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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(10)2017/AGT/47

Dated:

To

27 JAN 2017

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

Sub.: Annual General Transfer (AGT) 2017 - Calling for online options through the HR Software Logins of officers – reg.

Sir,

The transfer policy of the Commissioners cadre has been circulated vide Head Office Letter No. HRD/3/2015/Pr.II/34825 dated 06.01.2016 for information of all concerned by web circulation on official website. In accordance with the above said transfer policy guidelines, the Annual General Transfer of Group 'A' officers due to be made during the year 2017-18 is to be undertaken.

2. Accordingly, to initiate the process, all Group 'A' officers in the cadre of ACC-I, ACC-II, RPFC-I, RPFC-II and APFC who have completed their tenure in their respective places of posting as per the guidelines in the transfer policy are required to prefer their options for posting for consideration.

3. It has been further decided that the options for place of posting are to be provided **only** through the online facility for which necessary facility for filing the options that has been provided in the HR Software application. Application submitted by /through any other mode shall not be considered. **The transfer options can be preferred by logging into the HR Software (URL <http://hr.epfoservices.com/hrm/Login.aspx>) using the login credentials of each officer.** It may be ensured that in the Login screen the 'EPF Employee' radio button is selected and both user login password and profile password (in the screen after initial login) are required to be entered to activate the 'Transfer Request' link at the bottom of the side panel of the screen. It may be mentioned that all officials have already been directed to create their personal login in the HR Software and they should do the same immediately, if not done so far. Non creation of the login will not be considered as valid grounds for non-filing of the options or for preferring written option instead of online.

4. In filing the options, the officers who have completed their tenure at the present place of posting should use the 'General Transfer' Radio Button under the 'Select Transfer Type' band in the 'Transfer Request' page. The officers will be able to select three cities (where RO/SROs are located) where they wish to be posted. In case they want to be posted in any specific office, the same can be mentioned in the 'Remarks' Text Box. However, it may be mentioned that in the normal course only the option for the city as a whole will be considered and the officer may be posted in any office in the selected city depending upon position of vacancy. The options can be edited and updated till the last date for filing the options. The options that are recorded as on the last date of preferring the option will only be considered during the AGT process.

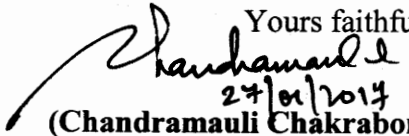
5. Officers who have not completed the tenure in their present place of posting and are desirous of preferring request transfer may also file their options using the 'Request Transfer' Radio Button under the 'Select Transfer Type' band in the 'Transfer Request' page. The officer will be able to select three cities (where RO/SROs are located) where they wish to be posted. Such officers are required to submit their request transfer option along with the reason for request duly selected from the drop down menu. The details of the reason can be mentioned in the 'Remarks' Text Box. **It is also mentioned that officers who had submitted written request transfer applications earlier must prefer the request under the online mode again. Any written request transfers submitted earlier would not be considered in the AGT process and only the online requests would be considered.**

6. The position of the vacancies at a station as well as the officers who have completed tenure at a particular station is being made available on the official website at the links given below:

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|----------------------|--|
| (i) ACC (Grade I) | - Summary of vacancy /Disposition- link ACC_I_Disposition |
| (ii) ACC (Grade II) | - Summary of vacancy /Disposition- link ACC_II_Disposition |
| (iii) RPFC (Grade I) | - Summary of vacancy /Disposition - link RPFC_I_Disposition |
| (iv) RPFC (Grade II) | - Summary of vacancy /Disposition - link RPFC_II_Disposition |
| (v) APFC | - Summary of vacancy /Disposition- link APFC_Disposition |

7. It is also emphasized that all officers may carefully read the instructions in para 3-5 above for filing their options. **The last date for filing the online options for both 'General Transfer' and 'Request Transfer' is February 27, 2017.** It is reiterated that no option in writing or option given under any other mode will be entertained or accepted. If an officer, who has completed tenure in the present place of posting, does not submit his/her online option by the last date of filing options then it will be assumed that the officer has no option to make and transfer may be effected as per the decision taken by the competent authority.

(This issues with the approval of CPFC).

Yours faithfully,

27/01/2017
(Chandramauli Chakraborty)
Addl. Central Provident Fund Commissioner-II(HRM)