To
All ACC Zones/Director (PDNASS),
All Regional PF Commissioners-in-Charge of
Regional Offices/Zonal Training Institutes including
Regional PF Commissioner (ASD), Head Office.

Sub.: Annual General Transfer (AGT) 2020- Calling for online options through the
HR Software Logins of Officers-reg.

Sir,

In accordance with 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, the
Annual General Transfer of Group ‘A’ Officers due to be made during the year 2020-21 is
to be undertaken w.e.f. 1st January, 2020.

2. Accordingly, to initiate the process, all Group ‘A’ offices in the cadre of Additional
CPFC, RPFC-I, RPFC-II and APFC who have completed their tenure in their respective
places of posting or due to complete their tenure in accordance with the guidelines of the
transfer policy are required to prefer their options for posting for consideration.

3. As has been done in the past, 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) https://hr.epfindia.gov.in/hrm/logging.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 only the user login password is required to be entered to activate
the ‘Transfer Request’ link at the bottom of the side panel of the screen. It is pertinent
to mention here 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 Zonal Offices and Regional Offices 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 that are recorded as on the last date of preferring the option will only be considered during the AGT Process.

5. The 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 Zonal Offices and Regional Offices 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. An officer who would like to prefer option for Head Office, should also specifically mention the same in Remarks column along with the Division in which he/she wants to work in Head Office. 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 for transfers submitted earlier would not be considered in the AGT process and only the online requests would be considered.

6. It is further clarified that if an officer got insitu promotion and continued in the same station, then his tenure at that particular station shall be reckoned after taking his full period at that station from the dated of posting in the previous post and the tenure spent on his previous post before promotion shall also be included for determine tenure at a station.

7. The position of the vacancies and the vacancies due 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:

(i) Disposition_Officers - link Disposition
(ii) ACC – Summary of vacancy - link ACC- Vacancy
(iii) RPFC(Grade I) _Summary of vacancy - link RPFC-I Vacancy
(iv) APFC/ RPFC (Grade II)- Summary of vacancy – link APFC/ RPFC-II Vacancy

8. Attention is also drawn to the Head Office Circular No. HRM-VIII/HR-Soft/2017/12593 dated 19.12.2018 wherein the updation of the posting profile of the officers and the verification has been emphasized. The posting profile of officers will be obtained from the data available in the HR-Soft for the AGT exercise and hence, its accuracy has to be ensured by all concerned. It may please be ensured by all filed offices that no data field is left blank and there should be no duplicate entries.

9. It is also emphasized that all officers may carefully read the instructions in para 3 to 5 above for filing their options. The last dated for filling the online options for both ‘General Transfer’ and ‘Request Transfer is 15.01.2020. 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 Competent Authority).

Yours faithfully,

(Uma Mandal)

Additional Central P.F.Commissioner(HRM)