



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour & Employment, Government of India
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No. HRM-III/35(10)10/EO-AO Transfer Policy/

To,

All Addl. Central P.F. Commissioners (Zones)/All Addl. CPFC (ASD)
All Regional Provident Fund Commissioners (In-charge of Regional Offices)

Subject: Guidelines for transfer of officers in the cadre of Enforcement Officer / Accounts Officer (EO/AO) – Regarding

- Reference:**
1. Head Office Circular No. HRM-III/35(01)2010/Transfer Policy/EO-AO/29766 dated 28.09.2011
 2. Head Office Circular No. HRM-III/35(01)2010/Transfer Policy/EO-AO/726 dated 11.04.2012

Sir / Madam,

The guidelines for transfer of officers in the cadre of Enforcement Officer / Accounts Officer were last specified vide the head office circulars cited above.

Since the issue of the circulars cited above, there have been structural changes in the organizational set up and reporting channels of the offices. All field offices are now functioning as Regional Offices that are reporting directly to the respective Zonal Offices. Consequently, the cadre control of regional cadres are now being carried out by the Zonal Offices.

In view of the structural changes that have taken place, it has become necessary to put in place new guidelines for the transfer of officers in the cadre of EO / AO. The matter has been considered and it has been decided that in supersession of all existing guidelines, the guidelines detailed below shall be followed in the matter of transfers of officers in the cadre of EO / AO with immediate effect.

(A) Competent Authority for Transfer:

The transfer and posting of EO / AO shall be carried out for a political state/states by the Zonal ACC concerned within his/her jurisdiction for the state/states. In the case of political states with more than one Zone, the Zonal ACC (HQ) shall be the Competent Authority for the transfer / posting of EO / AO within the state/states.

(B) Constitution of Transfer Recommendation Committee:

The concerned Zonal ACC (HQ) / Zonal ACC shall constitute a Transfer Committee consisting of 3 officers at the level of RPFC-I for recommending transfer and posting of EO / AO within the political state under the jurisdiction of the concerned Zonal ACC (HQ) / Zonal ACC. The constitution of the 3 member committee should be as under:-

Senior most RPFC-I from among the Regional Offices situated within the state/Zone
Senior most RPFC-I in the respective Zonal Office would be the member convener
An RPFC-I level officer from adjoining state (not under the jurisdiction of the concerned Zonal Office) to be nominated in consultation with the Zonal ACC of that state/Zone.

The concerned Zonal ACC (HQ) / Zonal ACC may nominate RPFCs and Officer-in-Charge of RO within his jurisdiction other than the seniormost RPFC-Is for sufficient reasons to be recorded in writing or as an additional member other than the seniormost RPFC-I.

In states where there are more than one Zones [Competent Authority being ACC (HQ)(Zone)], the ACCs of the other Zones in that state would be the members of the Transfer Committee in addition to the 3 RPFC-I level officers as referred above.

(C) Time schedule for Carrying out Transfers:

The process of effecting the transfers should be carried out sufficiently in advance so that the final transfer orders are issued during the month of March every year and relieving and joining formalities can take place in the month of April every year.

(D) Modalities

The office of the Zonal ACC (HQ) / Zonal ACC shall prepare a statement of EO / AO who are due for transfer and who have made request for transfers along with the personal profile and listing of the previous posting details of the concerned EO / AO. The committee of officers shall make recommendations based on the statement provided to it.

The recommendations of the committee shall be placed before the Zonal ACC for approval. The Zonal ACC may consider the recommendations of the committee and if any changes or modifications to the recommendations are considered necessary then reasons for the changes or modifications are to be recorded in writing by the Zonal ACC before approving the recommendations with such modifications as felt necessary.

However, in cases where a disciplinary/vigilance/criminal matters have been initiated against an EO/AO or the EO/AO is not able to discharge his duties on health or other administrative grounds, the Zonal ACC can order required minimum transfers at his level under intimation to Headquarters.

(E) Principles for Transfer of EO / AO

The transfer and posting of EO/AO shall be carried out with the following guidelines:

- (i) The officers in the cadre of EO / AO, in the normal course, shall have transfer liability within the political state except in the following cases:
 - (a) NER where the transfer jurisdiction shall extend to all the states included of the NER.
 - (b) Karnataka & Goa where the transfer jurisdiction shall extend to both the states in case EO/AO belonging to Karnataka or Goa cadres.
 - (c) Delhi & Uttarakhand where the transfer jurisdiction shall extend to both the states in case EO/AO belonging to Delhi or Uttarakhand cadres.

- (d) Punjab, Himachal Pradesh & Chandigarh where the transfer jurisdiction shall extend to both the states & UT in case EO/AO belonging to Punjab or Himachal Pradesh cadres.
- (e) Madhya Pradesh & Chhattisgarh where the transfer jurisdiction shall extend to both the states in case EO/AO belonging to Madhya Pradesh or Chhattisgarh cadres.
- (f) Tamil Nadu and Puducherry where the transfer jurisdiction shall extend to both the state/UT in case EO/AO belonging to Tamil Nadu cadre.
- (g) West Bengal, Sikkim and A & N Islands where the transfer jurisdiction shall extend to both the states and UT in case EO/AO belonging to West Bengal cadre.
- (ii) The officers in the cadre of EO / AO can, however, be transferred to any office / location in India on administrative grounds. Such transfers across the zones may be carried out by the Headquarters.
- (iii) The authority to allocate areas among EOs and particular task among AOs would vest with the in-charge of the office concerned i.e. RPFC-II/RPFC-I/RPFC- in charge of RO.
- (iv) An Enforcement officer shall be given charge of an area jurisdiction for a period not exceeding 2 years. To the extent possible, it must be ensured that an officer is not allotted the same area jurisdiction in which he has worked earlier even during subsequent stints.
- (v) An official should not function as EO for more than 2 stints as EO consecutively i.e. an official can function as EO in two separate jurisdictions at the most consecutively.
- (vi) A stint as EO in 2 separate jurisdictions consecutively shall necessarily be followed by a stint as AO for a minimum period of 1 year.
- (vii) A stint as AO for a period less than 1 year shall not be counted as break between stints as EO.
- (viii) There must be a change in the office location of an EO / AO after a continuous period of 5 years in any particular office. Transfers may be made to Regional/District Offices within the State /transfer jurisdiction as detailed under (i) above.
- (ix) The directly recruited official on their appointment to the post of EO/AO can only be posted as AO during the first one year.
- (x) On their promotion to the post of EO/AO i.e. SQ/EQ official can be posted either as EO or as AO.
- (xi) If any relaxations to the above guidelines are felt necessary by the committee, then the same shall be recorded with reasons for approval of the Zonal ACC.
- (xii) Exceptions may be made in the following cases, to the extent possible:
- Officers due to retire within next two years may be accommodated at his home station or a place where he proposes to retire or a nearby place.
 - Officers who are differently abled as per DoPT instructions
 - Officers who have children with physical or mental disabilities requiring special attention as per DoPT guidelines
 - On spouse grounds as per DoPT guidelines

[This issues with the approval of the CPFC]

Yours faithfully,


(K.V. Sarveswaran)

Additional Central Commissioner (HQ)(HR)

Copy to:-

- 1) PPS to CPFC
- 2) CVO-FA & CAO/Director PDNASS.
- 3) All RPFCs Head Offices/ZTIs.
- 4) Secretary General AIEPFOA Vadodara
- 5) Secretary General AIEPFSF, Hyderabad.
- 6) AD (OL) for issue of Hindi Version.
- 7) RPFC, NDC for uploading on the EPFO Website.
- 8) Guard File.