



ईपीएफओ, मुख्यकार्यालय
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Through Web Circulation



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Date:-

14 JUN 2022

To,

All Addl. CPFC (Zones)/Director, PDNASS
All Regional PF Commissioners,
In-charge of the Regional Offices including RPFC (ASD), Head Office

Sub:- Transfer Policy for Group B Officers in EPFO, 2022- reg

Sir/Madam,

The Transfer Policy for Group B Officers, 2022, as approved by Chairman, CBT, is hereby placed on public domain and thus notified for information of all.

Yours faithfully,

Enclosures: As above.

(Veena Tamta Bhatia)

Additional Central P.F. Commissioner (HQ) (HRD)

Copy to:-

1. PPS to CPFC
2. All EC/CBT Members
3. PPS to FA & CAO/CVO/All ACC (HQ)
4. All ACC
5. Shri Samir Kumar Das, US, MoL&E for kind information.
6. All DD (Vigilance)/ZAPs
7. All ZTIs/Sub-ZTIs
8. RPFC, NDC for web circulation
9. Hindi Section for Hindi Version
10. Secretary General, EPF Officers' Association
11. Secretary General, AIEPF Staff Federation
12. Secretary General, AIEPF Employees' Sangh
13. Secretary General, AIEPF SC/ST Federation
14. Guard file

(Uma Mandal)

Additional Central P.F. Commissioner (HRD)

Transfer policy for Group B Officers in EPFO, 2022

1. Introduction:

- 1.1. This policy may be called “Transfer Policy for Group B Officers, 2022” hereinafter, referred to as TP-GB.
- 1.2. TP-GB shall be applicable to all Group B officers including 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.
- 1.3. All Group B officers are liable to serve anywhere in the respective States to which they are appointed within the following conditions:-
 - (i) Any Junior/ Senior Translation Officer may be transferred outside their own state on administrative exigencies and according to staffing pattern.
 - (ii) Notwithstanding the above, any Group B Officer may be transferred from one State to another State or to Headquarters or vice-versa on administrative ground or in public interest.
- 1.4. It shall cover the concerned Group B posted at District/ Special State/ Regional/Zonal Offices, National Data Centres, Pandit Deendayal Upadhyay National Academy of Social Security, Zonal/ Sub Zonal Training Institutes and Headquarters and any other offices that may be specified from time to time.
- 1.5. This policy supersedes the existing guidelines for transfer of officers or rotation of Group B Officers as amended from time to time.
- 1.6. The Policy has been prepared in view the directions of Ministry of Labour and Employment, Government of India, New Delhi and keeping in view of DoP&T guidelines and Hon'ble Supreme Court directions. It borrows various provision and contours from the policy

applicable to other Government Departments, other cadres and also the State Governments.

2. Salient Features of the Policy

- 2.1. The fundamental premise of TP-GB are fairness, objectivity and transparency, and through it place Group B equitably across different posts and stations.
- 2.2. The TP-GB aims to harmonise divergent objectives of Institutional memory, avoid developing vested interest, exposure to different offices and aspects of working for overall growth of an officer. It is paramount that career pathways of its Group B Officers is developed to fulfil the Organisational goals. While observing the guidelines of DoP&T, the broad contours of organisational principles for career pathways of Group B Officers are laid out as under: -
 - (i) The Group B Officers can be broadly classified into the two distinct categories – One of field functionaries and the other as Ministerial functionaries. The “Field Functionaries” are Enforcement Officer/Accounts Officer and Section Supervisor while the “Ministerial Functionaries” are Personal Assistant, Private Secretary, Data Processing Assistant, Junior Translation Officer, Senior Translation Officer, Assistant Section Officer, Section Officer, Programmer and Junior Engineer.
 - (ii) The EO/AO and SS are expected to undertake within the service period different roles and responsibilities to evolve and mature into a Human Resource of value for discharging the various functions of field offices.
 - (iii) The “Ministerial Functionaries” are expected to undertake role of organisational administrative work.
 - (iv) For the above, a Group B Officer of appropriate level is expected to have served within a State at various District, Regional and Zonal Offices as well as Training Institutes.

- (v) In addition they are also expected to fulfil the needs of Headquarters, PDNASS, National Data Centres and any other deficient office by periodical rotation and transfers.
- 2.3. While serving these roles, Group B Officers should also have an understanding of the diversity of geographies, industries and people they serve. Thus, tenures should expose them across the State they are assigned to while also exposing them to some different areas in the Country.
- 2.4. The career pathways intended to develop a pool of Group B Officers that is well exposed and experienced to contours of work so that they can be assigned any of EPFO's critical tasks.
- 2.5. Group B Officers will also be undergoing various capacity building and training programmes to fulfil the organisational goals.
- 2.6. The Ministerial Group B will also be subjected to similar conditions to service across different Stations, States, Zones, Headquarters and Training level.
- 2.7. All transfer and postings of Group B Officers shall be effected by the Competent Authority in accordance with the instant TP-GB. The Competent Authority will be advised by the recommendatory body called "Group B Officers' Transfer Committee"(GB-TC).
- 2.8. The GB-TC will use an objective and technology enabled mechanism for prioritising transfer posts and drawing the list of Group B Officers with suitability remark for each transfer post.
- 2.9. A correct and complete database is a *sine qua non* for operationalising the TP-GB alongwith a robust IT tool for an end-to-end computerisation of the entire process. HR shall ensure that the database containing the complete placement profiles of all Group B Officers are regularly updated electronically and placed in public domain and made available on the central website of the Organisation i.e., www.epfindia.gov.in. The IT Tool shall be harmonised with the criteria for assessing individual applications/ Transfer as per the TP-GB.
- 2.10. In case the number of Group B Officers in a designation are less in comparison to the sanctioned posts, the HR 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 workload 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.

- 2.11. The transfer policy uses multiple factors to classify each post on the basis of Tenure, Station, and Nature of the Post while also assessing suitability and sensitivity.
- 2.12. All postings are categorised under concept of Tenure (Time Span, Geography, Nature). Thus, a robust system of rotation of Group B Officers will be followed based on the TP-GB wherein, beyond a specific tenure Group B Officers will be transferred and rotated.
- 2.13. All stations have been divided into three categories (‘X’, ‘Y’ and ‘Z’ cities) as per Government of India classification of cities for its employees for the purpose of House Rent Allowance (HRA). Classification of an urban agglomeration, city, town or place will change as per Government instruction for the purpose of HRA without such changes being incorporated in the TP-GB.
- 2.14. All posts are divided into two categories, namely, Sensitive and Non-Sensitive, as identified by CVO in conformity the Central Vigilance Commission (CVC) guidelines. Further guidelines of CVC on tenure and rotation between sensitive and non-sensitive to be followed.
- 2.15. The nature of post has been categorised into ‘Field’ and ‘Non-Field’ Posts.
- 2.16. All Annual General Transfer (AGT) orders shall be issued as per time schedule of this Policy. The other applications or vacancies arising during the period that is outside AGT will be screened on a regular basis to be decided by the Competent Authority.
- 2.17. All grievances arising out of transfers shall be addressed in a time bound manner in accordance with the provisions of this TP-GB.
- 2.18. Composite Transfer Grant, Joining Time and other benefits pursuant to transfer shall not be admitted, in cases where request for transfer is

made and the same is allowed except in case of tenure postings under AGT.

- 2.19. Any discretionary transfers on account of administrative grounds or exigencies beyond the TP-GB norms of Tenure, Nature and Geography will be limited to 5% of the total transfers made. Similarly the requests received from the Group B Officers on account of compassionate grounds will also be dealt with restricted to 10% of the total transfers.

3. The Competent Authority

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

S.No	Authority	Extent of description of power
1.	Chairman , Central Board	All cases of 'Compassionate Ground Transfer requiring deviation from the norms/ criteria and tenure prescribed under this policy'.
2.	Central Provident Fund Commissioner	All cases of pre-mature transfers/ relaxation/ deviation from norms/ / appeals etc.
3.	Additional Central Provident Fund Commissioner (HQ)(HR)	For all cases of transfer of Group B Ministerial cadre from Office and for Inter State transfer of Field Level Group B Officers based on options called and requests received.
4.	Additional Central Provident Fund Commissioner HQ (In Charge of State)	For all Field Level Group B Officers within the State for Multi Zone State and rotation of Ministerial Group B cadres within office as per TP-GB norms.
5.	ACC(Zone) In-Charge.	For all Field Level Group B Officers within the Zone and rotation of Ministerial Group B cadres within office as per TP-GB norms.

- 3.2. The Competent Authority for making the transfer will duly secure the advice and consider the recommendations of GB-TC and exercise its powers in accordance with the TP-GB.

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

- (i) At HQ Level- ACC(HR), Senior Most ACC at Headquarters and the RPFC-I (HR) as Convenor of the Committee.
 - (ii) At Zonal Level – Comprising of two Senior most RPFC-I in the Zone / State and RPFC-I / RPFC-II (ADM) as a Convenor of the Committee.
- 3.4. All instances where advice of the GB-TC is not adhered to or rejected by the Competent Authority, the reasons in full shall be recorded for such decisions and uploaded in HrSoft

4. Tenure, Rotation and Classification of Geographies

- 4.1. A tenure means two years of continuous posting in a particular post, after which a Group B Officers shall be liable for transfer.
- (i) The period of Tenure shall be counted from the date of joining and not from the date of the order.
 - (ii) The Group B Officers should have completed two years by the 1st April of a financial year.
- 4.2. All Group B Officers completing due number of tenures shall be considered for transfer and rotation in a particular geography in accordance with the following: -
- (i) On completion of two tenures at a post in an Office for EO/AO cadre (maximum four years) and three tenures at a post in an Office for other Group B officer (maximum 6 years) ;
 - (ii) On completion of three tenures at a station for EO/AO cadre (maximum 6 years) and four tenures at a station for other Group B Officer (maximum 8 years). Officers of EO/AO cadre should not be posted within the jurisdiction of the same Regional Office.
 - (iii) On completion of six tenures in a Zone / State where there is only one Zone in a State for all Group B Officers (maximum 12 years)
 - (iv) On completion of eight tenures in a Zone / State where there are multiple Zones in a State for all Group B Officers (maximum 16 years)

- (v) At least one tenure of EO and one tenure of AO in a block of three tenures.
 - (vi) No two consecutive EO or AO post.
 - (vii) All stations have been divided into three categories ('X', 'Y' & 'Z' as per Govt. of India classification of cities for its employees for the purpose of House Rent Allowance (HRA). They should be rotated such that they are moving from 'X' to 'Y' To 'Z' and vice versa to the extent possible.
 - (viii) Within an office an EO/AO/SS shall be given charge of an area jurisdiction for a period not exceeding two years.
 - (ix) Within an office, charge of Ministerial Cadres shall be changed at least once in three years.
 - (x) An EO/AO/SS should not be allotted the same area jurisdiction during subsequent tenures in which she/he has worked earlier to the extent possible.
 - (xi) All EO/AO are expected to serve in their first tenure as an AO in a Regional Office at 'Z' Category station and on saturation of the same in 'Y' Category station. All SS will also be in their tenure assigned to 'Z' and 'Y' category stations.
 - (xii) All EO/AO, including directly recruited EO/AO, should serve in their first tenure as an AO in a Regional Office at 'Z' Category station and on saturation of the same in 'Y' Category station to the extent possible. All SS will also be in their first tenure assigned to 'Z' and 'Y' category stations to the extent possible .
 - (xiii) During first three tenures a Group B Officer should not be considered for outside organisation deputation .
- 4.3. All periods spent on deputation, foreign assignment or study leave shall not be counted for the purpose of tenure.
- 4.4. Tenure of posting in 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.
- 4.5. 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 Govt. of India policy on the matter as applicable from time to time.

- 4.6. 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.
- 4.7. All the above tenure, rotation norms shall be strictly adhered to unless in administrative exigencies and broader public interest requiring approval of the Competent Authority.

5. Transfer procedure:

- 5.1. The Transfers are categorised into two Categories of Annual General Transfers (AGT) and Transfers other than AGT (Non AGT).

Annual General Transfers: -

- 5.2. AGT is defined as the annual exercise of examining the tenure and placement of officers and to order transfer or permit overstay of those who have completed tenures either on post, station, geographies, or nature of the post tenure. Transfer in pursuance to promotion shall not form part of the AGT. It shall include two lists for transfer due as well as request cases as elaborated at Para 5.13.
- 5.3. Based on number of available officers and vacancies and after assessing workload HR will earmark posts that will remain under Additional Charge. These will be termed as Blocked Posts, for which transfer under AGT will not be undertaken and hence no options will be called.
- 5.4. Before options for AGT are called, GB-TC will undertake the following pre- AGT assessment and freeze the information:
 - (i) Identify posts wherein transfers will be made and are currently vacant, under additional charge but are not in blocked posts category.
 - (ii) Identify posts that are under zone of consideration of transfer as based on the norms laid in Para 4 of TP-GB and thus are available for AGT.

- (iii) Prepare a list of officers who would be under consideration of AGT as per TP-GB norms.
 - (iv) Develop a list of posts / stations available for transfers from the above set of information.
 - (v) Further, oversee a IT tool which supports categorisation of each post as per (i) Nature (Field/ Ministerial), (ii) Sensitivity (Vigilance Angle) (iii) locational and publish them for option calling.
- 5.5. All options for transfer shall be only for a station, and shall be received through online-IT tool. A Group B Officer who is due for transfer shall be able to exercise option of five Stations within the norms of the TP-GB.
- 5.6. Anyone who is seeking transfer in relaxation of the policy (whether due for transfer or not) shall apply for a Station with the reasons and evidence thereof. These shall be accorded points as per the priority matrix under Annexure -I.
- 5.7. GB-TC will then, within the limit of 10% of total transfers, take the topmost requests and tabulate on the basis of available stations recommend such applications.
- 5.8. GB-TC will categorise each option received under para 5.5 into station-wise table. It will identify those stations/posts for which no options are received.
- 5.9. GB-TC will list all the first options on the matrix of stations. In case the number of options are higher than the number of vacancies in a station a panel will be prepared with following numeric rubric;
- (i) First priority shall be given to a Group B Officer based on grounds of Disability / Retirement / Spouses (and could not be considered in para 5.7) in that order. Thereafter priority shall be based on who has served the least period in that category of station ('X' , 'Y' 'Z') and thereafter in that State, Zone, Region in that order.
 - (ii) However each such consideration shall be subject to suitability and sensitivity of that post.

(iii) Exceptions may be made in the following cases to the extent possible:-

a) Officers due to retire within next two years may be accommodated at his/her home station or a place where she/he proposes to retire or the nearby place;

b) Officers who are differently abled as per DOPT instructions;

c) Officers who have children with physical or mental disabilities requiring special attention as per DOPT guidelines; and

d) On spouse grounds as per DOPT guidelines.

5.10. For the stations and Group B Officers that are not considered after running the iteration of first options similar exercise will be undertaken for second option, third option, fourth option and fifth option in that order.

5.11. For the stations and Group B Officers that are not considered after running the fifth iteration, the GB-TC will examine over all profile and recommend them for transfers such that all posts are considered. While doing so the GB-TC will try to accommodate the nearest of the available stations given in any of the options.

5.12. The above shall be prepared with the help of IT tool as per various norms and parameters of the TP-GB and the GB-TC shall prepare the final recommendation to be submitted to the Competent Authority.

5.13. Each AGT shall consist of two lists of transferees: (a) officers who are due for transfer on completion of post / station / Geographical Tenure and (b) officers transferred on request / compassionate ground.

5.14. When a certain number of officers are due for moving out of a station to a new station or to new postings in the same station for reason of having completed their tenure but cannot be so moved due to inadequate number of vacancies available at the destination

station/office, the officer who has served for longer periods will be moved first.

5.15. In the remaining cases, if the number of Group B Officers in a State are less than the requisite, those positions will be identified, and options will be called from the States for filling up such posts for a period of one tenure extendable to another tenure.

5.16. Time schedule for various procedures/actions related to the Annual General Transfer shall be as prescribed in the Table below. An authority shall dispose of the function indicated under the table within a reasonable time subject to limit prescribed herein.

Date	Exercise
January 15 th	Preparatory work of AGT
January 15 th -31 st	Calling of option by the Competent Authority. 31 st January shall be last date for submission of option.
By February 28 th	GB-TC to prepare the panel and submit recommendations to Competent Authority
March 15 th	Order for AGT to be issued
March 15 th -18 th	Online grievance representation by those aggrieved by order of AGT.
By March 25 th	Comments on grievance representations to be forwarded to the Competent Authority as per Para 6.5.
By March 31 st	Disposal of grievance representation by Competent Authority by passing a speaking order.
April 01 st	Date of the effect of the order of AGT i.e. officer to join new posting as per AGT order.

Note 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.

Note 2: For the AGT year 2022, time lines will be circulated separately.

Transfers other than AGT

5.17. Premature Transfers on Administrative Grounds

- (i) In case of an administrative exigency the Competent Authority may transfer a Group B Officer without the recommendation of GB-TC.
- (ii) Any order for premature transfer shall be done by the Competent Authority for good and sufficient reasons to be recorded in writing and uploaded in HrSoft.

5.18. Transfers on Requests

- i. Every application made for transfer, placement or overstay may be made directly to the Competent Authority through electronic medium. The same shall be referred to the GB-TC and the GB-TC shall submit its recommendations to the Competent Authority as per the policy guidelines.
- ii. The competent authority shall take action on the recommendations of GB-TC within a reasonable period from the date of receipt of such application.

5.19. Postings on Promotion and Appointment

- (i) The norm is posting on promotion that would entail mandatory rotation from the station. This norm shall be subject to consideration of 'tenure' and rotation as specified in Para 4 of the TP-GB.
- (ii) Directly recruited / newly promoted Group B officers shall be posted to 'Y / Z' stations for three years after completion of training.
- (iii) Officer promoted from Group 'C' to Group 'B' shall, on promotion, be transferred out of the Office / Station in which he/she was working at the time of his/her promotion, unless the balance service is less than two years or administrative exigencies, and public interest warrants otherwise.

- (iv) Transfers on promotion shall be made by the Competent Authority as specified at Para 3.
- (v) GB-TC shall examine the overall profile of Group B Officers and to the extent possible within norms of Para 4 of TP-GB recommend Group B Officers for each post.

6. Redressal of Grievances :

- 6.1. Every Group B Officer aggrieved by an order of transfer has a right to make application before the Competent Authority within three days of issue of such order.
- 6.2. Grievance from a Group B Officer whose request for transfer is not disposed off within reasonable time can also make such a request.
- 6.3. All such grievances shall be received online through HrSoft.
- 6.4. The Competent Authority shall refer all such grievances to three ACCs at Headquarters (where grievance is against the orders issued by Headquarters) and three senior most Commissioners (ACC/ RPFC-I in the Zone / State) where orders are issued by ACC (ZONE) (both State and Zone) who shall go into the merits of both the transfer order and the grievance. In case it requires to take view of any other Group B Officer who may be affected owing to such request, then their viewpoint should also be considered.
- 6.5. The ACCs/ RPFCs as at Para 6.4, after taking considered view and subjecting it to suitability and sensitivity considerations, may advise the Competent Authority on the merits of the case.
- 6.6. The Competent Authority may on the basis of above advise and other administrative considerations dispose the grievance.
- 6.7. The decision of the Competent Authority shall be communicated to the concerned Officer through HrSoft.
- 6.8. All such grievances outside AGT shall be disposed off in a reasonable time frame normally not exceeding three months.
- 6.9. When a Group B Officer is transferred prematurely or in deviation from the TP-GB, he/she can prefer to represent or appeal before the Central Provident Fund Commissioner against such transfer who shall decide the representation.

7. Miscellaneous:

- 7.1. The basis of the recommendations in terms of norms and justifications used by GB-TC shall be placed on the HrSoft.
- 7.2. All subsequent amendments to the TP-GB shall be incorporated in this Policy and a consolidated Transfer Policy shall be duly published on the web site.
- 7.3. RPFC I (HRM) / RPFC I (ZONAL OFFICE) (STATE) / RPFC I (Nearest Regional Office of Zone) shall serve as nodal officer and shall be responsible to initiate the process of AGT as per timelines. The Nodal officer shall also be charged with the duty of seeking views of stakeholders regarding difficulties faced by them or improvements to be made to this Policy and to compile and refer such cases to Headquarters.
- 7.4. 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 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.
- 7.5. Any two principal officer bearers of the Staff Federation may be allowed to be posted at the National Headquarters/NCR, if such a request is made in writing by the Federation provided, the Chairman of the Central Board, may decline such request on ground of administrative exigencies/public interest to be recorded in writing.
- 7.6. **Power to remove difficulties:**
- (i) In case of any doubt regarding any of the provisions of the TP-GB, the matter shall be placed before the CPFC for consideration. The decision of CPFC shall be final in regard to matters thus referred. The same shall be placed before the Central Board of Trustees in its next meeting for information.
 - (ii) In case of any difficulty in the implementation of the Policy that may be noticed, amendments may be recommended in

the TP-GB and placed before the Central Board 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.



PRIORITY MATRIX FOR REQUEST CASES

Sl no.	Criterion	Weightage
1	Age in Completed Years as on 31 st December preceding the AGT. Admissible only for officers aged > 55 years.	10
2	Single female employee	10
3	Single employee with minor children	10
4	Spouse ground (Defined as per DoP&T guidelines)	10
5	Divyangjan – Self or dependant as specified by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment, Government of India.	30*
6	Chronic Diseases – self or dependant as certified by appropriate medical authorities under CGHS/ CS (MA) Rules.	20**
7	Officers with children due to appear for Class X / XII exam in next academic year.	10

*Note 1. GB-TC shall consider the percentage of disability for making recommendations.

**Note 2. Cardio-vascular, Renal, Cancer or any other life-threatening disease or disorder severely hampering outstation movement.