



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
भविष्य निधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली-110066
Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi-110066
Website: www.epfindia.gov.in, www.epfindia.nic.in



No. HRM-X/8(2)2021/TransferpolicyofOLcadre/283

Date:- 12 FEB 2025

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: Transfer of Junior Translation Officers and Senior Translation Officers as per Group 'B' Transfer Policy, 2025 – regarding.

Madam/Sir,

In accordance with the transfer policy for Group B cadres circulated vide Head Office Letter No. HRD-I/87/2024/TransferPolicy Review/Misc/1226 dated 30/01/2025 (Web Circular No. 299 (FY 2024-25)), the Annual General Transfer of Junior Translation Officer (JTO) and Senior Translation Officer (STO) for the year 2025-26 is to be undertaken in addition to mutual transfer and request transfer.

2. As per Para 6.2 of the transfer policy, an official will be transferred after continuous 04 tenures (08 years) in these cadres. Accordingly, list of JTOs due for AGT is enclosed as **Annexure I** which is based on the information provided by the Zonal Offices. In case of any discrepancy in the data, the same should be intimated to this office through mail (rc.hrm5@epfindia.gov.in) with supporting documents. Since existing STO have been promoted vide Head Office order dated 15.05.2017, they are not eligible for AGT as per transfer policy.

3. All officials who have completed their tenure or due to complete their tenure at a particular duty office in accordance with the guidelines of the transfer policy are required to prefer 05 stations as their options for AGT. The options for place of posting are to be provided only through their respective Zonal office in the prescribed format enclosed as **Annexure-II**. The details of vacancy position are given at **Annexure-III**. It is also emphasized that all officials should carefully read the Transfer Policy for Group B cadre, 2025 and above mentioned instructions for providing their options. Any specific submission may be mentioned in the remarks column. If an official, who has completed tenure in the present duty office, does not submit option by the last date prescribed, then it will be assumed that the official has no option and transfer may be effected as per the decision taken by the Competent Authority.

4. Requests for Mutual Transfer as per Para 6.6 and Request Transfer as Para 07 may also be submitted through the concerned Regional Office to the Zonal Office as per format prescribed

as **Annexure-II**. It may be noted that officials who had submitted transfer requests earlier must submit the request as per the prescribed format again. Any written request for transfer submitted earlier would not be considered in the current process and only the requests received through Zonal Offices would be considered.

5. Further, it may be noted that no application forwarded directly by officials to Head office shall be entertained. Zonal Office may ensure that the data is forwarded in the prescribed format with complete details and timelines prescribed should be followed.

6. Applications may be submitted by **18.02.2025** to the respective Regional Offices who shall forward the same to Zonal Office after due verification of data by **24.02.2025**. Zonal Offices (State-in-charge) are to compile all the requests of the 03 categories separately and forward by 28.02.2025 to this office in MS Excel format as well as in PDF. The information should be forwarded by email to **rc.hrm5@epfindia.gov.in** with the subject '**Transfer request of JTO/STO – <Name of Zone/State>**'. In case of no option is received, a '**Nil**' report should be sent by **ACC (HQ)/ACC Zone**. The details should be forwarded under the signature of the Zonal ACC (State-in-charge)/RPFC-I (Admin - Zonal Office).

(This issues with the approval of Competent Authority)

Yours faithfully,

Encl.: As Above.



(Swagata Rai)
Regional P.F Commissioner-I (HRM-IV)

Copy to:

1. PS to Central PF Commissioner.
2. PS to FA&CAO/CVO/Addl. CPFCs (Hqrs.)/Director (PDNASS)/Addl. CPFCs, Head Office/Chief Engineer.
3. All Additional CPFCs, Zones/ACC (ASD).
4. All RPFC in-charges (All Regional Offices)/ RPFC (ASD), Head Office /RPFC (NDC).
5. Secretary General, EPF Officers' Association, Ludhiana.
6. Secretary General, AIEPF Staff Federation.
7. Hindi Section for Hindi version.



(Swagata Rai)
Regional P.F Commissioner-I (HRM-IV)

Annexure I

Sr No	EID	Name	Present Office (RO/ZO/HO)	Date of Joining at Current post	Completed 08 years in a station	Date of posting in Current Station	Eligible for AGT as per Head Office records (Yes/No)
1	PR061275035170706	PANKAJKUMAR ANJANA	RO, Ahmedabad	02.11.2012	YES	02.11.2012	Yes
2	TM260284079021110	TRILOCHAN MAHTO	RO, Bengaluru (central)	10.02.2014	YES	10-02-2014	Yes
3	MS110468077170910	MAHESH CHAND BANSAL	RO, Bengaluru (Electronic City)	13.02.2014	YES	13-02-2014	NO
4	RP270483079150908	RADHIKA P NAVAK	RO, Bengaluru (Malleswaram)	02.11.2012	YES	02-11-2012	Yes
5	PD281284069011008	PRINCE LUCKY SINGH	RO, Barhampur	27.02.2014	NO	01.06.2018	NO
6	NP010380089190406	NAVNIT KUMAR	RO Bhagalpur	08.11.2012	NO	14.08.2017	NO
7	AP010377089081199	ASHISH CHARAN	RO, Delhi (N)	29.04.2011	Yes	07.11.2008	Yes
8	NA040175091081199	NIRAJ KUMAR	RO, DURGAPUR	05.11.2012	YES	05.11.2012	Yes
9	SG230580062240706	SATISH BURDE	RO, Indore	12.11.2012	Yes	12.11.2012	Yes
10	SD010378071020506	SAJAN KUMAR	RO, JALPAIGURI	29.11.2012	Yes	29.11.2012	Yes
11	SB010377071280606	SUMIT KUMAR SINHA	RO, JALPAIGURI	14.02.2014	Yes	14.02.2014	Yes
12	SA281284035090910	SURYAPRAKASH AMARCHAND	RO, Jodhpur	12.02.2014	Yes	12.02.2014	Yes
13	RN161273119080698	RAJESH KUMAR	Kandivali (east)	01.11.2012	Yes	01.11.2012	NO
14	AB010883035240910	ASHUTOSH MITTAL	RO, Kota	13.02.2014	Yes	13.02.2014	Yes
15	RB020286119291010	RAVIKANT KUMAR	RO Muzzafarpur	02.04.2014	NO	14.08.2017	NO
16	SR161081080271210	SUBHASH KUMAR SAMANTO	RO, Mysuru	10.03.2014	YES	10.03.2014	Yes
17	AA150881080231008	ANUVESH SONU	RO, Rajarajeshwari Nagar	07.12.2012	YES	07-12-2012	Yes
18	DL140277093270906	DEVENDRA CHANCHAL DHOLE	Ro, Nashik	28.04.2014	yes	28.04.2014	Yes
19	PG180781111250406	PRAVEENKUMAR GOVINDPRASAD SONI	RO, Raipur	30.10.2012	No	14.08.2017	NO
20	AD200176046080998	ARUN	RO, Rajkot	12.02.2014	Yes	12.02.2014	Yes
21	AR061277034011199	ARVIND KUMAR	RO, Surat	14.07.2011	Yes	14.07.2011	Yes
22	JA100583119160311	JITENDRA PRASAD	RO, Thane (South)	02.04.2014	Yes	02.04.2014	NO

Format for AGT:

Name	EID	Designation	Current duty office	Current Station	Request for transfer - options					Remarks/Ground for transfer & duty office requested
					Station option 01	Station option 02	Station option 03	Station option 04	Station option 05	

Format for Request Transfer:

Name	EID	Designation	Current duty office	Current Station	Request for transfer - options					Remarks/Ground for transfer & duty office requested
					Station option 01	Station option 02	Station option 03	Station option 04	Station option 05	

Format for Mutual Transfer:

Details of the applicant						Details of official against whom Mutual transfer is sought					Remarks/Ground for transfer
Name	EID	Designation	Current duty office	Current Station	Station option	Name	EID	Designation	Current duty office	Current Station	

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JUNIOR TRANSLATION OFFICER							
Sr. No.	Station	NAME OF ZONAL OFFICE / REGIONAL OFFICE	SANCTIONED	IN POSITION	Clear Vacancy	Probable vacancy	Station available for AGT
1	Delhi	Head Office	12	6	3		Delhi
2	Vijaywada	ZO, AP, Vijaywada	1	0	1		Vijaywada
3	Guntur	Guntur	0	0			
4	Kadapa	Kadapa	1	0	1		Kadapa
5	Rajamundry	Rajamundry	1	1			
6	Vishakapatnam	Vishakapatnam	1	1			
7	Bengaluru	ZO, BENGALURU	1	1			Bengaluru
8		Bengaluru-1 (Malleswaram)/	1	1		1	
9		Bengaluru-2 (Indiranagar)/Central	0	1			
10		Bommasandra-1 (Koramangala)	1	0	1		
11		Bommasandra-2 (Bommasandra)/Electronic	1	1			
12		K.R. Puram	0	0			
13		Peenya	0	0			
14		R.R. Nagar	1	1		1	
15		Tumkur	0	0			
16		Yelahanka	1	0	1		
17	Patna	ZO, BR & JH, Patna	1	0	1		Patna
18		Patna	0	0			
19	Jamshedpur	Jamshedpur	1	0	1		Jamshedpur
20	Muzaffarpur	Muzaffarpur	1	1			
21	Bhagalpur	Bhagalpur	1	1			
22	Ranchi	Ranchi	0	0			
23	Chennai	ZO, CH&PD, Chennai	1	1			
24		Ambattur	1	1			
25		Chennai-1 (Royapettah)	1	1			
26		Chennai-2 (Adyar)	0	0			
27		Vellore	1	1			
28		Tambaram	0	0			
29	Puducherry	Puducherry	1	0			
30	Delhi	ZO, DL & UTT, Delhi	1	0	1		Delhi
31		Delhi (Central)	1	0	1		
32		Delhi (North)	0	1			
33		Delhi (South)	0	0			
34		Delhi (East)	0	0			
35		Delhi (West)	1	1			
36	Dehradun	Dehradun	1	1			
37	Haldwani	Haldwani	1	1			

Sr. No.	Station	NAME OF ZONAL OFFICE / REGIONAL OFFICE	SANCTION ED	IN POSITION	Clear Vacancy	Probable vacancy	Station available for AGT
38	Ahmedabad	ZO, GJ, Ahmedabad	1	1			
39		Ahmedabad	0	1			
40		Vatwa	1	0	1		
41		Naroda	1	1			Ahmedabad
42		Bharuch	Bharuch	1	1		
43	Rajkot	Rajkot	1	1		1	Rajkot
44	Surat	Surat	0	1			
45	Vadodara	Vadodara	0	0			
46	Vapi	Vapi	1	1			
47	Faridabad	ZO, HR, Faridabad	1	1			
48		Faridabad	0	0			
49	Gurgaon	Gurgaon 1	1	1			
50		Gurgaon 2 (Manesar)	0	0			
51	Karnal	Karnal	1	1			
52	Rohtak	Rohtak	1	1			
53	Hubli	ZO, KN & Goa, Hubli	1	0			
54		Hubli	0	0			
55	Chikamagalur	Chikamagalur	1	1			
56	Gulbarga	Gulbarga	1	1			
57	Mangalore	Mangalore	0	0			
58	Mysuru	Mysuru	0	1			
59	Raichur	Raichur	1	1			
60	Shimoga	Shimoga	1	0	1		Shimoga
61	Bellary	Bellary	0	0			
62	Uduppi	Uduppi	1	1			
63	Goa	Goa	1	0	1		Goa
64	Thiruvananthapuram	ZO, KR (Thiruvananthapuram)	1	0			
65		Thiruvananthapuram	0	0			
66	Kozhikode	Kozhikode	1	0	1		Kozhikode
67	Kochi	Kochi	0	0			
68	Kannur	Kannur	1	0	1		Kannur
69	Kollam	Kollam	1	0	1		Kollam
70	Kottayam	Kottayam	1	1			
71	Bhopal	ZO, MP & CG, Bhopal	1	1			
72		Bhopal	0	0			
73	Gwalior	Gwalior	1	1			
74	Indore	Indore	0	1			
75	Jabalpur	Jabalpur	1	0	1		Jabalpur
76	Raipur	Raipur	0	1			
77	Sagar	Sagar	1	0	1		Sagar
78	Ujjain	Ujjain	1	0	1		Ujjain
79	Pune	ZO, Pune	1	1			
80		Pune-I (Aundh)	1	0	1		Pune
81		Pune-2 (Pune Cantt.)	0	1			

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Sr. No.	Station	NAME OF ZONAL OFFICE / REGIONAL OFFICE	SANCTIONED	IN POSITION	Clear Vacancy	Probable vacancy	Station available for AGT
82	Akola	Akola	1	0	1		Akola
83	Aurangabad	Aurangabad	0	0			
84	Kolhapur	Kolhapur	0	0			
85	Nagpur	Nagpur	0	0			
86	Nasik	Nasik	1	1		1	Nasik
87	Solhapur	Solhapur	1	0			
88	Mumbai	ZO, MUMBAI-1 (BANDRA)	1	0	1		Mumbai
89		Bandra-1 (Dadar)	0	0			
90		Bandra-2 (Powai)	1	1			
91		Bandra-3 (Bandra)	1	0	1		
92		Bandra-4 (Narimanpoint)	1	0	1		
93		ZO, THANE	1	0	1		
94		Kandivali-1 [Kandivali(West)]	0	0			
95		Kandivali-2 [Kandivali(East)]	1	1			
96		Thane-1 (North)	0	0			
97		Thane-2 (South)	1	1			
98		Vashi	1	0	1		
99	Guwahati	ZO, NER, Guwahati	1	1			
100		Guwahati	0	0			
101	Agartala	Agartala	1	1			
102	Shillong	Shillong	1	1			
103	Tinsukia	Tinsukia	1	0	1		Tinsukia
104	Bhubneswar	ZO, OR, Bhubneswar	1	0	1		Bhubneswar
105		Bhubaneswar	0	1			
106	Berhampur	Berhampur	1	1			
107	Keonjhar	Keonjhar	1	1			
108	Rourkela	Rourkela	1	0	1		Rourkela
109	Chandigarh	ZO, PB & HP, Chnadigarh	1	1			
110		Chandigarh	0	0			
111	Amritsar	Amritsar	1	0	1		Amritsar
112	Bhatinda	Bhatinda	1	1			
113	Jalandhar	Jalandhar	1	1			
114	Ludhiana	Ludhiana	0	0			
115	Shimla	Shimla	1	0	1		Shimla
116	Jaipur	ZO, RJ, Jaipur	1	1			
117		Jaipur	0	0			
118	Jodhpur	Jodhpur	1	1			
119	Kota	Kota	1	1			
120	Udaipur	Udaipur	1	1			
121	Coimbatore	ZO, Coimbatore	1	0			
122		Coimbatore	0	1			
123	Madurai	Madurai	0	0			
124	Nagercoil	Nagercoil	1	1			
125	Salem	Salem	1	0	1		Salem
126	Tirunelveli	Tirunelveli	1	0	1		Tirunelveli

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Sr. No.	Station	NAME OF ZONAL OFFICE / REGIONAL OFFICE	SANCTIONED	IN POSITION	Clear Vacancy	Probable vacancy	Station available for AGT
127	Trichy	Trichy	1	0	1		Trichy
128	Hyderabad	ZO, TS, Hyderabad	1	1			
129		Hyderabad-1 (Mehdipatanam)	1	0	1		Hyderabad
130		Hyderabad-2 (Hyderabad)	0	0			
131		Kukatpalli	0	0			
132		Patancheru	1	1			
133		Karimnagar	Karimnagar	1	1		
134	Nizamabad	Nizamabad	0	0			
135	Siddipet	Siddipet	1	0			
136	Warangal	Warangal	1	0	1		Warangal
137	Kanpur	ZO, UP, Kanpur	1	1			
138		Kanpur	1	1			
139	Agra	Agra	1	0	1		Agra
140	Allahabad	Allahabad	0	0			
141	Bareilly	Bareilly	1	0			
142	Gorakhpur	Gorakhpur	1	1			
143	Lucknow	Lucknow	0	0			
144	Meerut	Meerut	0	0			
145	Noida	Noida	0	0			
146	Varanasi	Varanasi	1	0	1		Varanasi
147	Kolkata	ZO, WB, Kolkata	1	1			
148		Kolkata	0	0			
149		Park street	0	0			
150		Barrackpore	0	0			
151	Darjeeling	Darjeeling	1	1			
152	Durgapur	Durgapur	1	1		1	Durgapur
153	Howrah	Howrah	0	0			
154	Jalpaiguri	Jalpaiguri	1	2		1	Jalpaiguri
155	Jangipur	Jangipur	1	1			
156	Port Blair	Port Blair	1	1			
157	Siliguri	Siliguri	1	0	1		Siliguri
158	Delhi	PDNASS	1	1			
159	Kolkata	ZTI (EZ)	0	0			
160	Ujjain	ZTI (WZ)	1	1			
161	Faridabad	ZTI (NZ)	1	1			
162	Chennai	ZTI (SZ)	0	0			
163	Shillong	SUB-ZTI	0	0			
		Total	120	81	40	6	

Lynd