



कर्मचारी भविष्य निधि संगठन
Employees Provident Fund Organisation
श्रम एवं रोज़गार मंत्रालय, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
मुख्य कार्यालय/ HEAD OFFICE



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To

**All ACC(HQ)s'/ACCs In-charge of Zonal Offices
All RPFC's In-Charge of Regional Offices**

Reference: A-12011/5/2021-HRM-V/4205 dated 18-01-2024

Subject: Instructions related to posting of Social Security Assistants in Regional Offices of the EPFO- regarding

In modification to the circular referred above, it has been decided by the competent authority that EPFO Zonal Offices will adopt the following criteria for allotting Regional Offices to the Social Security Assistants directly recruited and re-allocated to the zone:

PROCEDURE TO BE ADOPTED BY THE EPFO ZONAL OFFICES:

- 1) The Zonal Offices will assess the vacancies in the ROs under them in accordance with the present workload of claims receipt. The proportion of total in-position SSAs in the ROs vis-à-vis the present workload of claims (average receipt for last one year) is to be taken. The outer limit of sanctioned strength must be adhered to while deciding the vacancies.
- 2) The Zonal Offices shall call for options for preferences of Regional Offices under their jurisdiction from the newly recruited/ re-allocated Social Security Assistants (SSAs).
- 3) After getting the options from the SSAs, the Zonal Offices shall follow merit-cum-preference norms for allotting Regional Offices to the SSAs under their jurisdiction.
- 4) First of all PwBD candidates be allotted office in accordance with their preference subject to availability of vacancies. Thereafter, Spouse Ground shall be given preference as per norms enshrined by Department of Personnel & Training, Government of India in this regard.

5) After allocation of PwBD and Spouse Ground SSAs, necessary action shall be taken for deciding the posting of remaining SSAs in Regional Offices on merit-cum-preference basis as per DoP&T norms.

6) In case, any deviation from the above stated norms is required to be made by the ACC(HQ)/ACC of the Zonal Office, he/she can do so for sufficient cause and for reasons to be recorded in writing for maximum of two SSAs. The ACC(HQ)/ACC will forward a self-contained note of such deviation to Addl. CPFC (HQ)(HRM), for information. Such deviation should be made only in rare and pressing cases.

7) This policy will not be applicable on candidates already appointed to ROs under the Zones.

[This issues with the approval of the Central PF Commissioner]

Yours faithfully,



(PPS Maingi)

Regional PF Commissioner-I (Recruitment Division)