



कर्मचारी भविष्य निधि संगठन  
**Employees' Provident Fund Organisation**  
श्रम एवं रोजगार मंत्रालय, भारत सरकार  
Ministry of Labour & Employment, Government of India  
भविष्य निधि भवन / Bhavishya Nidhi Bhawan  
14, भीकाजी कामा प्लेस, नई दिल्ली 110066  
Bhikaiji Cama Place, New Delhi 110066  
[www.epfindia.gov.in](http://www.epfindia.gov.in)



No. HRM-IV/1(12)2012/KN/Vol.II/

16770

Dated: 23.01.2019

23 JAN 2019

To,

All Additional Central Provident Fund Commissioner (HQ) (Zones)/Director, PDNASS,  
All Additional Central Provident Fund Commissioner (Zones)  
All Regional Provident Fund Commissioner, Regional Offices/RPFC (ZTI)/SZTI)

**Subject:- Inter Regional (State) Transfer Policy for the cadre of SSA- Calling for online options through HR Software logins of SSAs- Reg.**

**Ref : This office letter No. HRM-IV/1(12)2012/KN/Vol.II/16760 dated 22.01.2019**

Sir/Madam,

In continuation to this office letter under reference dated 22-01-2019, the Screen Shots of the facility which were enclosed may be replaced by the new Screen Shots enclosed herewith.

Encl: Screen Shots of the facility

Yours faithfully

(Uma Mandal)

Additional Central P.F. Commissioner (HRM)

Request page for the applicant made available in HR Soft Login of all the SSA's and SSSA's

**Application For Inter Jurisdictional Transfer**

1. Name of the Applicant (Designation)	AMARDEEP [ SSSA ]	
2. Present Place Of Posting	DELHI NORTH	
3. DOJ in EPFO [dd/mm/yyyy]	12/01/2004	
4. Designation at time of Joining	LDC	
5. State Where Transfer Sought	Select	
6. Offices Where transfer sought /requested with in State (Option 1)	Select	
Select Office (option 2)	Select	
Select Office (option 3)	Select	
7. Grounds on Which Transfer is Requested*	Select	
8. Remarks *		
9. Forward Application To :		
Office *SELECT	Designation *SELECT	Officer *SELECT
10. Upload Document in support of Reason Above *	Choose File No file chosen	
11. Describe Uploaded Document *		

Data Entry done by the applicant

1. Name of the Applicant (Designation)	AMARDEEP [ SSSA ]	
2. Present Place Of Posting	DELHI NORTH	
3. DOJ in EPFO [dd/mm/yyyy]	12/01/2004	
4. Designation at time of Joining	LDC	
5. State Where Transfer Sought	PUNJAB	
6. Offices Where transfer sought /requested with in State (Option 1)	AMRITSAR	
Select Office (option 2)	BHATINDA	
Select Office (option 3)	CHANDIGARH	
7. Grounds on Which Transfer is Requested*	Medical	
8. Remarks *	medical ground	
9. Forward Application To :		
Office *HEAD OFFICE	Designation *AD(S)	Officer *ANIL KUMAR
10. Upload Document in support of Reason Above *	Choose File download.pdf	
11. Describe Uploaded Document *	medical documents uploaded	

Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India  
Last Updated On: Jun 2018 ( V 2.22 ) ( -1 )  
Best viewed in 1500x780 resolution in IE 8 or Above.

## Request Successfully Submitted Page


[Go to Menu Page](#)

### Application For Inter Jurisdictional Transfer

Request Submitted successfully. Kindly check the status in 'STATUS OF REQUEST' page

Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India  
Last Updated 06, Jun 2018 ( V 2.22 ) ( : : )  
Best viewed in 1366x768 resolution in IE 8 or above.

## Request Status Page made available in HR Soft Login of SSA

 (A Statutory Body Under Ministry of Labour & Employment, Government of India)


[Go to Menu Page](#)

### Status of Inter Jurisdictional Transfer Request

S.No	REQUEST ID	REQUEST DATE	STATUS	LAST ACTION DATE	APPLICATION	UPLOADED FILE
1	2201191150452303	22/01/2019	From AMARDEEP, SSSA To ANIL KUMAR, AD(S) With Action New Request and Remarks NA	22/01/2019	<a href="#">REPORT</a>	<a href="#">FILE</a>

Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India  
Last Updated 06, Jun 2018 ( V 2.22 ) ( : : )  
Best viewed in 1366x768 resolution in IE 8 or above.

## Applicant application's History Report

 (A Statutory Body Under Ministry of Labour & Employment, Government of India)

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### Status of Inter Jurisdictional Transfer Request

S.No	REQUEST ID	REQUEST DATE	STATUS	LAST ACTION DATE	APPLICATION	UPLOADED FILE
1	2201191150452303	22/01/2019	From AMARDEEP, SSSA To ANIL KUMAR, AD(S) With Action New Request and Remarks NA	22/01/2019	<a href="#">REPORT</a>	<a href="#">FILE</a>

Application for Inter Jurisdictional Transfer

- Name of applicant : AMARDEEP
- Present Designation : SSSA
- Present Place Of Posting : DELHI NORTH
- Date of joining in EPFO : 12/01/2004
- Designation at the time of Joining : LDC
- State where transfer sought : PUNJAB
- Office where transfer Sought / requested within state : BHATINDA  
: CHANDIGARH
- Compassionate ground on which transfer is requested : Medical
- Documents to be Uploaded in support : medical documents uploaded

Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India  
Last Updated 06, Jun 2018 ( V 2.22 ) ( : : )  
Best viewed in 1366x768 resolution in IE 8 or above.

## Approvers' login – Task pending list of applications

(A Statutory Body Under Ministry of Labour & Employment, Government of India)

Go to Menu Page

### INTER - JURISDICTIONAL TRANSFER OF SSA / SSSA

REQUEST RECEIVED										
S.No.	REQUEST ID	EID	NAME ( DESIGNATION )	PRESENT POSTING	CREATED DATE	FORWARDER BY	ACTION	RECEIVED ON	PENDING SINCE	
1	220119115042203	AK300775089120104	AMARDEEP   SSSA	DELHI NORTH	22-01-2019 11:50:45	AMARDEEP   SSSA	New Request	22-01-2019 11:50:45	0 Days	

## Action Page for the approver in the personal HR Soft Login of the Approver

INTER - JURISDICTIONAL TRANSFER OF SSA / SSSA

#### 1. BASIC DETAILS

EID	NAME	PRESENT DESIGNATION	DOJ	DOJ	DOJ	LENGTH IN SERVICE
AK300775089120104	AMARDEEP	DELHI NORTH	10-01-1975	10-01-2004	11-07-2016	15

#### 2. REQUEST DETAILS

REQUEST ID	CREATED ON	PREFERRED STATE	1ST PREFERENCE	2ND PREFERENCE	3RD PREFERENCE	REQUEST TYPE / REMARKS	DOCUMENT UPLOADED
220119115042203	22-01-2019 11:50:45	PUNJAB	AMRITSAR	BHATINDA	CHANDIGARH	New Request	upload_documents.jpg

#### 3. REQUEST MOVEMENT

S.No.	FROM	TO	ACTION TAKEN ON	ACTION	REMARKS	VIG FEED
1	AMARDEEP   SSSA	ANIL KUMAR   AOS	22-01-2019 11:50:45	New Request		

#### 4. FORWARD / REJECT TRANSFER REQUEST

**Action:** Forward With Recommendation ▼

**Office:** HEAD OFFICE • **Designation:** RPFC-II • **Officer:** PRAMOD SINGH •

**Remarks:**

#### 5. VIGILANCE CLEARANCE

**VIGILANCE CLEARANCE**  CLEAR  NOT CLEAR \* I Am not Authority.  No file chosen

The CLEAR and NOT CLEAR options be selected by administration officer after obtaining VCC.

## Approver's – submission of application

localhost:2164 says  
DONE

ANIL KUMAR  
Office: HEAD OFFICE

Employees' Provident Fund Organisation  
(A Statutory Body Under Ministry of Labour & Employment, Government of India)

## Approver's dashboard – history of applications

S.No	REQ ID	APPLICANT	CREATED DATE	ACTION DATE	ACTION	FORWARDED TO	REMARKS	feedVig	FeedVigFile
1	2201191130462303	AMARDEEP, SSSA	22-01-2019	22-01-2019	Forward With Recommendation	PRAMOD SINGH, RPF-C-II	Forwarded		

Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India  
Last Updated (06, Jun 2018 (V 2.22)) (1:11)  
Best viewed in 1740x760 resolution in IE 9 or above.

## 2<sup>nd</sup> level approver- Cycle

S.No.	REQUEST ID	EID	NAME [ DESIGNATION ]	PRESENT POSTING	CREATED DATE	FORWARDER BY	ACTION	RECEIVED ON	PENDING SINCE
1	2201191130462303	AK30075009120104	AMARDEEP [ SSSA ]	DELHI NORTH	22-01-2019 11:50:45	ANIL KUMAR [ AD(S) ]	Forward With Recommendation	22-01-2019 11:50:45	0 Days

Action Page for the 2<sup>nd</sup> level approver in the personal HR Soft Login of the Approver- and uploading of VCC Report

**INTER - JURISDICTIONAL TRANSFER OF SSA / SSSA**

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**1. BASIC DETAILS**

ID	NAME	PRESENT DESIGNATION	DOB	DOJ	DOE	LENGTH IN SERVICE
HR32077AC16100104	AMARDEEP	ICELM NORTH	25-07-1978	10-01-2014	04-07-2018	15

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**2. REQUEST DETAILS**

REQUEST ID	CREATED ON	PREFERRED STATE	1ST PREFERENCE	2ND PREFERENCE	3RD PREFERENCE	REQUEST TYPE / REMAINS	DOCUMENT UPLOADED
22-01-2019-042202	22-01-2019 11:50:45	PUNJAB	AMRITSAH	BHATINDA	CHANDIGARH	Medical ground	000042-000000000000000000

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**3. REQUEST MOVEMENT**

S.No.	FROM	TO	ACTION TAKEN ON	ACTION	REMARKS	VIG FEED
1	AMARDEEP [SSSA]	ANIL KUMAR [AD(S)]	22-01-2019 11:50:45	New Request		
2	ANIL KUMAR [AD(S)]	PRAMOD SINGH [RPFCH]	22-01-2019 12:01:12	Forward With Recommendation	Forwarded	

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**4. FORWARD / REJECT TRANSFER REQUEST**

Action : Submit To HQ

Remarks :

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**5. VIGILANCE CLEARANCE**

VIGILANCE CLEARANCE     CLEAR     NOT CLEAR     I Am not Authority    Choose File pdf

The CLEAR and NOT CLEAR options be selected by administration officer after obtaining VCC

SUBMIT
CLOSE

2<sup>nd</sup> level approver's submission of the application to HQ



## 2<sup>nd</sup> level approver's dashboard of application's

Employees' Provident Fund Organisation (A Statutory Body Under Ministry of Labour & Employment, Government of India)									
S.No	REQ ID	APPLICANT	CREATED DATE	ACTION DATE	ACTION	FORWARDED TO	REMARKS	FeedVig	FeedVigFile
1	2201191150452303	AMARDEEP SSSA	22-01-2019	22-01-2019	Forwarded to HQ		APPROVED	CLEAR	2201191150452303_220119120446.pdf

Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India  
Last Updated on: Jan 2019 (V.2.22) (21)  
Best viewed in 1366x768 resolution in IE 8 or above.

## HRM Admin's Login Screen – DASHBOARD [SHOW ALL]

Employees' Provident Fund Organisation (A Statutory Body Under Ministry of Labour & Employment, Government of India)										
STATUS OF IRT REQUESTS : ALL										
S.No	REQUEST ID	REQUEST ON	OFFICER	PREFERENCE'S	REASON FOR REQUEST	DOCUMENT UPLOADED	REMARKS	VIGILANCE STATUS	ACTION TAKEN	receivedOn
1	2201191150452303	22/01/2019	AMARDEEP SSSA DELHI NORTH	PUNJAB, AMRITSAR, BHATINDA, CHANDIGARH	Medical	medical documents uploaded	medical ground	CLEAR	Approved by PRAMOD SINGH, RPPC-4, HEAD OFFICE	22/01/2019

[APPROVED]

Employees' Provident Fund Organisation (A Statutory Body Under Ministry of Labour & Employment, Government of India)										
STATUS OF IRT REQUESTS : APPROVED										
S.No	REQUEST ID	REQUEST ON	OFFICER	PREFERENCE'S	REASON FOR REQUEST	DOCUMENT UPLOADED	REMARKS	VIGILANCE STATUS	ACTION TAKEN	receivedOn
1	2201191150452303	22/01/2019	AMARDEEP SSSA DELHI NORTH	PUNJAB, AMRITSAR, BHATINDA, CHANDIGARH	Medical	medical documents uploaded	medical ground	CLEAR	Approved by PRAMOD SINGH, RPPC-4, HEAD OFFICE	22/01/2019

[REJECTED]

Employees' Provident Fund Organisation  
(A Statutory Body Under Ministry of Labour & Employment, Government of India)

Logged in IP : ::1 Last Logged In on : January 22, 2019 , 12:01:36 Chrome 71.0

No Data Found

SHOW ALL APPROVED REJECTED

STATUS OF IRT REQUESTS : REJECTED

NO RECORD FOUND

After successful submission of an application to HQ- by zonal ACC

Employees' Provident Fund Organisation  
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VIEW ALL IRT REQUEST SUBMITTED TO HQ

S.No.	RegID	wnDetail	pdf	Complains/Gravities	DocumentType	Remarks	DOWNLOAD	receivedOn	receivedOn	receivedOn	FILE
1	2201191150452303	AMARDEEP SSSA DELHI NORTH	PUNJAB AMRITSAR BHATINDA CHANDIGARH	Medical	medical documents uploaded	medical ground	FILE	22/01/2019	Approved	CLEAR	2201191150452303_220119120445.pdf

Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India  
Last Modified On: Sun 2018-11-22 17:44

Action page of HRM Admin – After clicking the application request id

Employees' Provident Fund Organisation  
(A Statutory Body Under Ministry of Labour & Employment, Government of India)

APPROVE / REJECT

Sl. No.	FROM	TO	ACTION TAKEN ON	ACTION	REMARKS	VIGILANCE STATUS
1	AMARDEEP [SSSA]	APRIL KUMAR [AD(D)]	22-01-2019 11:50:45	New Request		
2	APRIL KUMAR [AD(D)]	PRAMOD SHYAM [RPPC(H)]	22-01-2019 12:01:42	Forwarded with Recommendation	Forwarded	
3	PRAMOD SHYAM [RPPC(H)]	[ ]	22-01-2019 12:04:40		APPROVED	CLEAR

REMARKS :

APPROVE REJECT CLOSE

Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India  
Last Modified On: Sun 2018-11-22 17:44



Dashboard showing – approved by ADMIN-HRM

Employees' Provident Fund Organisation  
(A Statutory Body under Ministry of Labour & Employment, Government of India)

SHOW ALL APPROVED REJECTED

STATUS OF IRT REQUESTS : ALL

SNo.	REQUEST ID	REQUEST DN	OFFICER	PREFERENCES	REASON FOR REQUEST	DOCUMENTS UPLOADED	REMARKS	VIGILANCE STATUS	ACTION TAKEN	receivedOn
1	2201191150452303	22/01/2019	AMARDEEP SSEIA DELHI NORTH	PUNJAB AMRITSAR BHATHINDA CHANDIGARH	Medical	medical documents uploaded	medical ground		Approved by ADMIN	22/01/2019