

File No: A-22015/1/2023-HRM-V/15270



ईपीएफओ, मुख्य कार्यालय  
श्रम एवं रोज़गार मंत्रालय, भारत सरकार  
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EPFO, HEAD OFFICE

MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA  
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20 JAN 2023

To,

All ACC(HQ)/ACC Zones/  
All Regional PF Commissioners-in-charge.

**Subject:** Annual General Transfer (AGT) 2023- Calling for online options through the HR-Software logins of SSA Cadre officials-reg.

**Madam/Sir,**

In accordance with the transfer Policy for the cadre of Social Security Assistants in EPFO, 2022 circulated vide Head Office Letter No. HRD/30/2022/TransferPolicy/SSA-Part(2)/709 dated 12.12.2022, the Annual General Transfer of SSA Cadre Officials due to be made during the year 2023 is to be undertaken.

2. Accordingly, to initiate the process, all officials in the cadre of Social Security Assistants who have completed their tenure or due to complete their tenure at a particular office/jurisdiction of a office in accordance with the guidelines of the transfer policy are required to prefer their options for posting for consideration.

3. The options for place of posting are to be provided only through the online facility for which necessary facility for filing the options has been provided in the HR Software application. Application submitted by/through any other mode shall not be considered. The transfer options can be preferred by logging into the HR Software (URL-<https://hr.epfindia.gov.in/hrm/Login.aspx>) using the login credentials of Official. It may be mentioned that all officials have already been directed to create their personal login in the HR Software and they should do the same immediately, if not done so far. Non creation of the login will not be considered as valid grounds for non-filing of the options or for preferring written option instead of online.

4. It is also informed that Officials who had submitted written request transfer applications earlier must prefer the request under the online mode again. Any written request transfers submitted earlier would not be considered in the AGT process and only the online requests would be considered.

5. As per Paras 2.8 and 2.9 of the policy, there will be blocked posts for which no transfers will be made. In order to operate the clause of block posts, parameter based assessment of

workload is being carried out and accordingly "Block post" will be identified in Offices. The "blocked posts" so identified will be circulated shortly and these posts will not be available for options in the Annual General Transfer, 2023.

6. It is further clarified that for all normal cases Tenure will be office based.

7. It is also emphasized that all Officials may carefully read the Transfer Policy for the cadre of Social Security Assistants in EPFO, 2022 and above mentioned instructions before filling their options.

8. The last date for filing the online options for both General Transfer and Request Transfer is 31.01.2023. It is reiterated that no option in writing or option given under any other mode will be entertained or accepted. If an official, who has completed tenure in the present place of posting, does not submit his/her online option by the last date of filing options then it will be assumed that the official has no option to make and transfer may be effected as per the decision taken by the competent authority. The options can be edited and updated till the last date for filing the options. The options that are recorded as on the last date of preferring the option will only be considered during the AGT process.

9. In case of any technical problem in operation of AGT module in HR Soft portal is noticed, an email may, immediately, be sent to [rc.hrm5@epfindia.gov.in](mailto:rc.hrm5@epfindia.gov.in) making it "Top Priority" and giving full details viz, Name, EID, Screenshot of the error and a detailed description of problem faced.

**Yours faithfully,**



**(Uma Mandal)**

**Addl. Central P.F. Commissioner (HRM)**

**Copy to:**

1. PPS to CPFC
2. PPS to FA & CAO
3. All ACC's
4. RPFC-1, IS Division to make the function operational.
5. RPFC, NDC for web circulation
6. Hindi Section for Hindi version
7. Secretary General, AIEPF Staff Federation
8. Secretary General, AIEPF Employees' Sangh
9. Secretary General, AIEPF SC/ST Federation



**(Ajeet Kumar)**

**Regional P.F. Commissioner-I (HRM)**