



कर्मचारी भविष्य निधि संगठन  
Employees Provident Fund Organisation

श्रम एवं रोज़गार मंत्रालय, भारत सरकार

MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

मुख्यकार्यालय/ HEAD OFFICE



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Website: [www.epfindia.gov.in](http://www.epfindia.gov.in), [www.epfindia.nic.in](http://www.epfindia.nic.in)

File no: A-45011/82/2024-HRM-III/24

Date: 06 SEP 2024

To,

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

**Subject: Annual General Transfer (AGT) 2024 for Enforcement Officer/Accounts Officer Cadre (Group B Officers) & Section Supervisor-reg.**

Madam/Sir,

In accordance with the transfer policy of Group B officials circulated vide Head Office Letter Number HRD/17/2021/TransferPolicy/GroupB/620 dated 14.06.2022(available at Sl. No. 83 under office order on EPFO website) read with amendment circular dated 23.12.2022(available at Sl. No. 288 under office order on EPFO website), all Zonal Offices are requested to carry out transfer in EO/AO and SS cadre and rotation of other Group B cadres as per the Gr. B Transfer Policy within office for the year 2024-2025.

2. As per para 3 of Group B Transfer Policy dated 14.06.2022, ACC(Zone) In-Charge, is Competent Authority for considering applications for transfer for all Field Level Group B Officials within the Zone and rotation of Ministerial Group B cadres within office as per TP-GB norms.

3. Kind reference is invited to Para 2.10 of the said policy, which states that: -

*"In case the number of Group B Officers in a designation are less in comparison to the sanctioned posts, the HR will undertake a prior assessment on the basis of workload, urgency and importance to identify number of "Field Posts" that may be considered for deployment in an office. On the basis of workload there will be certain number of "Blocked Posts" and no transfers/ placement will be made to these blocked posts in that Financial Year provided vacancies are filled by way of recruitment/promotion."*

4. In this connection, it is informed that, this office vide letter dated 02.02.2023 (available at Sl no. 348 in year 2022-23) has already intimated, *inter-alia*, the criteria used for reaching the blocked post for the cadre of EO/AO & SS. However, formula used to reach the blocked posts for each RO is given as under: -

*Shan*

**For Assigned posts of SS Cadre: -**

**Assigned posts of SS in a RO**= Number of claims received by the RO during the Financial Year 2023-24/Total Number of claims received in the whole state (inclusive of all ROs in the state) during the Financial Year 2023-21\* Total In position of that state (as on date)

For Ex. Suppose in respect any RO: -

Claims received during FY 2023-24 = 50000,

Total Claims received in the concerned ZO/State FY 2023- 24 = 200000

Sanctioned post of SS in that RO = 12,

In position of SS in that concerned ZO/State (as on date) = 36

**Then, Assigned post of SS in that RO =  $50000/200000*36 = 9$**

**For Blocked posts of SS Cadre: -**

Blocked posts of SS in a RO = Total Sanction strength of SS in that RO- Total Assigned posts of SS in that RO.

For Ex. **Blocked post of SS in the above mentioned RO =  $12-9 = 3$**

**For EO/AO cadre: -**

**Assigned post of AO in RO**

Number of assigned AOs are to be calculated on the basis of assigned Section Supervisors (i.e. for every 2.5 SS = 1 AO).

Assigned post of AO in a RO = Assigned post of SS of that RO/2.5

For Ex.: - Suppose in a RO, there are 15 SS assigned, then the number of assigned AO in that RO will be calculated as under: -

**Total Number of Assigned AO in that RO =  $15/2.5 = 6$**

**Assigned post of EO in RO**

The total AO assigned in a state should be subtracted from the total in-position of EO/AO of the respective state leaving us with total EOs available in the state. These EOs are to be distributed among the ROs on the basis of workload.

Formula for the same is given under: -

Remaining EO in position of the state = Total in position of EO/AO of a State - Total Assigned AO of that state.

**Total Assigned EO of any particular RO**= Number of registered establishment in that RO/Total Number of registered establishment of the state\* Remaining EO in position of state

For Ex. : - Suppose following data is available in respect of a RO

Total Assigned post of AO in a ZO/State = 25



Total In position EO/AO in that ZO/State = 45,

Total Establishment in that RO = 4000,

Total Establishment in the concerned ZO/State = 16000

So, Total Assigned post of EO in that RO =  $4000/16000*(45-25) = 5$

**Total Blocked post of EO/AO of RO** = Sanctioned strength of EO/AO of that RO - (Assigned AO of that RO + Assigned EO of that RO)

5. In addition to above, depending on the workload, Zonal in charge can re-assign the posts of EO/AO & SS (Up to 10 percent of total assigned) as per requirement. Pursuant to Verticalization orders, in DR, IBC, Proceedings and Legal, AO can be assigned the role, in case sufficient number of EO are not available.

6. In view of the above, all Zonal ACC(HQ)/ACCs are requested to transfer EO/AO & SS in terms of Group B Transfer Policy dated 14.06.2022 and amendment dated 23.12.2022 after determining Blocked/Assigned posts as mentioned in above para 4. In addition to this, other group B cadre officials should also be rotated within the office as per the Group B Transfer Policy.

7. The compliance of the above direction should be communicated to HO within 15 days.

  
(Sunil Kumar Suman)

**Addl. Central P.F. Commissioner (HRM)**

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2. PS to FA & CAO/CVO/All ACC(HQs)/Director(PDNASS)
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(Shahid Iqbal)

**Regional P.F. Commissioner-I (HRM)**