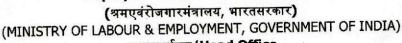
कर्मचारीभविष्यनिधिसंगठन

Employees' Provident Fund Organisation







File No.: HRD/30/2022/TransferPolicy /SSA/1466

Date:

2 5 NOV 2025

To,

All ACC (HQ)/Director(PDUNASS)

All ACC Zones & Head Office/

All RPFCs/OIC of Regional Offices/

All RPFC ZTIs/RPFC (ASD)

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

Reference: Head Office circular no. HRD-I/87/2024/TransferPolicyReview/Misc/1227

Sir/Madam,

Certain clarifications/modifications are being made in the *Transfer Policy for Group 'C'*Cadres, 2025. The same are hereby circulated for information and necessary action:

- a) The Transfer Policy shall apply to all Group 'C' employees.
- b) It is clarified that the transfer of Social Security Assistants (SSAs) after completion of 10 years of service in a particular office is not mandatory according to *Transfer Policy for Group 'C' cadre, 2025*. However, each Zone must ensure equitable and judicious distribution of manpower across all its Regional and District Offices, so that the work of any office does not suffer due to inadequate staffing in comparison to other offices.

c) Further, the schedule of inter state transfers including mutual transfers as given in clause 3.1 of the Transfer Policy is being modified to align it closely with AGT:

S.N.	Schedule of Activity	Existing Timelines	Modified Timelines
1	Preferring request for inter-state transfer.	01 – 15 October	01 – 10 th December
	Request for mutual transfers should be in		
	pairs		
	Scrutiny of requests	16th October – 15th	10 th December -
		November	30 th December
	Disposal of requests & issuing of order	On or before 30th	On or before 15 th
3	Disposar of reducests & issuing	November	January
4	Online Grievance representation	By 5th December	By 20th January
5	Recommendation of Grievan	ceBy 20th December	By 30th January
	Committee		(by Zonal Grievance
			Committee)
6	Disposal of grievances	On or before 31st	On or before 1
		December	February
			(by Head Office)

- d) For dealing with inter-state-transfer related grievances, a committee headed by Zonal ACC(HQ)/ACC shall be formed in respective states and the committee shall forward all grievances with its specific recommendations to HO on or before timelines indicated at point 5 of table above. Grievances received through any other channel shall not be entertained.
- This has approval of the Competent Authority.

Yours faithfully,

(Saurabh Tripathi)

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

Copy to:

- 1. OSD to CPFC
- 2. RPFC, NDC for web circulation
- 3. DD(OL) for Hindi version
- 4. Secretary General AIEPF Staff Federastion
- 5. Secretary General, AIEPF Employees Sangh.

(Saurabh Tripathi)

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