



सत्यमेव जयते

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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No. HRD-I/87/2024/TransferPolicyReview/Misc /1225

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 Commissioners' Cadre in EPFO 2025- reg

Sir/Madam,

The approved Transfer Policy for Commissioners' Cadre 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.

[Handwritten Signature]
30/1/25

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

Copy to:-

1. RPFC, NDC for web circulation

[Handwritten Signature]
(Saurabh Tripathi)
Regional P.F. Commissioner-I (HRD-I)

Transfer Policy for Commissioners' Cadre in EPFO 2025

1. Introduction & General Principles

- 1.1. This policy may be called "Transfer Policy for Commissioners' Cadre, 2025" hereinafter, referred to as TP-CC 2025. It shall be applicable to all Commissioners as mentioned under Section 5D(3) of the EPF & MP Act 1952.
- 1.2. This policy supersedes all earlier policies in this regard.
- 1.3. The Policy is in response to the direction of the Supreme Court of India as contained in the Writ Petition (Civil) No.82 of 2011(T.S.R Subramanian & ORS. Vs. Union of India & Ors. Judgement dated 31.10.2013) and the communications from the Department of Personnel & Training bearing number 11013/10/2013-Estt.A dated December 26, 2013 and January 09, 2014.
- 1.4. The policy borrows various provisions and contours from DOPT & previous policies applicable in EPFO.
- 1.5. All transfer and postings of Commissioners shall be approved by the Competent Authority in accordance with the instant TP-CC 2025. The Competent Authority will be advised by the recommendatory body called "Commissioners' Transfer & Placement Committee" (CTPC).
- 1.6. HRM Division will undertake a prior assessment of available cadre strength in a designation vis-à-vis sanctioned strength and publish office wise list of post, it intends to fill up and posts likely to be vacant. Publication of list in advance would enable a Commissioner to make an informed choice so that he doesn't opt for a choice of post which is likely to be not filled (blocked).
- 1.7. All posts are divided into Sensitive and Non-Sensitive as per CVC guidelines of 1999 (as amended from time to time). The Central Vigilance Commission (CVC) guidelines on tenure for, and rotation on sensitive posts shall be strictly observed by the Competent Authority.
- 1.8. Place of posting of an official will be called Duty Office. Duty Office is an independent posting unit like Regional Office, District Office, Zonal Office, Head Office, Training Centre.
- 1.9. All postings are divided into "Field" and "Non-Field" postings. Postings in Regional, District Offices and Special State Offices in the field shall be treated as "Field" postings.

Postings in the Head Office, Zonal Office, PDUNASS, the Zonal Training Institute, the Sub-Zonal Training Institute, National Data Centre shall be treated as “Non-Field” postings. The ACC as OIC of Zonal Office will be a field posting.

- 1.10. Composite Transfer Grant, Joining Time and other benefits pursuant to request transfer shall not be admissible, in cases where request for transfer is made and the same is allowed in less than 2 years of continuous service in any post. In case where such transfer is made after 2 years of continuous service in a post then Composite Transfer Grant, Joining Time and other benefits shall be given.
- 1.11. The provisions contained from clause 3 to clause 6 shall not apply to transfer/posting of ACC (HQ). The transfers/ posting of ACC (HQ) shall be done as per administrative requirement.

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 grievances, from a Commissioner shall be as under:

S.N.	Authority	Extent of description of power
1	Chairman, Central Board	For all RPFC-I and above; All cases of pre-mature transfers, relaxation, deviation from norms, compassionate grounds, administrative exigencies, appeals etc.
2	CPFC	For all Commissioners in designation RPFC-II and below subject to powers vested in Chairman of the Central Board

The recommendation of CTPC shall be placed before the Competent Authority for consideration for transfers.

- 2.2. Constitution of CTPC would be as below:

- (i) For Commissioners in level of RPFC-I and above:

Sl. No.	Designation	
1	CPFC	Chairperson
2	Joint Secretary, Social Security Division, MoL&E	Member
3	ACC (HQ) (HR)	Member Secretary

(ii) For all other Commissioners (RPFC-II and below):

Sl. No.	Designation	
1	ACC (HQ) (HR)	Member
2	ACC(HQ) of Commissioners' Cadre to be nominated by Chairman, CBT	Member
3	Director (Social Security), MoL&E	Member
4	ACC (HR)	Member Secretary

*The senior officer between SI No. 1 & 2 above shall be designated as the Chairperson of the Committee.

2.3. Constitution of Grievance Redressal Committee (GRC) would be as below:

(i) For RPFC-I & above

S.N.	Designation	
1	CPFC	Chairperson
2	ACC (HQ) nominated by Chairman CBT who is not part of CTPC	Member
3	ACC (HR)	Member Convenor

(i) For RPFC-II & below

S.N.	Designation	
1	ACC HQ) HR	Chairperson
2	ACC (HQ) nominated by CPFC	Member
3	ACC (HR)	Member Convenor

2.4. Notwithstanding any rule of this policy, the Chairman CBT shall have discretion to order any transfer to meet administrative exigencies or on compassionate grounds.

3. Types of Transfers & Placements

All transfers and posting are categorised into following two types:

- (i) Transfers & Placement as part of AGT (Annual General Transfer)
- (ii) Non-AGT transfers and placements.

AGT is defined as once-a-year annual exercise of transfer and placement of rotational cases, request cases and other cases. During the exercise, tenure and placement of officers is examined. Apart from those whose tenure is completed, other request cases shall also be taken-up and dealt.

3.1. Transfers & Placements as part of AGT

This would consist following:

- Rotational Transfers: Officers who have completing their tenure at Duty Office, Station or Zone
- Transfer on Request: Officers who have made request.
- Transfer on Promotion: For officers RPFC-I and below wherein AGT is due within 04 months of promotion.

3.2. Non-AGT Transfers and Placements

- Initial Posting on appointment
- Posting on return from deputation/ long-term training/ study leave
- Transfer & Posting on Promotion (For grades Addl CPFC & above & other promotions where AGT is not due within 04 months of promotion)
- Transfer on Request (Other than those during AGT)

4. Tenure

Tenure at different office entities would be as below:

S.N.	Entity	Tenure	Additional specifications if any
1	Hard Stations (North Eastern Region, J&K, Ladakh, Andaman & Nicobar Islands)	02 years	This is for the purpose of tenure only. Hard Area Allowance & any other benefits will be regulated in accordance with relevant Government of India guidelines.
2	Normal tenure for any Duty Office	03 years	
3	Delhi NCR, Mumbai, Chennai, Bengaluru, Kolkata, Hyderabad, Pune, Ahmedabad	12 years subject to change in duty offices	After continuous tenure of 09 years, 03 years cooling off period is mandatory. After such cooling off period, an officer can be reposted again for 03 years & cumulatively for 12 years.
4	Zone	12 years subject to change in duty offices	After continuous tenure of 09 years, 03 years cooling off is mandatory from the Zone. After such cooling off period, an officer can be reposted again for 03 years. Therefore, maximum cumulative posting in a Zone can be 12 years.

* Delhi/NCR include Delhi, Noida/Greater Noida, Faridabad, Ghaziabad and Gurgaon.

- 4.1. In cases wherein an officer has completed minimum continuous posting of two years at a duty office and makes a request for transfer, the tenure can be deemed completed and request may be dealt at par with other AGT cases.
- 4.2. Security of minimum tenure (current tenure) at a duty office would have primacy over maximum continuous tenure limits in Zone or at station. Illustration: A Commissioner having not completed 09/12 years in a zone/ station has been posted in the Zone/station, then his that tenure at duty office shall be allowed to be completed, irrespective maximum zonal tenure or station tenure limit gets crossed mid-way unless he makes a request for transfer mid-tenure.
- 4.3. Head Office & PDUNASS combined would be considered as a separate zone for all transfer purposes and Head Office-PDUNASS tenures would not be counted against Delhi NCR tenure limits. ZTI tenure would not be counted against Zonal tenures.
- 4.4. All periods spent on deputation, foreign assignment or study leave shall not be counted for the purpose of tenure.

5. Schedule of AGT

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

Date	Exercise
December 01 – 31	Preparatory work of AGT and Calling of options by the Competent Authority.
January 01 -15	Submission of Options.
Jan 16 – Feb 15	CTPC to prepare the panel and submit recommendations to Competent Authority
February 28	Final Order for AGT to be issued.
March 1- 05	Online grievance representation and appeal by those aggrieved by order of AGT. (Appeal against orders done in deviation to TP-CC 2025)
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 final order after any changes

30 th April	Last permissible date of joining in all cases including appeal. Closure of Annual General Transfer (AGT) Cycle
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Notes:

- 5.1. 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.
- 5.2. Barring extraordinary circumstances with approval of Chairman CBT, 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 accommodation provided by EPFO, including leased accommodation, in their previous place of posting for rest of current academic year.

6. Rules & Principles governing transfers in AGT

- 6.1. AGT transfers would consist of rotational transfers, transfer on request and transfers due on promotion within 04 months of AGT for RPF-C-I and below.
- 6.2. Record Date under this policy for calculation of service and eligibility shall be 1st May of the Transfer Year (AGT Cycle Year). Date of joining would be taken as the basis for calculation of service/ tenure on record date. However, in case of delay in joining beyond 30th April, for upto 30 more days, cases would be decided by HRM on case-to-case basis.
- 6.3. Minimum prescribed tenure is three years on record date of AGT year. However, a Commissioner can be transferred before completion of minimum prescribed tenure on his own request subject to recommendation of CTPC or on administrative ground.
- 6.4. All Commissioners would to be rotated between “Field” and “Non-Field” posting regularly. The principles of rotations shall be as follows:
 - i. No continuous two “Field postings” can be allowed for commissioners in RPF-C-I and above designation. However, in case of non-availability of sufficient officers for rotation, or for any other sufficient administrative requirements, such continuous postings may be recommended by the CTPC. While making such recommendation, CTPC shall give preference to officers with lower tenure in field postings in that designation.
 - ii. Normally only 2 continuous “Field postings” can be allowed for commissioners in RPF-C-II designation. In case, enough posts are not available under Non-field posting then those with the maximum Non-field posting in the same

designation shall be considered for third continuous Field posting. But in no case RPF-C-II can be OIC for two continuous terms.

- iii. Continuous “field postings” may be allowed for commissioners in APFC grade provided they are not made OICs continuously.
- iv. However, alternate Field and Non-Field postings may be allowed to all officers in different offices at the same station.
- v. No two tenures shall be allowed at any duty office as OIC.

6.5. Posting on Promotion

- 6.5.1. If promotion is due within one year, then as far as feasible, an officer will not be transferred. However, when an officer is transferred and then promoted and due for transfer then he may be either retained at that station, or if that is not feasible then in accordance with his choices as provided in 6.5.2 be considered.
- 6.5.2. Transfer from duty office shall be mandatory upon Promotion. Officer (s) promoted within 04 months of AGT due, shall be transferred as per process of AGT. In case AGT is not due within 04 months, such officers after promotion may give their options through official email to HRM.
- 6.5.3. On promotion from Group B to Group A, there shall be compulsory transfer from parent Zone/State (whichever is larger). As far as possible, Group B officers promoted to Group A and opting for their parent Zone for subsequent stints can be posted in their parent Zone of Group B in those offices in which they have not served as EO or have served minimum.

6.6. Transfer on Request

- 6.6.1. Transfer Requests shall normally be considered at the time of Annual General Transfers (AGT) along with Annual Rotational Transfers.
- 6.6.2. All Commissioners can request for premature transfer during AGT. Other Transfer on Request outside AGT would be dealt on case-to-case basis.
- 6.6.3. Among other things CTPC shall consider following while disposing Request Transfer cases in non-OIC postings:
 - a. 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.
 - b. Tenure of posting in North-Eastern Region (NER), Andaman & Nicobar Islands,

J&K and Ladakh shall be guided by the policy of Government of India on transfer and tenure for such places. Further any concessions granted by DOPT for any these postings or other hard postings would be applicable to officers of Central Board.

- c. 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.

6.7. Pre-mature Transfers & Transfers on Administrative Grounds

- a. In case of an administrative exigency, the Chairman CBT may transfer a Commissioner without the recommendation of CTPC.
- b. Any order for premature transfer shall be done by the Chairman CBT.
- c. CPFC may effect transfer on promotion upto Addl. CPFC outside AGT for administrative requirement with approval of Chairman, CBT.

6.8. Transfer on completion of hard posting: Once a Commissioner has completed hard posting tenure and give option for his transfer, as far as feasible, his choices shall be accommodated.

6.9. Posting on return from deputation/ long-term training/ study leave

The officer returning from deputation/ long-term-training/study leave will join Zonal Office under which jurisdiction, he was posted earlier before going for deputation/ long-term training/ study leave. In case required, additional post may be operated by the Head Office. In case of his posting in HO and PDUNASS/ZTI, he will report to HO and PDUNASS/ZTIs respectively.

6.10. Deputation

External Deputation shall be allowed after 9 years of service under Central Board except it can be allowed after 06 years' service on spouse grounds. Internal Deputation shall be allowed after 05 years of service. Deputation is intended to provide best practice exposure to EPFO Commissioners, personality development and exposure to challenging environments particularly in target areas of Data Center Management, Regulation, Investment, Enforcement, Finance, Administration and Customer Service Delivery. Deputation shall not be denied normally if shortage in the designation is not more than 30% of the sanctioned posts.

7. General Principles & Procedures

- 7.1. Based on number of available officers and vacancies and after assessing workload HR

will earmark grade-wise posts that will remain under Additional Charge.

- 7.2. Before options for AGT are called, HRM will undertake the following pre- AGT assessment and freeze the information:
- a. Identify posts wherein transfers will be made and/or are currently vacant and are not in blocked posts category.
 - b. Identify posts that are under zone of consideration of transfer as based on the norms laid down.
 - c. Prepare a tentative list of officers who would be under consideration of AGT as per TP-CC 2025 norms.
 - d. Develop a list of posts available for transfers from the above set of information. Further, oversee a IT tool which supports categorization of each post as per Nature (Field/ Non-Field), (ii) Sensitivity (Vigilance Angle)
- 7.3. Total of five station option shall be called from an officer. These options shall be received through online-IT tool.
- 7.4. CTPC will list all the first options on the matrix of offices. Further, following as guiding principle is laid out for CTPC for recommending transfer:
- i. If number of eligible options is lower than or equal to vacancy, CTPC may ordinarily recommend based on option exercised.
 - ii. For non-field offices, first preference to DOPT norms covered cases then to those who have served least in non-field offices cumulatively and then least in non-field in that Zone/State/Region (larger to smaller) in that order.
 - iii. For the field offices at OIC posts, first priority to an otherwise eligible Commissioner who has served least period as an OIC in that designation and then least period as OIC in designations below thereafter served period in that State/Zone/Region (larger to smaller) in that order.
 - iv. For the field offices at Non OIC posts, first priority to Request Transfers as per DOPT guidelines/ rules/ norms and if no reasonable request, then to a commissioner having least total field service and thereafter least field service in that Zone/State/Region (larger to smaller) in that order.
- 7.5. Each AGT shall consist of two lists of transferees: (a) officers who are being transferred based on AGT norms and list of cases which are in deviation of the norm. These lists would further indicate cases done on request ground.

8. Grievance Redressal Mechanism

- 8.1. Every Commissioner aggrieved by an order of transfer has a right to make application before the Competent Authority within five days of issue of such order.
- 8.2. Grievance from a Commissioners whose request for transfer is not heeded can also make such a request.
- 8.3. All such grievances shall be received and disposed online through HR Soft portal as prescribed schedule. Till the disposal of grievance, officer may not be relieved. If “incoming officer” has been relieved and joined then “outgoing officer” may get attached to nearest non-field office (distance wise) till disposal of grievance.
- 8.4. HRM Division shall refer all such grievances to Grievance Committee. In case it requires to take view of any other Commissioner who may be affected owing to such request, then their viewpoint may also be considered by the Committee (GRC)
- 8.5. The Grievance Redressal Committee shall examine grievances on case-to-case basis and forward its recommendations to the Competent Authority.
- 8.6. The Competent Authority shall dispose the grievances and such disposal shall be communicated to the concerned Commissioner through HR Soft or any other prescribed mode.

9. Miscellaneous

- 9.1. All subsequent amendments to the Transfer Policy shall be incorporated in this Policy and a consolidated Transfer Policy shall be duly published on the web site.
- 9.2. ACC(HR) shall serve as nodal officer and shall be responsible to initiate the process of AGT as per timelines. The Nodal officer shall also be charge with the duty of seeking views of stakeholders regarding difficulties faced by them under or improvement to be made to this Policy and to compile and process them further.
- 9.3. Residential / leased 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 Residence 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. The rule relating to retention of leased accommodation shall be applied as prescribed.

9.4. 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.

10. Power to remove difficulties

- 10.1. In case of any doubt regarding any of the provisions of the TP-CC 2025, the matter shall be placed before CPFC for consideration. The decision of CPFC shall be final in regard to matters thus referred. The same shall be placed before the Chairman, CBT for information.
- 10.2. In case of any difficulty in the implementation of the Policy that may be noticed, amendments may be recommended in the TP-CC 2025 and placed before the Chairman, CBT for approval. Each such amendment of the Policy along with a consolidated Transfer Policy, after incorporating such changes, shall be formally notified and shall also be placed in the public domain.
