



सत्यमेव जयते

कर्मचारी भविष्य निधि संगठन
Employees Provident Fund Organisation

श्रम एवं रोज़गार मंत्रालय, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
मुख्यकार्यालय/ HEAD OFFICE



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No. HRD-I/87/2024/TransferPolicyReview/Misc /1225

Date:- 30.01.2025

To,

All ACC (HQ)/ Director (PDNASS)/
ACC Zones & Head Office/
All RPFCs-in-charge of Regional Offices/
Zonal Training Institutes

Sub: - Transfer Policy for Commissioners' Cadre in EPFO 2025- reg

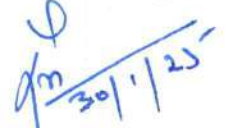
Sir/Madam,

The approved Transfer Policy for Commissioners' Cadre in EPFO, 2025 is hereby placed in public domain and thus notified for information of all.

(This issues with the approval of the Competent Authority)

Yours faithfully,

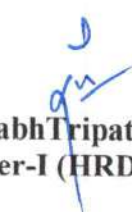
Enclosures: As above.


30/1/25

(Saurabh Tripathi)
Regional P.F. Commissioner-I (HRD-I)

Copy to:-

1. RPFC, NDC for web circulation


(Saurabh Tripathi)
Regional P.F. Commissioner-I (HRD-I)

Transfer Policy for Commissioners' Cadre in EPFO 2025

1. Introduction & General Principles

- 1.1. This policy may be called "Transfer Policy for Commissioners' Cadre, 2025" hereinafter, referred to as TP-CC 2025. It shall be applicable to all Commissioners as mentioned under Section 5D(3) of the EPF & MP Act 1952.
- 1.2. This policy supersedes all earlier policies in this regard.
- 1.3. 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. Judgement 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.
- 1.4. The policy borrows various provisions and contours from DOPT & previous policies applicable in EPFO.
- 1.5. All transfer and postings of Commissioners shall be approved by the Competent Authority in accordance with the instant TP-CC 2025. The Competent Authority will be advised by the recommendatory body called "Commissioners' Transfer & Placement Committee" (CTPC).
- 1.6. HRM Division will undertake a prior assessment of available cadre strength in a designation vis-à-vis sanctioned strength and publish office wise list of post, it intends to fill up and posts likely to be vacant. Publication of list in advance would enable a Commissioner to make an informed choice so that he doesn't opt for a choice of post which is likely to be not filled (blocked).
- 1.7. All posts are divided into Sensitive and Non-Sensitive as per CVC guidelines of 1999 (as amended from time to time). The Central Vigilance Commission (CVC) guidelines on tenure for, and rotation on sensitive posts shall be strictly observed by the Competent Authority.
- 1.8. Place of posting of an official will be called Duty Office. Duty Office is an independent posting unit like Regional Office, District Office, Zonal Office, Head Office, Training Centre.
- 1.9. All postings are divided into "Field" and "Non-Field" postings. Postings in Regional, District Offices and Special State Offices in the field shall be treated as "Field" postings.

Postings in the Head Office, Zonal Office, PDUNASS, the Zonal Training Institute, the Sub-Zonal Training Institute, National Data Centre shall be treated as “Non-Field” postings. The ACC as OIC of Zonal Office will be a field posting.

- 1.10. Composite Transfer Grant, Joining Time and other benefits pursuant to request transfer shall not be admissible, in cases where request for transfer is made and the same is allowed in less than 2 years of continuous service in any post. In case where such transfer is made after 2 years of continuous service in a post then Composite Transfer Grant, Joining Time and other benefits shall be given.
- 1.11. The provisions contained from clause 3 to clause 6 shall not apply to transfer/posting of ACC (HQ). The transfers/ posting of ACC (HQ) shall be done as per administrative requirement.

2. The Competent Authority

- 2.1. The Competent Authority for considering applications for transfer, placement or overstay and effecting all transfers and placement or disposing such application, including grievances, from a Commissioner shall be as under:

S.N.	Authority	Extent of description of power
1	Chairman, Central Board	For all RPFC-I and above; All cases of pre-mature transfers, relaxation, deviation from norms, compassionate grounds, administrative exigencies, appeals etc.
2	CPFC	For all Commissioners in designation RPFC-II and below subject to powers vested in Chairman of the Central Board

The recommendation of CTPC shall be placed before the Competent Authority for consideration for transfers.

- 2.2. Constitution of CTPC would be as below:

- (i) For Commissioners in level of RPFC-I and above:

Sl. No.	Designation	
1	CPFC	Chairperson
2	Joint Secretary, Social Security Division, MoL&E	Member
3	ACC (HQ) (HR)	Member Secretary

(ii) For all other Commissioners (RPFC-II and below):

Sl. No.	Designation	
1	ACC (HQ) (HR)	Member
2	ACC(HQ) of Commissioners' Cadre to be nominated by Chairman, CBT	Member
3	Director (Social Security), MoL&E	Member
4	ACC (HR)	Member Secretary

*The senior officer between SI No. 1 & 2 above shall be designated as the Chairperson of the Committee.

2.3. Constitution of Grievance Redressal Committee (GRC) would be as below:

(i) For RPFC-I & above

S.N.	Designation	
1	CPFC	Chairperson
2	ACC (HQ) nominated by Chairman CBT who is not part of CTPC	Member
3	ACC (HR)	Member Convenor

(i) For RPFC-II & below

S.N.	Designation	
1	ACC HQ) HR	Chairperson
2	ACC (HQ) nominated by CPFC	Member
3	ACC (HR)	Member Convenor

2.4. Notwithstanding any rule of this policy, the Chairman CBT shall have discretion to order any transfer to meet administrative exigencies or on compassionate grounds.

3. Types of Transfers & Placements

All transfers and posting are categorised into following two types:

- (i) Transfers & Placement as part of AGT (Annual General Transfer)
- (ii) Non-AGT transfers and placements.

AGT is defined as once-a-year annual exercise of transfer and placement of rotational cases, request cases and other cases. During the exercise, tenure and placement of officers is examined. Apart from those whose tenure is completed, other request cases shall also be taken-up and dealt.

3.1. Transfers & Placements as part of AGT

This would consist following:

- Rotational Transfers: Officers who have completing their tenure at Duty Office, Station or Zone
- Transfer on Request: Officers who have made request.
- Transfer on Promotion: For officers RPFC-I and below wherein AGT is due within 04 months of promotion.

3.2. Non-AGT Transfers and Placements

- Initial Posting on appointment
- Posting on return from deputation/ long-term training/ study leave
- Transfer & Posting on Promotion (For grades Addl CPFC & above & other promotions where AGT is not due within 04 months of promotion)
- Transfer on Request (Other than those during AGT)

4. Tenure

Tenure at different office entities would be as below:

S.N.	Entity	Tenure	Additional specifications if any
1	Hard Stations (North Eastern Region, J&K, Ladakh, Andaman & Nicobar Islands)	02 years	This is for the purpose of tenure only. Hard Area Allowance & any other benefits will be regulated in accordance with relevant Government of India guidelines.
2	Normal tenure for any Duty Office	03 years	
3	Delhi NCR, Mumbai, Chennai, Bengaluru, Kolkata, Hyderabad, Pune, Ahmedabad	12 years subject to change in duty offices	After continuous tenure of 09 years, 03 years cooling off period is mandatory. After such cooling off period, an officer can be reposted again for 03 years & cumulatively for 12 years.
4	Zone	12 years subject to change in duty offices	After continuous tenure of 09 years, 03 years cooling off is mandatory from the Zone. After such cooling off period, an officer can be reposted again for 03 years. Therefore, maximum cumulative posting in a Zone can be 12 years.

* Delhi/NCR include Delhi, Noida/Greater Noida, Faridabad, Ghaziabad and Gurgaon.

- 4.1. In cases wherein an officer has completed minimum continuous posting of two years at a duty office and makes a request for transfer, the tenure can be deemed completed and request may be dealt at par with other AGT cases.
- 4.2. Security of minimum tenure (current tenure) at a duty office would have primacy over maximum continuous tenure limits in Zone or at station. Illustration: A Commissioner having not completed 09/12 years in a zone/ station has been posted in the Zone/station, then his that tenure at duty office shall be allowed to be completed, irrespective maximum zonal tenure or station tenure limit gets crossed mid-way unless he makes a request for transfer mid-tenure.
- 4.3. Head Office & PDUNASS combined would be considered as a separate zone for all transfer purposes and Head Office-PDUNASS tenures would not be counted against Delhi NCR tenure limits. ZTI tenure would not be counted against Zonal tenures.
- 4.4. All periods spent on deputation, foreign assignment or study leave shall not be counted for the purpose of tenure.

5. Schedule of AGT

Time schedule for various procedures/actions related to the Annual General Transfer shall be as prescribed in the Table below.:

Date	Exercise
December 01 – 31	Preparatory work of AGT and Calling of options by the Competent Authority.
January 01 -15	Submission of Options.
Jan 16 – Feb 15	CTPC to prepare the panel and submit recommendations to Competent Authority
February 28	Final Order for AGT to be issued.
March 1- 05	Online grievance representation and appeal by those aggrieved by order of AGT. (Appeal against orders done in deviation to TP-CC 2025)
March 06-10	Compilation of Grievances by HRM and forwarding to Grievance Committee
March 11-20	Recommendations and comments of the Grievance Committee to the Competent Authority
March 21-30	Disposal of grievance representation by Competent Authority with reasons.
March 31	Finalization of AGT. Date of issue of final order after any changes

30 th April	Last permissible date of joining in all cases including appeal. Closure of Annual General Transfer (AGT) Cycle
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Notes:

- 5.1. Reference to a date in this table shall be taken as the next working day in case the indicated date happens to be a public holiday or a weekend.
- 5.2. Barring extraordinary circumstances with approval of Chairman CBT, no AGT transfer order shall be issued beyond 30th April of concerned AGT cycle. In case of any order beyond 30th April, officers will be allowed to retain accommodation provided by EPFO, including leased accommodation, in their previous place of posting for rest of current academic year.

6. Rules & Principles governing transfers in AGT

- 6.1. AGT transfers would consist of rotational transfers, transfer on request and transfers due on promotion within 04 months of AGT for RPF-C-I and below.
- 6.2. Record Date under this policy for calculation of service and eligibility shall be 1st May of the Transfer Year (AGT Cycle Year). Date of joining would be taken as the basis for calculation of service/ tenure on record date. However, in case of delay in joining beyond 30th April, for upto 30 more days, cases would be decided by HRM on case-to-case basis.
- 6.3. Minimum prescribed tenure is three years on record date of AGT year. However, a Commissioner can be transferred before completion of minimum prescribed tenure on his own request subject to recommendation of CTPC or on administrative ground.
- 6.4. All Commissioners would to be rotated between “Field” and “Non-Field” posting regularly. The principles of rotations shall be as follows:
 - i. No continuous two “Field postings” can be allowed for commissioners in RPF-C-I and above designation. However, in case of non-availability of sufficient officers for rotation, or for any other sufficient administrative requirements, such continuous postings may be recommended by the CTPC. While making such recommendation, CTPC shall give preference to officers with lower tenure in field postings in that designation.
 - ii. Normally only 2 continuous “Field postings” can be allowed for commissioners in RPF-C-II designation. In case, enough posts are not available under Non-field posting then those with the maximum Non-field posting in the same

designation shall be considered for third continuous Field posting. But in no case RPF-III can be OIC for two continuous terms.

- iii. Continuous "field postings" may be allowed for commissioners in APFC grade provided they are not made OICs continuously.
- iv. However, alternate Field and Non-Field postings may be allowed to all officers in different offices at the same station.
- v. No two tenures shall be allowed at any duty office as OIC.

6.5. Posting on Promotion

- 6.5.1. If promotion is due within one year, then as far as feasible, an officer will not be transferred. However, when an officer is transferred and then promoted and due for transfer then he may be either retained at that station, or if that is not feasible then in accordance with his choices as provided in 6.5.2 be considered.
- 6.5.2. Transfer from duty office shall be mandatory upon Promotion. Officer (s) promoted within 04 months of AGT due, shall be transferred as per process of AGT. In case AGT is not due within 04 months, such officers after promotion may give their options through official email to HRM.
- 6.5.3. On promotion from Group B to Group A, there shall be compulsory transfer from parent Zone/State (whichever is larger). As far as possible, Group B officers promoted to Group A and opting for their parent Zone for subsequent stints can be posted in their parent Zone of Group B in those offices in which they have not served as EO or have served minimum.

6.6. Transfer on Request

- 6.6.1. Transfer Requests shall normally be considered at the time of Annual General Transfers (AGT) along with Annual Rotational Transfers.
- 6.6.2. All Commissioners can request for premature transfer during AGT. Other Transfer on Request outside AGT would be dealt on case-to-case basis.
- 6.6.3. Among other things CTPC shall consider following while disposing Request Transfer cases in non-OIC postings:
 - a. Posting of spouses/ Persons with Disability etc: Posting of spouses and persons with Disability / Persons who are caregivers of Disabled Dependents etc. shall be regulated as per extant guidelines issued by DoPT, Government of India.
 - b. Tenure of posting in North-Eastern Region (NER), Andaman & Nicobar Islands,

J&K and Ladakh shall be guided by the policy of Government of India on transfer and tenure for such places. Further any concessions granted by DOPT for any these postings or other hard postings would be applicable to officers of Central Board.

- c. The norms for transfer in respect of Officers due to retire within two years to the extent administratively feasible shall be guided by the norms of DoP&T.

6.7. Pre-mature Transfers & Transfers on Administrative Grounds

- a. In case of an administrative exigency, the Chairman CBT may transfer a Commissioner without the recommendation of CTPC.
- b. Any order for premature transfer shall be done by the Chairman CBT.
- c. CPFC may effect transfer on promotion upto Addl. CPFC outside AGT for administrative requirement with approval of Chairman, CBT.

6.8. Transfer on completion of hard posting: Once a Commissioner has completed hard posting tenure and give option for his transfer, as far as feasible, his choices shall be accommodated.

6.9. Posting on return from deputation/ long-term training/ study leave

The officer returning from deputation/ long-term-training/study leave will join Zonal Office under which jurisdiction, he was posted earlier before going for deputation/ long-term training/ study leave. In case required, additional post may be operated by the Head Office. In case of his posting in HO and PDUNASS/ZTI, he will report to HO and PDUNASS/ZTIs respectively.

6.10. Deputation

External Deputation shall be allowed after 9 years of service under Central Board except it can be allowed after 06 years' service on spouse grounds. Internal Deputation shall be allowed after 05 years of service. Deputation is intended to provide best practice exposure to EPFO Commissioners, personality development and exposure to challenging environments particularly in target areas of Data Center Management, Regulation, Investment, Enforcement, Finance, Administration and Customer Service Delivery. Deputation shall not be denied normally if shortage in the designation is not more than 30% of the sanctioned posts.

7. General Principles & Procedures

- 7.1. Based on number of available officers and vacancies and after assessing workload HR

will earmark grade-wise posts that will remain under Additional Charge.

- 7.2. Before options for AGT are called, HRM will undertake the following pre- AGT assessment and freeze the information:
- a. Identify posts wherein transfers will be made and/or are currently vacant and are not in blocked posts category.
 - b. Identify posts that are under zone of consideration of transfer as based on the norms laid down.
 - c. Prepare a tentative list of officers who would be under consideration of AGT as per TP-CC 2025 norms.
 - d. Develop a list of posts available for transfers from the above set of information. Further, oversee a IT tool which supports categorization of each post as per Nature (Field/ Non-Field), (ii) Sensitivity (Vigilance Angle)
- 7.3. Total of five station option shall be called from an officer. These options shall be received through online-IT tool.
- 7.4. CTPC will list all the first options on the matrix of offices. Further, following as guiding principle is laid out for CTPC for recommending transfer:
- i. If number of eligible options is lower than or equal to vacancy, CTPC may ordinarily recommend based on option exercised.
 - ii. For non-field offices, first preference to DOPT norms covered cases then to those who have served least in non-field offices cumulatively and then least in non-field in that Zone/State/Region (larger to smaller) in that order.
 - iii. For the field offices at OIC posts, first priority to an otherwise eligible Commissioner who has served least period as an OIC in that designation and then least period as OIC in designations below thereafter served period in that State/Zone/Region (larger to smaller) in that order.
 - iv. For the field offices at Non OIC posts, first priority to Request Transfers as per DOPT guidelines/ rules/ norms and if no reasonable request, then to a commissioner having least total field service and thereafter least field service in that Zone/State/Region (larger to smaller) in that order.
- 7.5. Each AGT shall consist of two lists of transferees: (a) officers who are being transferred based on AGT norms and list of cases which are in deviation of the norm. These lists would further indicate cases done on request ground.

8. Grievance Redressal Mechanism

- 8.1. Every Commissioner aggrieved by an order of transfer has a right to make application before the Competent Authority within five days of issue of such order.
- 8.2. Grievance from a Commissioners whose request for transfer is not heeded can also make such a request.
- 8.3. All such grievances shall be received and disposed online through HR Soft portal as prescribed schedule. Till the disposal of grievance, officer may not be relieved. If “incoming officer” has been relieved and joined then “outgoing officer” may get attached to nearest non-field office (distance wise) till disposal of grievance.
- 8.4. HRM Division shall refer all such grievances to Grievance Committee. In case it requires to take view of any other Commissioner who may be affected owing to such request, then their viewpoint may also be considered by the Committee (GRC)
- 8.5. The Grievance Redressal Committee shall examine grievances on case-to-case basis and forward its recommendations to the Competent Authority.
- 8.6. The Competent Authority shall dispose the grievances and such disposal shall be communicated to the concerned Commissioner through HR Soft or any other prescribed mode.

9. Miscellaneous

- 9.1. All subsequent amendments to the Transfer Policy shall be incorporated in this Policy and a consolidated Transfer Policy shall be duly published on the web site.
- 9.2. ACC(HR) shall serve as nodal officer and shall be responsible to initiate the process of AGT as per timelines. 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.
- 9.3. 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 applied as prescribed.

9.4. Transfers on administrative grounds

Notwithstanding anything contained in this Transfer Policy, the Competent Authority may effect transfer of any official any time on administrative requirements anywhere in the Country.

10. Power to remove difficulties

- 10.1. In case of any doubt regarding any of the provisions of the TP-CC 2025, the matter shall be placed before CPFC for consideration. The decision of CPFC shall be final in regard to matters thus referred. The same shall be placed before the Chairman, CBT for information.
- 10.2. In case of any difficulty in the implementation of the Policy that may be noticed, amendments may be recommended in the TP-CC 2025 and placed before the Chairman, CBT for approval. Each such amendment of the Policy along with a consolidated Transfer Policy, after incorporating such changes, shall be formally notified and shall also be placed in the public domain.





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Employees Provident Fund Organisation

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Date:- 30.01.2025

To,

All ACC (HQ)/ Director (PDNASS)/
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All RPFCS-in-charge of Regional Offices/
Zonal Training Institutes

Sub: - Transfer Policy for Group 'B' Cadres in EPFO 2025- reg

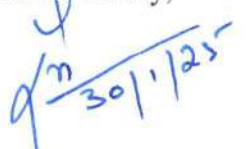
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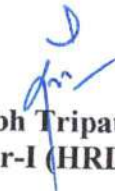
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(Saurabh Tripathi)
Regional P.F. Commissioner-I (HRD-I)

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(Saurabh Tripathi)
Regional P.F. Commissioner-I (HRD-I)

Transfer policy for Group B Cadres in EPFO, 2025

1. Introduction & outline

- 1.1. This policy may be called “Transfer Policy for Group B Cadres, 2025” hereinafter, referred to as TP-GB 2025.
- 1.2. This policy supersedes the existing guidelines for transfer or rotation of officials of Group B Cadres as amended from time to time. The Policy borrows various provisions and contours from DOPT and earlier transfer policies.
- 1.3. TP-GB 2025 shall be applicable to officials of all Group B Cadres - Enforcement Officer/Accounts Officer(EO/AO), Section Supervisor(SS), Personal Assistant, Private Secretary, Data Processing Assistant, Junior Translation Officer, Senior Translation Officer, Assistant Section Officer, Section Officer, Programmer and Junior Engineer.
- 1.4. The Group B Officers can be broadly classified into two distinct categories (i) Field Functionaries and (ii) Ministerial Functionaries. The “Field Functionaries” are Enforcement Officer/Accounts Officer and Section Supervisor while the “Ministerial Functionaries” are Section Officer, Assistant Section Officer, Programmer, Data Processing Assistant, Private Secretary, Personal Assistant, Senior Translation Officer, Junior Translation Officer and Junior Engineer.
- 1.5. All posts are divided into two categories - Sensitive and Non-Sensitive, as per Central Vigilance Commission (CVC) guidelines of 1999 (as amended from time to time). The CVC guidelines of rotation on sensitive posts shall be strictly observed.
- 1.6. All transfers and postings of Group B Officials shall be effected by the Competent Authority in accordance with the instant TP-GB 2025. The Competent Authority will be advised by the recommendatory body called “Group B Cadre Transfer Committee” (GB-TC).
- 1.7. Place of posting of an official will be called Duty Office. Duty Office is an independent posting unit like Head Office, Zonal Office, Regional Office, Special State Office, District Office, Training Centre.

- 1.8. In case the number of Group B Officials in a cadre are less in comparison to the sanctioned posts, the HR of the Competent office will undertake a prior assessment on the basis of workload, urgency and importance to identify number of “Field Posts” that may be considered for deployment in an office. On the basis of above factors, there will be certain number of “Blocked Posts” and no transfers/ placement will be made to these blocked posts in that Financial Year provided vacancies are filled by way of recruitment/promotion.
- 1.9. The Transfers are categorised into two Categories of Annual General Transfers (AGT) and Transfers other than AGT (Non AGT). AGT is defined as the annual exercise of examining the tenure and placement of officials.
- 1.10. Transfer on promotion is the norm for officials of all Group B Cadres.
- 1.11. If AGT is due within 04 months of promotion, then transfer due on promotion will be part of AGT process. Further AGT list would include two lists for transfer due as well as request cases.
- 1.12. An official due for transfer or desirous of making request may give choice of 5 stations, and such options shall be received through online-IT tool or any other method prescribed.
- 1.13. During first 9 years, a Group B official should not be considered for deputation except it can be allowed after 06 years’ service on spouse grounds. Deputation should generally be encouraged and shall be denied only in the case where shortage in the cadre is more than 30% of the sanctioned posts. Zonal Office should have proportionate officers in each Cadre amongst regional offices in the Zone. And thus, Donor office should be proportionately compensated if its strength is proportionately less.
- 1.14. All periods spent on deputation, foreign assignment or study leave shall not be counted for the purpose of tenure.
- 1.15. Composite Transfer Grant, Joining Time and other benefits pursuant to request transfer shall not be admissible, except in case such transfer is made after 2 years of continuous service in a post.
- 1.16. Intra-State transfer requests shall normally be considered at the time of Annual General Transfers (AGT) along with Annual Rotational Transfers. All officials can request for premature transfer during AGT.

1.17. While disposing request cases, Transfer Committee would consider DOPT instructions on:

1.17.1. Posting of spouses/ Persons with Disability etc: Posting of spouses and persons with Disability / Persons who are caregivers of Disabled Dependents etc. shall be regulated as per extant guidelines issued by DoPT, Government of India.

1.17.2. The norms for transfer in respect of Officers due to retire within two years to the extent administratively feasible shall be guided by the norms of DoP&T.

1.17.3. Tenure of posting in J&K, North-Eastern Region (NER) and Andaman & Nicobar Islands shall be guided by the policy of Government of India on transfer and tenure for such places. Further any allowances / concessions granted by DOPT/ Government of India for any of these postings or other hard postings would be applicable to officers of Central Board.

2. The Competent Authority

2.1. The Competent Authority for considering applications for transfer, placement or overstay and effecting all transfers and placement or disposing such application, including grievance, from a Group B official shall be as under:

S.N	Authority	Extent of description of power
1.	Central Provident Fund Commissioner	All cases requiring deviation from norms/ appeals etc.
2.	Additional Central Provident Commissioner (HQ)(HR)	For all cases of transfer of Group B Ministerial cadre from Duty Office and for Inter State (Non-Zonal) transfer of Field Level Group B Officials on administrative grounds, request cases, etc.
3.	Senior Most Additional Central Provident Fund Commissioner HQ (In State)	For all Field Level Group B Officials within the State for Multi Zone State and rotation of Ministerial Group B cadres within office as per TP-GB 2025 norms.

5.	ACC(Zone) In-Charge.	For all Field Level Group B Officials within the Zone and rotation of Ministerial Group B cadres within office as per TP-GB 2025 norms.
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The recommendation of GB-TC shall be placed before the Competent Authority for consideration for transfers.

- 2.2. The GB-TC will be a Three-member Committee comprising as follows:
- (i) At HQ Level- ACC (HQ) nominated by CPFC at Headquarters, ACC(HR) and RPFC-I (HR) as Convenor of the Committee.
 - (ii) Multi-Zone State: - In case of Multi Zone State, it will comprise of ACCs of the Zone, senior-most RPFC-I in Regional Offices under jurisdiction and RPFC-I looking after HR matters in Zone.
 - (iii) At Zonal Level – RPFC-I in the Zone looking after HR matters would be the convenor and the two Senior-most RC-I amongst the Regional Offices situated within State/Zone. However, Zonal ACC(HQ)/ACC can nominate any other RC-I/RC-II in place of the senior-most RCI if RC-I are not available.

2.3. The Competent Authority can deviate from the advice of the Committee by giving reasons in writing.

3. Schedule for transfers

3.1. All Inter-State mutual transfers shall be carried out before Annual General Transfers. Schedule is being provided as below:

S.N.	Schedule of Activity	Timelines
1	Preferring request for inter-state transfer. Request for mutual transfers should be in pairs	01 – 15 October
2	Scrutiny of requests	16th October – 15 th November
3	Disposal of requests & issuing of order	On or before 30th November
4	Online Grievance representation	By 5th December
5	Recommendation of Grievance Committee	By 20th December
6	Disposal of grievances	On or before 31st December

3.2. Time schedule for various procedures/actions related to the Annual General Transfer shall be as prescribed in the Table below:

Date	Exercise
December 1-31	Preparatory work of AGT and Calling of options by the competent authority.
January 1 -15	Submission of Options. 15 th January shall be last date for submission of options
January 16 - February 15	GB-TC to prepare the panel and submit recommendations to Competent Authority
February 28	Final Order for AGT to be issued.
March 01-05	Online grievance representation by those aggrieved by order of AGT.
March 06-10	Compilation of Grievances by HRM and forwarding to Grievance Committee
March 11-20	Recommendations and comments of the Grievance Committee to the Competent Authority
March 21-30	Disposal of grievance representation by Competent Authority with reasons.
March 31	Finalization of AGT. Date of issue of order for any changes.
April 30	Last date of joining in all cases. End of AGT cycle

Note:

- 3.3. Reference to a date in this table shall be taken as the next working day in case the indicated date happens to be a public holiday or a weekend.
- 3.4. Barring extraordinary circumstances with approval of CPFC, no AGT transfer order shall be issued beyond 30th April of concerned AGT cycle. In case of any order beyond 30th April, officers will be allowed to retain house in their previous place of posting for rest of academic year.
- 3.5. Record Date under this policy for calculation of service and eligibility shall be 1st May of the Transfer Year (AGT Cycle Year).

4. Rules governing transfer in EO/AO Cadre

Criteria and conditions governing transfer of officials in EO/AO cadre shall be as below:

- 4.1. Normally transfer liability would be in Zone/State (whichever is larger). However, transfer on administrative grounds etc. may be done anywhere in India by Head Office.
- 4.2. Before annual general transfer exercise, list of in position strength in Zone and in each office shall be prepared and each regional office be allocated

officers proportionately to their sanctioned strength. Administrative requirement of appropriate placement and staffing in each office would have primacy subject to minimum tenure of two years.

4.3. General Norms of tenure:

4.3.1. One tenure would be of two years.

4.3.2. Continuous three tenures (6 years) in a duty office is permissible.

Of these three tenures, two tenures can be as EO (subject to internal rotation) and one tenure shall be as AO. Not more than two continuous tenures as EO is allowed irrespective of duty office.

4.3.3. For cases wherein transfer is required on administrative grounds to proportionately fill-up a duty office and sufficient eligible officers are not available, then those officers will be moved who have served maximum period in respective duty offices in their current stint.

4.3.4. List of such officers should be prepared and circulated for taking options for posting.

4.4. On completion of three tenures at a duty office, officer would be liable for transfer from that duty office. Thereafter minimum cooling of three years is required before an officer can again be posted in same duty office. In case of posting of J&K, NER, Andaman & Nicobar Island, after completion of one tenure of 02 years, officer can give choice and his choice be accommodated as far as feasible.

4.5. Within jurisdiction of a Regional office, maximum 06 tenures (12 years) are allowed.

4.6. Within an office, an EO shall be given charge of an area jurisdiction for a period not exceeding two years. Further, same area jurisdiction shall not be given in subsequent stints in same duty office.

4.7. On initial joining, all EO/AOs should serve two years as an AO in a Regional Office.

4.8. All periods spent on deputation, foreign assignment or study leave shall not be counted for the purpose of tenure.

4.9. For the purpose of non-sensitive postings, first priority shall be given by the Transfer Committee to DOPT norms covered cases (spouse, disability ground, approaching superannuation, etc.).

4.10. Transfer on promotion is the norm and upon promotion in EO/AO, an officer should be transferred ordinarily unless less than 02-years' service is remaining. Options shall be called from affected officials before transfer on promotion.

4.11. Transfer on mutual requests:

4.11.1. Transfer on mutual request can be exercised on All India Basis. Requests shall be submitted in such form as prescribed.

4.11.2. **On permanent basis:** Officers desirous of Inter-State mutual transfer, may form pairs of requests for mutual transfers. In case of Inter-State requests involving separate Zones, the request shall be submitted to Head Office and in case of Inter-State requests in same Zone to the Zonal Office concerned. Mutual transfer requests can be submitted by officials of same recruitment (social) category and recruitment quota (DR) so that reservation rosters are not disturbed.

4.11.3. **On temporary basis:** Request for Inter-State mutual transfer may be made on temporary basis for 06 years and on completion of such period, the transferred official shall be repatriated automatically. Officers desirous of Inter-State mutual transfers may form pairs of requests for mutual transfers. In case of Inter-State requests involving separate Zones, the request shall be submitted to Head Office and in case of Inter-State requests in same Zone to the Zonal Office concerned. This will not be subject to recruitment social category or recruitment quota (SQ or DR).

5. Rules governing transfer in Cadre of Section Supervisors

Criteria and conditions governing transfer of Section Supervisor shall be as under:

- 5.1. Normally transfer liability would be within a State. However, transfer on administrative grounds etc. may be done anywhere in India by Head Office.
- 5.2. Before annual transfer exercise, list of in position strength in Zone and in each office shall be prepared and each regional office be allocated officials proportionately to their sanctioned strength. Administrative requirement of appropriate placement and staffing in each office would have primacy subject to minimum tenure of two years.

5.3. Transfer on promotion is the norm and upon promotion in Section Supervisor, an official will be transferred ordinarily unless less than 02-year service is remaining. Options shall be called for effecting transfers on promotion.

5.4. General Norms of tenure

5.4.1. A tenure for Section Supervisor is two years.

5.4.2. A Section supervisor will ordinarily be transferred from a duty office after continuous 04 tenures (08 years). In cases of single duty office in a State, the larger jurisdiction of Zone would be applicable.

5.4.3. However, such officials whose superannuation is less than 02 years should ordinarily not be transferred.

5.4.4. Upon transfer after 04 tenures in one duty office (08 years), at least one tenure of 03 years in another duty office is required to be completed before request for transfer to prior duty station.

5.4.5. Cumulatively, within jurisdiction of one Regional Office, Section Supervisor can serve for maximum period of 12 years.

5.5. As a general norm transfer should be done to proportionately deficient offices in the Zone from amongst the eligible officials. However, if there are not enough officials available, then such officials will be posted who have maximum tenure as Section Supervisor at their respective duty offices.

5.6. Mutual Transfers

5.6.1. Request for Inter-State mutual transfer may be made on temporary basis for 06 years. Seniority will be maintained by original cadre controlling authority and after completion of 06 years, each official will get re-patriated automatically.

5.6.2. Officers desirous of Inter-State mutual transfers may form pairs of requests for mutual transfers. In case of Inter-State requests involving separate Zones, the request shall be submitted to Head Office and in case of Inter-State requests in same Zone to the Zonal Office concerned. Requests shall be submitted in such form as prescribed. This will not be subject to recruitment social category or recruitment quota (SQ or EQ).

6. Rules governing transfer of Ministerial Cadres

- 6.1. Normal liability of transfer for these officials will be anywhere in India.
- 6.2. An official will be transferred after continuous 04 tenures (08 years) in these cadres. Such official will ordinarily not be transferred whose superannuation is less than 02 years.
- 6.3. Upon transfer after completion of 04 tenures (8 years), one cooling off tenure of 03 years would be mandatory after which official can request for prior duty office. Maximum Ceiling for posting at one Duty Office will be 12 years.
- 6.4. Transfer on promotion is the norm.
- 6.5. While implementing the above, the Competent Authority may examine administrative feasibility and accordingly transfer can be made in staggered manner from pool of eligible officers as per their stay at a duty office in descending order.

6.6. Transfer on mutual requests:

- 6.6.1. Transfer on mutual request can be exercised on All India basis.
- 6.6.2. Officers desirous of mutual transfers may form pairs of requests for mutual transfers and give request to Head Office through prescribed mode.

7. Transfer on request basis

- 7.1. Transfer requests can be made on grounds covered by DOPT guidelines (spouse, differently abled, approaching superannuation within 02 years, etc) or other extremely genuine cases.
- 7.2. As normal transfer liability of EO/AO is within State/Zone (whichever is larger) and state wise roster is maintained, Inter-State Transfer requests of DR EO/AO would be considered on permanent basis, limited to 50% of DR quota vacancies in destination State. Inter-State Transfer requests of DP EO/AO would be considered on temporary basis subject to vacancy for period of 06 years only and their lien will be maintained at the parent State.
- 7.3. As normal transfer liability of SS cadre is within a State and State wise roster is maintained, Inter-State Transfer requests would be considered in extremely genuine cases on temporary basis for period of 06 years only.

8. Redressal of Grievances

- 8.1. Every Group B Official aggrieved by an order of transfer may make application before the Competent Authority as per schedule.
- 8.2. Grievance from a Group B Official whose request for transfer is not disposed off within reasonable time can also make such a request.
- 8.3. All such grievances shall be received online through HrSoft or any other mechanism prescribed.
- 8.4. Grievance Redressal Committee:
 - 8.4.1. At Headquarter level: Grievance Redressal Committee shall consist of three ACCs nominated by CPFC who were not part of GB-TC. It shall consider grievances against the orders issued by Headquarters.
 - 8.4.2. At Zonal level: Grievance Redressal Committee shall consist of three senior most Commissioners (ACC/ RPFC-I/RPFC-II) in the Zone / State) who were not part of GB-TC. It shall consider grievances against the orders issued by ACC (HQ) / ACC Zone (both State and Zone).
- 8.5. The Grievance Committee shall submit its recommendation to the Competent Authority with reasons.
- 8.6. The Competent Authority shall dispose the grievances and such disposal shall be communicated to the concerned official through HR Soft or any other prescribed mode.
- 8.7. All other grievances outside AGT shall be disposed off in a reasonable time frame normally not exceeding three months.

9. Miscellaneous

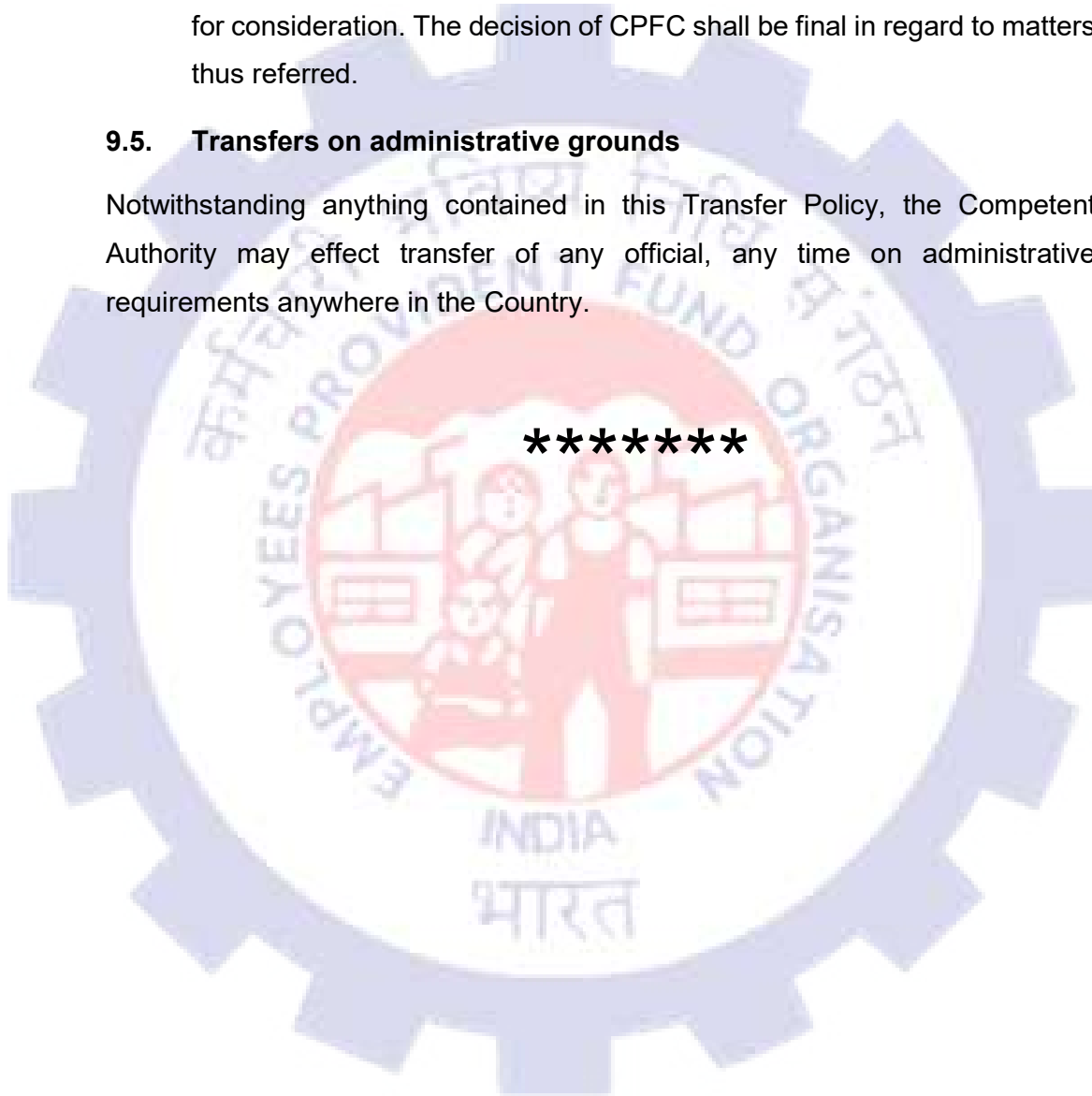
- 9.1. All subsequent amendments to the TP-GB 2025 shall be incorporated in this Policy and a consolidated Transfer Policy shall be duly published on the web site.
- 9.2. RPFC I (HRM) / RPFC I (Zonal Office) shall serve as nodal officer and shall be responsible to initiate the process of AGT as per timelines.
- 9.3. Residential 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 extant 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.

9.4. **Power to remove difficulties:** In case of any doubt regarding any of the provisions of the TP-GB 2025, the matter shall be placed before the CPFC for consideration. The decision of CPFC shall be final in regard to matters thus referred.

9.5. Transfers on administrative grounds

Notwithstanding anything contained in this Transfer Policy, the Competent Authority may effect transfer of any official, any time on administrative requirements anywhere in the Country.





कर्मचारी भविष्य निधि संगठन
Employees Provident Fund Organisation

श्रम एवं रोज़गार मंत्रालय, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
मुख्यकार्यालय/ HEAD OFFICE



एन.बी.सी.सी सेंटर, ब्लॉक-2, ग्राउंड फ्लोर- 4th फ्लोर, ईस्ट किदवई नगर, नईदिल्ली -110023
NBCC Centre, Block-2, Ground Floor- 4th Floor, East Kidwai Nagar, New Delhi-110023
Website: www.epfindia.gov.in, www.epfindia.nic.in

No. HRD-I/87/2024/TransferPolicyReview/Misc/11227

Date:- 30.01.2025

To,

All ACC (HQ)/ Director (PDNASS)/
ACC Zones & Head Office/
All RPFCs-in-charge of Regional Offices/
Zonal Training Institutes

Sub: - Transfer Policy for Group 'C' Cadres in EPFO 2025- reg

Sir/Madam,

The approved Transfer Policy for Group 'C' Cadres in EPFO, 2025 is hereby placed in public domain and thus notified for information of all.

(This issues with the approval of the Competent Authority)

Yours faithfully,

[Handwritten Signature]
30/1/25

Enclosures: As above.

(Saurabh Tripathi)
Regional P.F. Commissioner-I (HRD-I)

Copy to:-

1. RPFC, NDC for web circulation

[Handwritten Signature]
(Saurabh Tripathi)
Regional P.F. Commissioner-I (HRD-I)

Transfer Policy for Group C Cadres in EPFO, 2025

1. Introduction & outline

- 1.1. This policy may be called “Transfer Policy for Group C Cadres of EPFO, 2025” hereinafter, referred to as TP-GC 2025.
- 1.2. This policy supersedes the existing guidelines for transfer or rotation or Inter Regional (State) Transfer for the cadre of SSA and other Group C as amended from time to time.
- 1.3. TP-GC 2025 shall be applicable to all MTS, LDC, UDC, Social Security Assistants (SSA) including the Senior Social Security Assistants (SSSA).
- 1.4. All LDC, UDC, SSA/ SSSA are liable to serve anywhere in the respective States to which they are appointed.
- 1.5. The Nature of work of SSA/Sr. SSA cadre can broadly be categorised into Three Distinct Categories: Accounts & Pension, General Administration and Compliance & Recovery.
- 1.6. All posts are divided into two categories - Sensitive and Non-Sensitive, as per CVC guidelines of 1999 (as amended from time to time). The Central Vigilance Commission (CVC) guidelines of rotation on sensitive posts shall be strictly observed.
- 1.7. Place of posting of an official will be called Duty Office. Duty Office is an independent posting unit like Regional Office, District Office, Zonal Office, Head Office, Training Centre.
- 1.8. All transfer and postings of Group C Cadre shall be effected by the Competent Authority in accordance with the instant TP-GC 2025. The Competent Authority will be advised by the recommendatory body called “Group C Transfer Committee” (GC-TC).
- 1.9. ACC (HQ)/ ACC Zone (In Charge of State) before undertaking the exercise stated above shall fix the number of SSA/SSSA for each office on the basis of available workforce in his State and distribute proportionately as per sanctioned strength of each office.

- 1.10. An official due for transfer or desirous of making request may give choice of 5 duty offices, and such options shall be received through HR Soft or any other method prescribed.
- 1.11. Intra-State request transfers shall normally be considered at the time of Annual General Transfers (AGT) along with Annual Rotational Transfers. All officials can request for premature transfer during AGT.
- 1.12. During first 9 years, a Group C official should not be considered for deputation except it can be allowed after 06 years' service on spouse grounds. Deputation should generally be encouraged and shall be denied only in the case where shortage in the grade is more than 30% of the sanctioned posts. Zonal Office should have proportionate officials in each grade amongst regional offices in the Zone. And thus, Donor office should be proportionately compensated if its strength is proportionately less.
- 1.13. All periods spent on deputation, foreign assignment or study leave shall not be counted for the purpose of tenure.
- 1.14. Composite Transfer Grant, Joining Time and other benefits pursuant to request transfer shall not be admissible in all cases of intra-state and inter-state request transfers. However, in cases where request is made against transfer done on administrative ground and such request is acceded to after two years of continuous service, then CTG and other benefits will be allowed.
- 1.15. A SSA/SSSA transferred as per the GC-TC norms on Inter State Transfer basis shall be eligible to apply for the various Limited Departmental Competitive Examinations in the various cadres only in his/her parent State where he/she holds his /her seniority/ lien.
- 1.16. While disposing request cases, Transfer Committee would consider DOPT instructions on:
 - 1.16.1. Posting of spouses/ Persons with Disability etc: Posting of spouses and persons with Disability / Persons who are caregivers of Disabled Dependents etc shall be regulated as per extant guidelines issued by DoPT, Government of India.

1.16.2. The norms for transfer in respect of Officers due to retire within two years to the extent administratively feasible shall be guided by the norms of DoP&T.

1.16.3. Tenure of posting in J&K, North-Eastern Region (NER) and Andaman & Nicobar Islands shall be guided by the policy of Government of India on transfer and tenure for such places. Further any concessions granted by DOPT/ Government of India for any these postings or other hard postings would be applicable to officers of Central Board.

2. The Competent Authority

2.1. The Competent Authority for considering applications for transfer, placement or overstay and effecting all transfers and placement or disposing such application from an SSA shall be as under:

S.N.	Authority	Extent of description of power
1.	Additional Central Provident Fund Commissioner (HQ)(HR)	For Inter State Transfers of Group C on administrative grounds, request basis, including mutual requests
2.	ACC (HQ)/ACC Zone (In Charge of State)	For all MTS, LDC, UDC, SSA/SSSAs within the State / Zone.
3.	RPFC (OIC) Regional Office	Rotation transfer of MTS, LDC, UDC SSA/SSSAs within the jurisdiction of the office including District Office as per norms of TP-GC 2025 only.

* In respect of North East Region, this shall refer to the ACC(Zone) of NER and for the rest, the same shall refer to the ACC(Zone) who is in Charge of the Political State concerned.

The recommendation of GC-TC shall be placed before the Competent Authority for consideration for transfers.

2.2. Notwithstanding the above, CPFC shall have full powers for transfer, rotation and Inter-State Transfer of any Group C.

2.3. The GC-TC will be a Three Member Committee at the various levels comprising as follows:

- 2.3.1. At HQ Level: - ACC (HR), ACC nominated by CPFC and the RPFC-I (HR) as Convenor of the Committee.
- 2.3.2. Multi-Zone State: - In case of Multi Zone State, it will comprise of ACCs of the Zone, senior-most RPFC-I in Regional Offices under jurisdiction of the Zone and RPFC-I looking after HR matters in Zone.
- 2.3.3. At Zonal Level – RPFC-I in the Zone looking after HR matters would be the convenor and the two Seniormost RC-I amongst the Regional Offices situated within State/Zone. However, Zonal ACC(HQ)/Zonal ACC can nominate any other RC-I/RC-II in place of the seniormost RCI if RC-Is are not available.
- 2.3.4. At Regional Level: - Internal Rotation Committee (IRC) – 3-member committee consisting of RPFC/APFC (Admin) and other RPFC-II/APFCs and if unavailable senior EO/AO of the office nominated by the OIC.
- 2.4. GC-TC would also make recommendations for Inter-State transfers at Regional, Zonal and HQ level.

3. Schedule for transfers

- 3.1. All Inter-State transfers, including mutual transfers shall be carried out before Annual General Transfers as per Schedule given below:

S.N.	Schedule of Activity	Timelines
1	Preferring request for inter-state transfer. Request for mutual transfers should be in pairs	01 – 15 October
2	Scrutiny of requests	16 th October – 15 th November
3	Disposal of requests & issuing of order	On or before 30 th November
4	Online Grievance representation	By 5 th December
5	Recommendation of Grievance Committee	By 20 th December
6	Disposal of grievances	On or before 31 st December

3.2. Time schedule for various procedures/actions related to the Annual General Transfer shall be as prescribed in the Table below.:

Date	Exercise
December 1-31	Preparatory work and calling of options
January 1 -15	Submission of Options. 15 th January shall be last date for submission of options
January 16 - February 15	GC-TC to prepare the panel and submit recommendations to Competent Authority
February 28	Final Order for AGT to be issued.
March 01-05	Online grievance representation by those aggrieved by order of AGT.
March 06-10	Compilation of Grievances by respective HRM and forwarding to Grievance Committee
March 11-20	Recommendations and comments of the Grievance Committee to the Competent Authority
March 21-30	Disposal of grievance representation by Competent Authority with reasons.
March 31	Finalization of AGT. Date of issue of order for any changes.
April 30	Permissible last Date for joining and end of AGT cycle

Note 1: Reference to a date in this table shall be taken as the next working day in case the indicated date happens to be a public holiday or a weekend.

Ordinarily above schedule be strictly followed and barring extraordinary situations, AGT transfer order shall be issued latest by 30th April of concerned AGT cycle.

Record Date under this policy for calculation of service and eligibility shall be 1st May of the Transfer Year (AGT Cycle Year).

4. Rules governing transfer in Cadre of SSA

- 4.1. Primary consideration behind these transfers would be administrative efficiency and requirement.
- 4.2. Each Year before AGT, Zonal Office will evaluate in position strength in respect of each offices vis-à-vis in-position strength cumulatively in

zone and identify deficient and surplus regions based on proportionate analysis.

4.3. Norms for transfer:

4.3.1. One tenure would be two years.

4.3.2. An official in this category would be due for transfer from a duty office after continuous 05 tenures (10 years) in that duty office. However, such officials would ordinarily not be due for transfer who are due to retire within 02 years.

4.3.3. Transfer would be made from surplus region to deficient region from panel of officials due for transfer.

4.3.4. Panel of officials would be prepared in decreasing order of period of their stay in a duty office and all those officials with higher tenure at duty office will be transferred from surplus regions to deficient regions.

4.3.5. A minimum of three years cooling off will be observed for that official posted to deficient region and after three years he can again request for prior duty office.

4.4. Norms for rotation for all Group C officials

4.4.1. In an office, an official will be rotated every two years.

4.4.2. Not more than three continuous tenures in Accounts and not more than two continuous tenures in Compliance and Administration are allowed.

4.4.3. Within these sections, internal rotation is to be carried out each two years. However, official can be rotated from Accounts to Compliance and Administration and vice-versa.

4.4.4. As far as feasible, all efforts should be taken to ensure that same establishment is not assigned/ mapped upon rotation of an official from one account group to another. Similarly, internal rotation within compliance and administration will be done even if same official is posted in that section. Illustration: If an official is rotated from accounts to accounts, list of establishments mapped to him should be distinctly different. In case such an eventuality is not feasible, such thing should be recorded in writing along with reasons. Similarly, official rotated between administration section should have different set of task

assignment than previously assigned tenure. For compliance, circle and jurisdiction shall be changed in case of rotation between compliance to compliance.

- 4.5. Notwithstanding above, an OIC may recommend transfer of any Group C officials on administrative grounds to the Competent Authority.

5. Intra-State Request Transfers

Intra-state request transfers shall be both mutual and non-mutual.

5.1. Intra-State Mutual transfers

Officials desirous of Intra-state mutual transfers may form pairs of requests for mutual transfers and give request to Zonal In-charge through HRSoft/ IT Platform or any other mode prescribed.

5.2. Intra-State Request transfers (non-mutual)

Transfer request for Intra-State transfers can be made on grounds covered by DOPT (spouse, differently abled, approaching superannuation within 02 years, etc) and other compassionate grounds.

- 5.3. Schedule for Intra-State transfer request will be same as of AGT.

6. Inter-State Requests Transfers (IST)

Inter-state request transfers shall be both mutual and non-mutual.

6.1. Request for inter-state mutual transfer

- 6.1.1. Officials desirous of Inter-state mutual transfers may form pairs of requests for mutual transfers and give request to Head Office through HRSoft/ IT Platform or any other mode prescribed.

- 6.1.2. **Permanent mutual transfer inter-state:** Permanent mutual transfers will be applicable only for DR quota officials subject to same recruitment social category. In such cases, all involved officials will lose their seniority and will be placed at the bottom of their State seniority list in the concerned cadre. However, their pay will get protected.

- 6.1.3. **Temporary mutual request for 06 years:** This will be applicable for 06 years for all mutual request cases including those where recruitment

social category or recruitment quota (DR or SQ) is not same. In such cases, seniority will be maintained by original cadre controlling authority and after completion of 06 years, each official will get re-patriated automatically.

6.2. Inter-State Request Transfers (non-mutual)

- 6.2.1. For Inter State Transfers, the requests for transfer of SSA cadre out from the State shall not exceed 5% of the sanctioned strength under Direct Recruitment quota of that State as on 31st December of that year.
- 6.2.2. For IST, the total number of SSA to be transferred to a State shall not exceed 50% of the vacancies under Direct Recruitment quota in that State as on 31st December of that year.
- 6.2.3. **Permanent inter-state transfer:** Permanent transfers will be applicable only for DR quota officials subject to availability of same recruitment social category vacancy. In such cases, all involved officials will lose their seniority and will be placed at the bottom of their State seniority list in their cadre. However, their pay will get protected.

6.3. Fixation of seniority in case of permanent Inter-State Transfer (IST)

- 6.3.1. In case of multiple transfers in a recipient state, all such cases will be placed at bottom of the seniority of all SSAs in position in that state.
- 6.3.2. Their respective inter-se seniority will be based on year of recruitment. An official recruited in earlier year, will be placed above an official recruited in later year.
- 6.3.3. If more than one official is recruited in the same year and belongs to same donor state, then inter-se seniority of the officials in donor state will be followed.
- 6.3.4. In case they are recruited in same year, but belong to different state with different seniority, then person with higher marks in their recruitment exam will be placed senior.
- 6.3.5. In case of same recruitment year and same marks with different donor states, then person joining earlier will be placed senior in inter-se seniority.

7. Principles & procedures governing permanent inter-state request transfers

7.1. Action to be taken at Field Office (RO/ZO level)

- 7.1.1. From each office, 10% of in-position strength of officials can give request for Inter-State transfer. In case more requests are received, office will forward cases of upto 10% of in position strength based on seniority as **Normal cases**.
- 7.1.2. Apart from above, each regional office may send upto 02 deserving cases on the recommendation of GC-TC in Regional office covered under DOPT norms (spouse, differently abled) and other compassionate grounds with justification recorded as **Special cases**.
- 7.1.3. Upon receipt of all normal cases from regions of a state under its jurisdiction, cases equalling 05 % of in-position strength in SSA cadre in that State shall be sent by Zonal Office to Head Office.
- 7.1.4. Apart from above, a zone can send maximum upto 10 Special cases on recommendation of GC-TC in Zone based on DOPT covered norms. (spouse, differently abled) and other compassionate grounds with justification recorded.

7.2. Action to be taken at Head Office Level

- 7.2.1. After receipt of Normal and Special cases from all Zones, lists will be compiled by Head Office for deciding priority in all States.
- 7.2.2. In Normal cases, all such cases for each destination state would be arranged based on year of recruitment, seniority and other such criteria as would be decided by HRM of Head Office for effective implementation.
- 7.2.3. Further, a list of Special Cases for each destination state would also be prepared.
- 7.2.4. A maximum of 50% vacancies under DR quota of the destination state would be utilised for such Inter-State transfers. Of these available vacancies for Inter-State transfers, 75% would be for Normal cases and 25% for Special cases.

- 7.2.5. Based on above two lists, GC-TC at Head Quarter will prepare two lists to a destination state for recommendation. In Normal cases, recommendations will be made based on list so prepared on criteria as mentioned above. However, in Special cases, GC-TC will go into merits of each case and make recommendations and submit to the competent authority who shall take final decision in the matter.
- 7.2.6. Thereafter list of remaining officials in Normal Cases will be publicly declared along with their current standing for information of all concerned.
- 7.2.7. In the next cycle, those officials can prefer request who had not done in previous cycle and those whose name exist in previous cycle may withdraw their requests. On withdrawal, their name shall be removed from the list. In case of new requests, all such requests will be bunched below previous list in Normal Cases in accordance with rules specified above. However fresh list will be prepared for Special cases by the Zone and forwarded to HO.

8. Redressal of Grievances:

- 8.1. Every Group C official aggrieved by an order of transfer may make application before the Competent Authority as per schedule.
- 8.2. Grievance from an official whose request for transfer is not disposed off within reasonable time can also make such a request.
- 8.3. All such grievances shall be received online through HrSoft or any other mechanism prescribed.

8.4. Grievance Redressal Committee:

- 8.4.1. **At Headquarter level:** Grievance committee shall consist of three ACCs nominated by CPFC who were not part of GC-TC. It shall consider grievances against the orders issued by Headquarters.
- 8.4.2. **At Zonal level:** Grievance committee shall consist of three senior most Commissioners (ACC/ RPFC-I/RPFC-II/APFC) in the Zone / State) who were not part of GC-TC. It shall consider grievances against the orders issued by ACC (ZONE) (both State and Zone).

- 8.5. The Grievance Committee shall submit its recommendation to the Competent Authority with reasons.
- 8.6. The Competent Authority shall dispose the grievances and such disposal shall be communicated to the concerned official through HRSoft or any other mode prescribed.
- 8.7. All other grievances outside AGT shall be disposed off in a reasonable time frame normally not exceeding three months.

9. Miscellaneous:

- 9.1. All subsequent amendments to the TP-GC 2025 shall be incorporated in this Policy and a consolidated Transfer Policy shall be duly published on the web site.
- 9.2. RPFC I (HRM) / RPFC I (ZONAL OFFICE) (STATE) / RPFC I (Nearest Regional Office of Zone) shall serve as nodal officer and shall be responsible to initiate the process of AGT as per timelines. The Nodal officer shall also be charged with the duty of seeking views of stakeholders regarding difficulties faced by them or improvements to be made to this Policy and to compile and refer such cases to Headquarters.
- 9.3. Residential 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.
- 9.4. **Power to remove difficulties:**
 - (i) In case of any doubt regarding any of the provisions of the TP-GC 2025, the matter shall be placed before the CPFC for consideration. The decision of CPFC shall be final regarding matters thus referred. The same shall be placed before the Central Board of Trustees in its next meeting for information.

- (ii) In case of any difficulty in the implementation of the Policy that may be noticed, amendments may be recommended in the TP-GC 2025 and placed before the Central Board for approval. Each such amendment of the Policy along with a consolidated Transfer Policy, after incorporating such changes, shall be formally notified and shall also be placed in the public domain.

9.5. Transfers on administrative grounds

Notwithstanding anything contained in this Transfer Policy, the Competent Authority may effect transfer of any official any time on administrative requirements anywhere in the Country.

