



कर्मचारी भविष्य निधि संगठन  
**Employees Provident Fund Organisation**

श्रम एवं रोज़गार मंत्रालय, भारत सरकार  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA  
मुख्यकार्यालय/ HEAD OFFICE



एन.बी.सी.सी सेंटर, ब्लॉक-2, ग्राउंड फ्लोर- 4<sup>th</sup> फ्लोर, ईस्ट किदवई नगर, नईदिल्ली -110023  
NBCC Centre, Block-2, Ground Floor- 4<sup>th</sup> Floor, East Kidwai Nagar, New Delhi-110023  
Website: www.epfindia.gov.in, www.epfindia.nic.in

No. HRD-I/87/2024/TransferPolicyReview/Misc/1226

Date:- 30.01.2025

To,

All ACC (HQ)/ Director (PDNASS)/  
ACC Zones & Head Office/  
All RPFCS-in-charge of Regional Offices/  
Zonal Training Institutes

**Sub: - Transfer Policy for Group 'B' Cadres in EPFO 2025- reg**

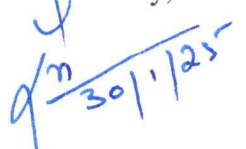
Sir/Madam,

The approved Transfer Policy for Group 'B' Cadres in EPFO, 2025 is hereby placed in public domain and thus notified for information of all.

(This issues with the approval of the Competent Authority)

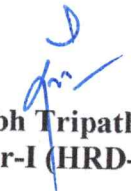
Yours faithfully,

Enclosures: As above.

  
(Saurabh Tripathi)  
Regional P.F. Commissioner-I (HRD-I)

Copy to:-

1. RPFCS, NDC for web circulation

  
(Saurabh Tripathi)  
Regional P.F. Commissioner-I (HRD-I)

# **Transfer policy for Group B Cadres in EPFO, 2025**

## **1. Introduction & outline**

- 1.1. This policy may be called “Transfer Policy for Group B Cadres, 2025” hereinafter, referred to as TP-GB 2025.
- 1.2. This policy supersedes the existing guidelines for transfer or rotation of officials of Group B Cadres as amended from time to time. The Policy borrows various provisions and contours from DOPT and earlier transfer policies.
- 1.3. TP-GB 2025 shall be applicable to officials of all Group B Cadres - 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.
- 1.4. The Group B Officers can be broadly classified into two distinct categories (i) Field Functionaries and (ii) Ministerial Functionaries. The “Field Functionaries” are Enforcement Officer/Accounts Officer and Section Supervisor while the “Ministerial Functionaries” are Section Officer, Assistant Section Officer, Programmer, Data Processing Assistant, Private Secretary, Personal Assistant, Senior Translation Officer, Junior Translation Officer and Junior Engineer.
- 1.5. All posts are divided into two categories - Sensitive and Non-Sensitive, as per Central Vigilance Commission (CVC) guidelines of 1999 (as amended from time to time). The CVC guidelines of rotation on sensitive posts shall be strictly observed.
- 1.6. All transfers and postings of Group B Officials shall be effected by the Competent Authority in accordance with the instant TP-GB 2025. The Competent Authority will be advised by the recommendatory body called “Group B Cadre Transfer Committee” (GB-TC).
- 1.7. Place of posting of an official will be called Duty Office. Duty Office is an independent posting unit like Head Office, Zonal Office, Regional Office, Special State Office, District Office, Training Centre.

- 1.8. In case the number of Group B Officials in a cadre are less in comparison to the sanctioned posts, the HR of the Competent office 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 above factors, 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.
- 1.9. The Transfers are categorised into two Categories of Annual General Transfers (AGT) and Transfers other than AGT (Non AGT). AGT is defined as the annual exercise of examining the tenure and placement of officials.
- 1.10. Transfer on promotion is the norm for officials of all Group B Cadres.
- 1.11. If AGT is due within 04 months of promotion, then transfer due on promotion will be part of AGT process. Further AGT list would include two lists for transfer due as well as request cases.
- 1.12. An official due for transfer or desirous of making request may give choice of 5 stations, and such options shall be received through online-IT tool or any other method prescribed.
- 1.13. During first 9 years, a Group B official should not be considered for deputation except it can be allowed after 06 years’ service on spouse grounds. Deputation should generally be encouraged and shall be denied only in the case where shortage in the cadre is more than 30% of the sanctioned posts. Zonal Office should have proportionate officers in each Cadre amongst regional offices in the Zone. And thus, Donor office should be proportionately compensated if its strength is proportionately less.
- 1.14. All periods spent on deputation, foreign assignment or study leave shall not be counted for the purpose of tenure.
- 1.15. Composite Transfer Grant, Joining Time and other benefits pursuant to request transfer shall not be admissible, except in case such transfer is made after 2 years of continuous service in a post.
- 1.16. Intra-State transfer requests shall normally be considered at the time of Annual General Transfers (AGT) along with Annual Rotational Transfers. All officials can request for premature transfer during AGT.

1.17. While disposing request cases, Transfer Committee would consider DOPT instructions on:

1.17.1. Posting of spouses/ Persons with Disability etc: Posting of spouses and persons with Disability / Persons who are caregivers of Disabled Dependents etc. shall be regulated as per extant guidelines issued by DoPT, Government of India.

1.17.2. The norms for transfer in respect of Officers due to retire within two years to the extent administratively feasible shall be guided by the norms of DoP&T.

1.17.3. Tenure of posting in J&K, North-Eastern Region (NER) and Andaman & Nicobar Islands shall be guided by the policy of Government of India on transfer and tenure for such places. Further any allowances / concessions granted by DOPT/ Government of India for any of these postings or other hard postings would be applicable to officers of Central Board.

## 2. The Competent Authority

2.1. The Competent Authority for considering applications for transfer, placement or overstay and effecting all transfers and placement or disposing such application, including grievance, from a Group B official shall be as under:

S.N	Authority	Extent of description of power
1.	Central Provident Fund Commissioner	All cases requiring deviation from norms/ appeals etc.
2.	Additional Central Provident Commissioner (HQ)(HR)	For all cases of transfer of Group B Ministerial cadre from Duty Office and for Inter State (Non-Zonal) transfer of Field Level Group B Officials on administrative grounds, request cases, etc.
3.	Senior Most Additional Central Provident Fund Commissioner HQ (In State)	For all Field Level Group B Officials within the State for Multi Zone State and rotation of Ministerial Group B cadres within office as per TP-GB 2025 norms.

5.	ACC(Zone) In-Charge.	For all Field Level Group B Officials within the Zone and rotation of Ministerial Group B cadres within office as per TP-GB 2025 norms.
----	----------------------	---

The recommendation of GB-TC shall be placed before the Competent Authority for consideration for transfers.

2.2. The GB-TC will be a Three-member Committee comprising as follows:

- (i) At HQ Level- ACC (HQ) nominated by CPFC at Headquarters, ACC(HR) and RPFC-I (HR) as Convenor of the Committee.
- (ii) Multi-Zone State: - In case of Multi Zone State, it will comprise of ACCs of the Zone, senior-most RPFC-I in Regional Offices under jurisdiction and RPFC-I looking after HR matters in Zone.
- (iii) At Zonal Level – RPFC-I in the Zone looking after HR matters would be the convenor and the two Senior-most RC-I amongst the Regional Offices situated within State/Zone. However, Zonal ACC(HQ)/ACC can nominate any other RC-I/RC-II in place of the senior-most RCI if RC-I are not available.

2.3. The Competent Authority can deviate from the advice of the Committee by giving reasons in writing.

### 3. Schedule for transfers

3.1. All Inter-State mutual transfers shall be carried out before Annual General Transfers. Schedule is being provided as below:

S.N.	Schedule of Activity	Timelines
1	Preferring request for inter-state transfer. Request for mutual transfers should be in pairs	01 – 15 October
2	Scrutiny of requests	16th October – 15 <sup>th</sup> November
3	Disposal of requests & issuing of order	On or before 30th November
4	Online Grievance representation	By 5th December
5	Recommendation of Grievance Committee	By 20th December
6	Disposal of grievances	On or before 31st December

3.2. Time schedule for various procedures/actions related to the Annual General Transfer shall be as prescribed in the Table below:

<b>Date</b>	<b>Exercise</b>
December 1-31	Preparatory work of AGT and Calling of options by the competent authority.
January 1 -15	Submission of Options. 15 <sup>th</sup> January shall be last date for submission of options
January 16 - February 15	GB-TC to prepare the panel and submit recommendations to Competent Authority
February 28	Final Order for AGT to be issued.
March 01-05	Online grievance representation by those aggrieved by order of AGT.
March 06-10	Compilation of Grievances by HRM and forwarding to Grievance Committee
March 11-20	Recommendations and comments of the Grievance Committee to the Competent Authority
March 21-30	Disposal of grievance representation by Competent Authority with reasons.
March 31	Finalization of AGT. Date of issue of order for any changes.
April 30	Last date of joining in all cases. End of AGT cycle

Note:

- 3.3. Reference to a date in this table shall be taken as the next working day in case the indicated date happens to be a public holiday or a weekend.
- 3.4. Barring extraordinary circumstances with approval of CPFC, no AGT transfer order shall be issued beyond 30th April of concerned AGT cycle. In case of any order beyond 30th April, officers will be allowed to retain house in their previous place of posting for rest of academic year.
- 3.5. Record Date under this policy for calculation of service and eligibility shall be 1st May of the Transfer Year (AGT Cycle Year).

#### **4. Rules governing transfer in EO/AO Cadre**

Criteria and conditions governing transfer of officials in EO/AO cadre shall be as below:

- 4.1. Normally transfer liability would be in Zone/State (whichever is larger). However, transfer on administrative grounds etc. may be done anywhere in India by Head Office.
- 4.2. Before annual general transfer exercise, list of in position strength in Zone and in each office shall be prepared and each regional office be allocated

officers proportionately to their sanctioned strength. Administrative requirement of appropriate placement and staffing in each office would have primacy subject to minimum tenure of two years.

**4.3. General Norms of tenure:**

4.3.1. One tenure would be of two years.

4.3.2. Continuous three tenures (6 years) in a duty office is permissible.

Of these three tenures, two tenures can be as EO (subject to internal rotation) and one tenure shall be as AO. Not more than two continuous tenures as EO is allowed irrespective of duty office.

4.3.3. For cases wherein transfer is required on administrative grounds to proportionately fill-up a duty office and sufficient eligible officers are not available, then those officers will be moved who have served maximum period in respective duty offices in their current stint.

4.3.4. List of such officers should be prepared and circulated for taking options for posting.

4.4. On completion of three tenures at a duty office, officer would be liable for transfer from that duty office. Thereafter minimum cooling of three years is required before an officer can again be posted in same duty office. In case of posting of J&K, NER, Andaman & Nicobar Island, after completion of one tenure of 02 years, officer can give choice and his choice be accommodated as far as feasible.

4.5. Within jurisdiction of a Regional office, maximum 06 tenures (12 years) are allowed.

4.6. Within an office, an EO shall be given charge of an area jurisdiction for a period not exceeding two years. Further, same area jurisdiction shall not be given in subsequent stints in same duty office.

4.7. On initial joining, all EO/AOs should serve two years as an AO in a Regional Office.

4.8. All periods spent on deputation, foreign assignment or study leave shall not be counted for the purpose of tenure.

4.9. For the purpose of non-sensitive postings, first priority shall be given by the Transfer Committee to DOPT norms covered cases (spouse, disability ground, approaching superannuation, etc.).

4.10. Transfer on promotion is the norm and upon promotion in EO/AO, an officer should be transferred ordinarily unless less than 02-years' service is remaining. Options shall be called from affected officials before transfer on promotion.

**4.11. Transfer on mutual requests:**

4.11.1. Transfer on mutual request can be exercised on All India Basis. Requests shall be submitted in such form as prescribed.

4.11.2. **On permanent basis:** Officers desirous of Inter-State mutual transfer, may form pairs of requests for mutual transfers. In case of Inter-State requests involving separate Zones, the request shall be submitted to Head Office and in case of Inter-State requests in same Zone to the Zonal Office concerned. Mutual transfer requests can be submitted by officials of same recruitment (social) category and recruitment quota (DR) so that reservation rosters are not disturbed.

4.11.3. **On temporary basis:** Request for Inter-State mutual transfer may be made on temporary basis for 06 years and on completion of such period, the transferred official shall be repatriated automatically. Officers desirous of Inter-State mutual transfers may form pairs of requests for mutual transfers. In case of Inter-State requests involving separate Zones, the request shall be submitted to Head Office and in case of Inter-State requests in same Zone to the Zonal Office concerned. This will not be subject to recruitment social category or recruitment quota (SQ or DR).

## **5. Rules governing transfer in Cadre of Section Supervisors**

Criteria and conditions governing transfer of Section Supervisor shall be as under:

- 5.1. Normally transfer liability would be within a State. However, transfer on administrative grounds etc. may be done anywhere in India by Head Office.
- 5.2. Before annual transfer exercise, list of in position strength in Zone and in each office shall be prepared and each regional office be allocated officials proportionately to their sanctioned strength. Administrative requirement of appropriate placement and staffing in each office would have primacy subject to minimum tenure of two years.



5.3. Transfer on promotion is the norm and upon promotion in Section Supervisor, an official will be transferred ordinarily unless less than 02-year service is remaining. Options shall be called for effecting transfers on promotion.

**5.4. General Norms of tenure**

5.4.1. A tenure for Section Supervisor is two years.

5.4.2. A Section supervisor will ordinarily be transferred from a duty office after continuous 04 tenures (08 years). In cases of single duty office in a State, the larger jurisdiction of Zone would be applicable.

5.4.3. However, such officials whose superannuation is less than 02 years should ordinarily not be transferred.

5.4.4. Upon transfer after 04 tenures in one duty office (08 years), at least one tenure of 03 years in another duty office is required to be completed before request for transfer to prior duty station.

5.4.5. Cumulatively, within jurisdiction of one Regional Office, Section Supervisor can serve for maximum period of 12 years.

5.5. As a general norm transfer should be done to proportionately deficient offices in the Zone from amongst the eligible officials. However, if there are not enough officials available, then such officials will be posted who have maximum tenure as Section Supervisor at their respective duty offices.

**5.6. Mutual Transfers**

5.6.1. Request for Inter-State mutual transfer may be made on temporary basis for 06 years. Seniority will be maintained by original cadre controlling authority and after completion of 06 years, each official will get re-patriated automatically.

5.6.2. Officers desirous of Inter-State mutual transfers may form pairs of requests for mutual transfers. In case of Inter-State requests involving separate Zones, the request shall be submitted to Head Office and in case of Inter-State requests in same Zone to the Zonal Office concerned. Requests shall be submitted in such form as prescribed. This will not be subject to recruitment social category or recruitment quota (SQ or EQ).

## **6. Rules governing transfer of Ministerial Cadres**

- 6.1. Normal liability of transfer for these officials will be anywhere in India.
- 6.2. An official will be transferred after continuous 04 tenures (08 years) in these cadres. Such official will ordinarily not be transferred whose superannuation is less than 02 years.
- 6.3. Upon transfer after completion of 04 tenures (8 years), one cooling off tenure of 03 years would be mandatory after which official can request for prior duty office. Maximum Ceiling for posting at one Duty Office will be 12 years.
- 6.4. Transfer on promotion is the norm.
- 6.5. While implementing the above, the Competent Authority may examine administrative feasibility and accordingly transfer can be made in staggered manner from pool of eligible officers as per their stay at a duty office in descending order.
- 6.6. Transfer on mutual requests:**
  - 6.6.1. Transfer on mutual request can be exercised on All India basis.
  - 6.6.2. Officers desirous of mutual transfers may form pairs of requests for mutual transfers and give request to Head Office through prescribed mode.

## **7. Transfer on request basis**

- 7.1. Transfer requests can be made on grounds covered by DOPT guidelines (spouse, differently abled, approaching superannuation within 02 years, etc) or other extremely genuine cases.
- 7.2. As normal transfer liability of EO/AO is within State/Zone (whichever is larger) and state wise roster is maintained, Inter-State Transfer requests of DR EO/AO would be considered on permanent basis, limited to 50% of DR quota vacancies in destination State. Inter-State Transfer requests of DP EO/AO would be considered on temporary basis subject to vacancy for period of 06 years only and their lien will be maintained at the parent State.
- 7.3. As normal transfer liability of SS cadre is within a State and State wise roster is maintained, Inter-State Transfer requests would be considered in extremely genuine cases on temporary basis for period of 06 years only.

## 8. Redressal of Grievances

- 8.1. Every Group B Official aggrieved by an order of transfer may make application before the Competent Authority as per schedule.
- 8.2. Grievance from a Group B Official whose request for transfer is not disposed off within reasonable time can also make such a request.
- 8.3. All such grievances shall be received online through HrSoft or any other mechanism prescribed.
- 8.4. Grievance Redressal Committee:
  - 8.4.1. At Headquarter level: Grievance Redressal Committee shall consist of three ACCs nominated by CPFC who were not part of GB-TC. It shall consider grievances against the orders issued by Headquarters.
  - 8.4.2. At Zonal level: Grievance Redressal Committee shall consist of three senior most Commissioners (ACC/ RPFC-I/RPFC-II) in the Zone / State) who were not part of GB-TC. It shall consider grievances against the orders issued by ACC ( HQ) / ACC Zone (both State and Zone).
- 8.5. The Grievance Committee shall submit its recommendation to the Competent Authority with reasons.
- 8.6. The Competent Authority shall dispose the grievances and such disposal shall be communicated to the concerned official through HR Soft or any other prescribed mode.
- 8.7. All other grievances outside AGT shall be disposed off in a reasonable time frame normally not exceeding three months.

## 9. Miscellaneous

- 9.1. All subsequent amendments to the TP-GB 2025 shall be incorporated in this Policy and a consolidated Transfer Policy shall be duly published on the web site.
- 9.2. RPFC I (HRM) / RPFC I (Zonal Office) shall serve as nodal officer and shall be responsible to initiate the process of AGT as per timelines.
- 9.3. Residential Accommodation of the Board: Any transfer ordered in public interest beyond the schedule prescribed shall entitle the officer for the continued retention of the residential accommodation owned by the Board till the end of the financial year in which such transfer is ordered or till the

period prescribed under extant Rules applicable for the officers and the employees of the Board, whichever is later. Under exceptional circumstances relaxation to retain accommodation can be given by the Competent Authority.

9.4. **Power to remove difficulties:** In case of any doubt regarding any of the provisions of the TP-GB 2025, the matter shall be placed before the CPFC for consideration. The decision of CPFC shall be final in regard to matters thus referred.

**9.5. Transfers on administrative grounds**

Notwithstanding anything contained in this Transfer Policy, the Competent Authority may effect transfer of any official, any time on administrative requirements anywhere in the Country.

\*\*\*\*\*

