



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation

श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour & Employment, Government of India
भविष्य निधि भवन / Bhavishya Nidhi Bhawan
14, भीकाजी कामा प्लेस, नई दिल्ली 110066
Bhikaiji Cama Place, New Delhi 110066
www.epfindia.gov.in



No. HRM-IV/1(12)2012/KN/Vol.II/

116469

Dated: 07.01.2019

11 JAN 2019

To,

All Additional Central Provident Fund Commissioner (HQ) (Zones)/Director, PDUNAS,
All Additional Central Provident Fund Commissioner (Zone)
All Regional Provident Fund Commissioner, Regional Offices/RPFC(ZTI/SZTI)

Sub: Inter Regional (State) Transfer Policy for the cadre of SSA – Reg.

Sir/Madam

It is to inform that the Central Board of Trustees (EPF) in its 223rd meeting held on 04.12.2018 has approved the Inter Regional (State) Transfer Policy for the cadre of Social Security Assistant (SSA). The minutes of the meeting of the Central Board of Trustees (EPF) was circulated vide letter No. Conf.1(1)223rd CBT(EPF)/2018/13022 dated 27.12.2018.

2. The copy of the approved Inter Regional (State) Transfer Policy for the cadre of Social Security Assistant (SSA) is enclosed herewith for information. The application from interested Social Security Assistants(SSA) will be called for by Head Office in due course of time.

This is for your kind information.

Yours faithfully,

(Uma Mandal)

Addl. Central P.F. Commissioner (HRM)

Inter Regional (State) Transfer Policy for the Cadre of Social Security Assistant:

1. Short Title and Commencement:

- (i) The Inter State Transfer Policy for the Cadre of Social Security Assistant shall be in supercession to the Inter Jurisdictional Transfer Policy for Social Security Assistant Cadre which was circulated vide HRM-IV/1(12)2012/KN/Vol.II/3794 dated 16.05.2017. This policy shall be called Inter State Transfer Policy cadre of Social Security Assistant.
- (ii) It shall come into force from the date of circulation.

2. Definition:

- (i) "State" means the Political State of India.
- (ii) Social Security Assistant includes both Social Security Assistant and Sr. Social Security Assistant (SSSA).

3. Features of the Inter Regional (State) Transfer Policy:

- (i) This policy for Inter Regional (State) Transfer Policy shall apply to the Social Security Assistant Cadre.
- (ii) Under this policy, transfer on temporary basis at the request of the official in the cadre of Social Security Assistant shall be allowed for a period of 5 years once in his/ her career to any office of choice in any region other than parent region, subject to availability of vacancies in that office and other conditions in this policy. The period may further be extended by the Competent Authority on case to case basis by a period not exceeding 2 years.
- (iii) The Social Security Assistant who have completed eight years of service, including the period spent on probation in their present State will only be eligible for applying in Inter Regional (State) Transfer under this policy.

- (iv) The officials will be eligible for the Inter Regional (State) Transfer under this Policy only once in the cadre of Social Security Assistant.
- (v) The total number of Social Security Assistant transferred out from the State shall not exceed 5% of the sanctioned strength under Direct Recruitment Quota of that State as on 31st March of that year. The priority of the Social Security Assistant to be transferred to a particular office/region (state) shall be based on length of service in the cadre of SSA determined with reference to the date of appointment as SSA.
- (vi) Total number of Social Security Assistant to be transferred to a State shall not exceed 50% of the vacancies under DR Quota in that State as on 31st March of that year.
- (vii) Any Social Security Assistant can apply for the Inter Regional (State) Transfer which shall be based on seniority and other conditions as specified in this policy.
- (viii) The Inter Regional (State) Transfer process will be done once in a year and application for Inter State Transfer will be called for through online mode.
- (ix) Henceforth all appointing authorities while issuing offer of appointment will add the following clause:

"his/her services are liable to be transferred/posted in any of the office of EPFO in the jurisdiction on administrative grounds. However, he/she can seek/apply for temporary transfer to the other State under Inter Regional (State) Transfer Policy in vogue only after completion of eight years of service in the State, provided he/she has completed probation period satisfactorily."

- (x) A Social Security Assistant transferred under this policy will be eligible to apply for the Limited Departmental Examination for the Section

Supervisor (Exam Quota) or Enforcement Officer/Account Officer (Exam Quota) only in his/her parent State/region where he/she holds his/her seniority.

- (xi) No TA/DA or temporary transfer grants will be admissible for the transferee. However, leave at credit of any kind as available may be sanctioned to enable the official to join new place of posting.
- (xii) An application for transfer under this policy shall be submitted in the manner as prescribed by the Head Office, EPFO.
- (xiii) An application for transfer under this policy shall be made online and forwarded to Head Office, EPFO through electronic means with due comments/recommendations of the concerned ACC (HQ)/ACC of the Zone within the time as may be specified. Applications received directly from the officials or through any other source shall not be entertained.
- (xiv) No vigilance case should be pending or contemplated against the applicant at the time of the issue of transfer order of the official concerned.
- (xv) This policy shall not confer any right to the applicants for transfer.
- (xvi) Central Provident Fund Commissioner shall be the Competent Authority under this Inter Regional (State) Transfer Policy for Social Security Assistant Cadre for approving the cases of Inter Regional (State) Transfer.