



ईपीएफओ, मुख्यकार्यालय
श्रम एवं रोजगार मंत्रालय, भारत सरकार
भविष्यनिधिभवन, 14, भिकाजीकामाप्पेस, नईदिल्ली 110066
EPFO, HEAD OFFICE
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT
OF INDIA
14, BHIKAIJI CAMA PLACE, NEW DELHI 110066
www.epfindia.gov.in



No. A-22014/2/2022-HRM-III

15343

Dated:

11 JAN 2023

To,

All ACC Zones/Director (PDNASS)
All Regional PF Commissioners-in-charge of
Regional Offices/Zonal Training Institutes
Regional P.F. Commissioner (ASD), Head Office

Subject: Pre-requisites for Annual General Transfer (AGT) 2023 for Group B Officers-reg.

Madam/Sir,

In accordance with the transfer policy of the Group B officers circulated vide Head Office Letter No. HRD/17/2021/TransferPolicy/GroupB/620 dated 14.06.2022 read with amendment circular dated 23.12.2023, the Annual General Transfer of Group B officers due to be made during the year 2023-24 is to be undertaken.

2. As a part of preparatory activity for conduct of Annual general Transfer, 2023 for 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, the database in HR soft requires updation. It is expected that the information (including the posting profile, family profile etc.) is correctly updated in the HR-soft by the concerned Offices.

3. Further, a checklist is mentioned below:

- ✓ Correct in-position data of all cadres.
- ✓ Correct designation and posting details of all the officials.
- ✓ Proper bi-furcated posting details of EO/AO i.e. exact tenure of an EO/AO as EO and AO be mentioned separately (directions issued by HRM vide circular no. A-45013/19/2021-HRM-VIII/9143 dated 13.07.2022).
- ✓ It should be ensured that no **retired/expired official** is shown in HR Soft data.

Moreover, all the Group-B officers are also requested to go through their profile in HR-Soft and get the entries in HR Soft pertaining to their posting profile updated. The RPFC-I/OIC of the Regional/Zonal Offices shall ensure that the database (points mentioned above) of all the officials under their jurisdiction are updated as per their service book/records in accordance with the instructions/user manuals issued in HR-Soft. After completion of this updation exercise, the

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Officer-in-Charge shall send a certificate to Zonal Office to the effect that all the entries in HR - Soft have been correctly entered. RPFC-I/OIC shall be responsible for any data aberration/data gaps in HR-Soft. Zonal Office shall compile all such certificates and send a report to Head Office at E-mail: rc.hrm@epfindia.gov.in by 5.00 PM on 13.01.2023.


(Uma Mandal)

Addl. Central P.F. Commissioner (HRM)

Copy to:

1. OSD to CPFC
2. PS to FA & CAO/CVO/All ACC(HQs)/Director(PDNASS)
3. All ACCs
4. All DD (Vigilance)/ZAPs
5. All ZTIs/Sub-ZTI
6. RPFC, NDC for web circulation
7. Hindi Section for Hindi Version
8. Secretary General, EPF Officers' Association
9. Secretary General, AIEPF Staff Federation
10. Secretary General, AIEPF Employees' Sangh
11. Secretary General, AIEPF SC/ST Federation
12. Guard File


(Shahid Iqbal)
Regional P.F. Commissioner-I (HRM)

Certificate

It is certified that all the details of all Officers/Officials in HR Soft posted under the jurisdiction of
(Name of the Office) are correct as on 12.01.2023.

(ACC (HQ)/ACC (Zone)/

Director (PDNASS)/ACC (ASD):

Designation:.....

Name of the Office:.....