above exercise should be completed by 05.02.2009.

Yours faithfully,



(R.K. Kukreja)
Regional Provident Fund Commissioner (HRM)

ANNEXURE-VII

Civil Code	Name	Age	Post Desc.	Station	CCA	DOJ Current Region	Stay In Current Region	Option1	Option2	Option3	Ret. Date	Reason	Status	CCA Remarks
87027	DR. M. SRINIVASA RAO	51 years 0 month	CIT	Tirupati	Hyderabad (CCA AP)	04-06-2009	2 Years 7 Months	Hyderabad	Bangalore	Delhi	31-12-2020	WS-State Govt. / EC-Other /	Pending at CCA	
90031	CAPT P K BAJAJ	51 years 11 months	CIT	Hazaribagh	Patna (CCA Bihar)	13-02-2012	0 Year 1 Month	Lucknow (CCA UP(E) / CIT(TDS)/CIT(AUDIT) (VACANT POSTS) /ANY POST AT LUCKNOW*	Kanpur (CCA UP(W) / CIT(TDS) (VACANT POST)/ANY POST AT KANPUR	Kolkata (CCA WB) / CIT(C)(A)2,CIT(TDS),DIT(TP) (VACANT POSTS)	31-01-2020	MG-Self / MG-Parents / EC-Other / OT	Pending at CCA	
89037	SANJAY BAHADUR	45 years 3 months	Sanctioned EL w.e.f. 2.1.2012 to 29.2.2012	Delhi		12-02-2008	3 Years 11 Months	Mumbai / Mumbai	Delhi / Delhi	Pune / Pune	31-10-2026	MG-Parents / EC-10th /	Pending at CCA	
90001	DHIRENDRA KUMAR MISHRA	46 years 6 months	CIT(ITAT J)-4	Delhi	Delhi CCA	25-05-2010	1 Year 7 Months	Delhi CCA			31-07-2025		Pending at CCA	
83050	HEMENDRA PATIDAR	55 years 0 month	CIT(TDS)	Ahmedabad	Ahmedabad (CCA Gujarat)	01-05-2003	8 Years 8 Months	Mumbai	Surat	Indore	31-12-2016	OT	Pending at CCA	
87045	B.K.S. PANDYA	50 years 6 months	CIT(ITAT J)-2	Ahmedabad	Ahmedabad (CCA Gujarat)	19-01-2012	0 Year 1 Month	Ahmedabad / where family is	Baroda / near to Ahmedabad	Surat / near to Ahmedabad	30-06-2021	MG-Children / EC-10th / OT	Pending at CCA	
89027	SHISHIR AGARWAL	48 years 5 months	CIT(A)-2	Baroda	Ahmedabad (CCA Gujarat)	05-04-2011	0 Year 9 Months	Thane	Mumbai	Pune	31-07-2023	MG-Children / EC-Other /	Pending at CCA	
87081	M.A. UDAY KUMAR	58 years 3 months	CIT	Gulbarga	Bangalore (CCA Karantaka)	28-07-2010	1 Year 5 Months	Hyderabad	Hyderabad	Hyderabad	30-09-2013	WS-State Govt. / MG-Self / OT	Pending at CCA	
88065	GURIJALA RAVINDRANADHA REDDY	49 years 7 months	CIT(A)	Mysore	Bangalore (CCA Karantaka)	21-05-1998	13 Years 7 Months	Bangalore	Mumbai	Hyderabad	30-06-2022	WS-Other / EC-12th / OT	Pending at CCA	
88061	KESHAVE SAXENA	48 years 9 months	CIT(ITAT)	Indore	Bhopal (CCA MP & Chhatis)	26-01-2011	0 Year 11 Months	Indore	Indore	Indore	30-04-2023	OT	Pending at CCA	
88105	JAI RAJ KAJLA	51 years 5 months	CIT(A)-2	Thane	Pune CCA (Maharashtra)	30-07-2009	2 Years 5 Months	Mumbai	Mumbai	Mumbai	31-08-2020	WS-Central Govt. /	Pending at CCA	

ANNEXURE-VII

89039	RAHUL KARNA	46 years 11 months	CIT(A)	Kolhapur	Pune CCA (Maharashtra)	11-06- 2005	6 Years 7 Months	Pune	Nasik	Aurangabad	31-01- 2025	OT	Pending at CCA	
84057	DR.UPPULETI DEVI PRASAD	53 years 3 months	CIT(AUD IT)	Nagpur	Nagpur CCA (Maharashtra)	06-07- 2007	4 Years 6 Months	Hyderabad	Vijayawada	Vishakhapatna m	31-10- 2018	WS-Other / MG- Self / MG- Parents / EC- 12th /	Pending at CCA	
89095	ANUP DUBEY	48 years 5 months	CIT(A)-2	Nagpur	Nagpur CCA (Maharashtra)	07-04- 2011	0 Year 9 Months	Delhi	Noida	Ghaziabad	31-07- 2023	WS-Other /	Pending at CCA	
89120	OBOU ATHIKHO MAO	49 years 11 months	CIT(AUD IT)	Guwahati	Guwahati (CCA NER)	31-01- 2012	0 Year 1 Month	Mumbai CCA / Mumbai	Pune CCA (Maharashtra) / Thane and Pune	Ahmedabad (CCA Gujarat) / Surat and Ahmedabad	28-02- 2022	WS-Other / EC-Other / OT	Pending at CCA	
80049	BADRI PRASAD MEENA	58 years 8 months	CIT	Bikaner	Jaipur (CCA Rajasthan)	28-07- 2010	1 Year 5 Months	Jaipur / JAIPUR	Jaipur / JAIPUR	Jaipur / JAIPUR	31-05- 2013		Pending at CCA	
82004	PRAMOD CHANDRA MODI	52 years 4 months	CIT	Alwar	Jaipur (CCA Rajasthan)	22-09- 2009	2 Years 3 Months	Mumbai	Ahmedabad	Jaipur	31-08- 2019	MG-Parents / EC-Other / OT	Pending at CCA	
82070	KONDA RAMESH	55 years 11 months	CIT(AUD IT)-1	Chennai	Chennai (CCA TN)	13-11- 2002	9 Years 2 Months	Hyderabad	Hyderabad	Hyderabad	31-01- 2016	MG-Self / MG- Spouse / OT	Pending at CCA	
88023	DR. S.V.S.S. PRASAD	50 years 3 months	CIT(A)-1	Coimbatore	Chennai (CCA TN)	26-07- 2010	1 Year 5 Months	Bangalore	Bangalore	Bangalore	30-09- 2021	MG-Children / EC-Other / OT	Pending at CCA	