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www.epfindia.gov.in

No.A-22014/2/2022-HRM-III /9346 **Dated:** 21 JUL 2022

To,

All ACC(HQ)/ACC Zones/Director (PDNASS)
All Regional PF Commissioners-in-charge of
Regional Offices/Zonal Training Institutes
Regional PF Commissioner (ASD), Head Office

Subject: Annual General Transfer (AGT) 2022- Calling for online options through the HR-Software logins of Group-B Officers/Officials-reg.

Madam/Sir,

1. In accordance with the transfer Policy for Group B Officers in EPFO, 2022 circulated vide Head Office Letter No. HRD/17/2021/TransferPolicy/GroupB/620 dated 14.06.2022, the Annual General Transfer of Group B Officers/Officials due to be made during the year 2022-23 is to be undertaken.

2. Accordingly, to initiate the process, all Group B Officers/Officials in the cadres of *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* who have completed their tenure or due to complete their tenure at a particular post in accordance with the guidelines of the transfer policy are required to prefer their options for posting for consideration.

3. The options for place of posting are to be provided only through the online facility for which necessary facility for filing the options 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/Login.aspx) using the login credentials of Officer/Official. It may be mentioned that all officers/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. It is also informed that Officers/Officials 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.

5. As per Para 5.3 of the policy, there will be blocked posts for which no transfers will be made. In order to operate the clause of block posts, parameter based assessment of workload is being carried out and accordingly "Block post" will be identified in Offices. The "blocked posts" so identified will be circulated shortly and these posts will not be available for options in the Annual General Transfer, 2022.

6. It is further clarified that for all normal cases Tenure will be post based.

7. It is also emphasized that all Officers/Officials may carefully read the Transfer Policy for Group B Officers in EPFO, 2022 and above mentioned instructions for filling their options.

8. The last date for filing the online options for both General Transfer and Request Transfer is **10.08.2022**. It is reiterated that no option in writing or option given under any other mode will be entertained or accepted. If an officer/official, 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 he assumed that the officer/official has no option to make and transfer may be effected as per the decision taken by the competent authority. 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.

Yours faithfully,

(Uma Mandal)
Addl. Central P.F. Commissioner (HRM)

Copy to:

1. PPS to CPFC
2. PPS to FA & CAO
3. All ACCs
4. All DD (Vigilance)/ ZAPs
5. All ZTIs/Sub-ZTIs
6. RPFC-I, IS Division – to make the function operational.
7. RPFC, NDC for web circulation
8. Hindi Section for Hindi version
9. Secretary general, EPF Officers' Association
10. Secretary General, AIEPF Staff Federation
11. Secretary General, AIEPF Employees' Sangh
12. Secretary General, AIEPF SC/ST Federation
13. Guard File

(Shahid Iqbal)
Regional P.F. Commissioner-I (HRM)