



सत्यमेव जयते

कर्मचारी भविष्य निधि संगठन

Employees Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA)

मुख्य कार्यालय/Head Office

प्लेट ए, ग्राउंडफ्लोर, ब्लॉक-II, ईस्ट किडवाई नगर, नई दिल्ली-110023

Plate A, Ground Floor, Block II, East Kidwai Nagar, New Delhi-110023

Website: www.epfindia.gov.in, www.epfindia.nic.in



A-45011/82/2024-HRM-III | 183

Date: 10 FEB 2025

To,

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

Subject: Calling option for Mutual & Request Transfer in the cadre of EO/AO and SS as per Group B transfer policy dated 30.01.2025-reg.

Madam/Sir,

In accordance with the transfer policy of Group B (TP-GB 2025) officials circulated vide Head Office Letter No. HRD-1/87/2024/TransferPolicyReview/Misc/1226 dated 30.01.2025, the Mutual/Request Transfer of Field Functionaries viz EO/AO & SS under Group B Cadre is to be undertaken.

2. **Procedure for Mutual Transfer (See para 4.11 & 5.6 of TP-GB 2025): -**

- As per Group B transfer policy, in case of inter-state mutual transfer involving separate Zones, the request shall be submitted to Head Office. For Mutual Transfer, both officials involved in the mutual transfer have to submit transfer application to their respective Zones and concerned Zone will forward the same to HO after due scrutiny.
- Official desirous of mutual transfer must submit their transfer application (request) in the attached proforma only (**Annexure-A**)
- The proforma has to be filled and signed by the concerned official and countersigned by the concerned Zonal ACC/RPFC-I of the Zonal Office.
- Concerned ZO/ASD(HO)/ZTI/PDNASS shall forward the said proforma (duly filled & signed by the official and countersigned by concerned Zonal ACC/RPFC-I of the Zone) to HO on email id groupb.transfer@epfindia.gov.in.

3. **Procedure for Request Transfer (See para 7.1, 7.2 & 7.3 of TP-GB 2025): -**

- As per Group B transfer policy, in case of inter-state request transfer, involving separate Zones, the request shall be submitted to Head Office.
- Officials desirous of transfer on request as per para 7 of TP-GB 2025 must submit their request in the same proforma mentioned above i.e. **Annexure-A**.
- Official shall fill appropriate paras/columns of the said proforma.
- The proforma has to be filled and signed by the concerned officer and countersigned by concerned Zonal ACC/RPFC-I of the Zonal Office.
- Concerned ZO/ASD(HO)/ZTI/PDNASS shall forward the said proforma (duly filled & signed by the official concerned and countersigned by concerned Zonal ACC/RPFC-I of the Zone) to HO on email id groupb.transfer@epfindia.gov.in.

- f) The documents submitted by the officials in support of their requests, must be verified by the concerned Zones before forwarding the said proforma to HO.
4. Further, following application for mutual/request transfer will **not** be entertained: -
- Application directly forwarded to Head Office by the official.
 - Application forwarded on any other email other than groupb.transfer@epfindia.gov.in.
 - Application received after due date.
 - Application forwarded without/incomplete attached proforma or not countersigned by Zonal ACC/RPRC-I of the Zone.
5. It is also emphasized that all officials may carefully read the Group 'B' Transfer Policy (TP-GB 2025) and above mentioned instructions for filing their requests.
6. All ZO/ASD(HO)/PDNASS/ZTI are hereby requested to forward the applications/duly filled proforma of the officials posted under their jurisdiction by **25.02.2025** on email id groupb.transfer@epfindia.gov.in.

(Issued with the approval of Competent Authority)



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

Copy to:

- OSD to CPFC
- PS to FA & CAO/CVO/All ACC(HQs)/Director(PDNASS)
- All ACCs
- All DD (Vigilance)/ZAPs
- All ZTIs/Sub-ZTI
- RPFC, NDC for web circulation
- Hindi Section for Hindi Version
- Secretary General, EPF Officers' Association
- Secretary General, AIEPF Staff Federation
- Secretary General, AIEPF Employees' Sangh
- Secretary General, AIEPF SC/ST Federation
- Guard File



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

Annexure-A

Pro forma for providing request for Mutual and Request transfer in EO/AO & SS

(i) For EO/AO Cadre (For Mutual Transfer only) (Para 4.11 of transfer policy): -

Sl No.	Permanent Basis (for DR Quota EO/AO only)		Temporary Basis (For DR & DP Both quota)	
	Particulars	Details to be provided by concerned officer/official	Particulars	Details to be provided by concerned officer/official
1	Name of the EO/AO		Name of the EO/AO	
2	Name of ZO, where EO/AO is posted		Name of ZO, where EO/AO is posted	
3	Category (Social) of EO/AO		Name of EO/AO against whom mutual transfer is sought	
4	Name of EO/AO against whom mutual transfer is sought		Name of ZO, where EO/AO (against whom mutual transfer is sought) is posted	
5	Name of ZO, where EO/AO (against whom mutual transfer is sought) is posted			
6	Category (Social) of EO/AO against whom mutual transfer is sought			

(ii) For EO/AO Cadre (Request Transfers only) (Para 7 of transfer policy): -

Sl No.	Permanent Basis (for DR Quota EO/AO only)		Temporary Basis (For DP quota EO/AO only)	
	Particulars	Details to be provided by concerned officer/official	Particulars	Details to be provided by concerned officer/official
1	Name of the EO/AO		Name of the EO/AO	
2	Name of ZO, where EO/AO is posted		Name of ZO, where EO/AO is posted	
3	Name of the ZO where request transfer is sought		Name of the ZO where request transfer is sought	
4	Ground for request transfer		Ground for request transfer	
5	Whether documents (provided in support of grounds) have been attached		Whether documents (provided in support of grounds) have been attached	
6.	Choice of State/Zone		Choice of State/Zone	

(iii) For SS Cadre (For Mutual Transfer on temporary basis) (Para 5.6 of transfer policy): -

Sl No.	Temporary Basis	
	Particulars	Details to be provided by concerned officer/official
1	Name of the SS	
2	Name of ZO, where SS is posted	
3	Name of SS against whom mutual transfer is sought	
4	Name of ZO, where SS (against whom mutual transfer is sought) is posted	

(iv) For SS Cadre (Request Transfers on temporary basis only) (Para 7 of transfer policy): -

Sl No.	Temporary Basis	
	Particulars	Details to be provided by concerned officer/official
1	Name of the SS	
2	Name of ZO, where SS is posted	
3	Name of the ZO where request transfer is sought	
4	Ground for request transfer	
5	Whether documents (provided in support of grounds) have been attached	
6.	Choice of State/Zone	

Signature of the concerned officer
alongwith designation

Name & Signature of the Zonal
ACC/RPFC-1 of the Zone