



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
श्रम एवं रोजगार मंत्रालय, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
मुख्य कार्यालय/Head Office
भविष्य निधि भवन, 14, भिकाजी कामा प्लेस, नई दिल्ली-110066
Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi-110066
Website: www.epfindia.gov.in, www.epfindia.nic.in



File no: A-45011/82/2024-HRM-III / 1777

Date: 18 JUN 2024

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) 2024 for Enforcement Officer/Accounts Officer Cadre (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 the Officers in Enforcement Officer/Accounts Officer Cadre, due to be made during the year 2024-2025, is to be undertaken.

2. As a part of the preparatory activity for the conduct of Annual General Transfer, 2024 for the Enforcement Officer/Accounts Officer Cadre, the database in HR soft requires updation. It is expected that the information (including the posting profile, family profile etc.) is correctly updated by the concerned Offices in the HR-soft.
3. Further, a checklist is mentioned below:

- a. Correct in-position data of Enforcement Officer/Accounts Officer Cadre.
- b. Correct designation and posting details of all the officials.
- c. Properly 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).
- d. It should be ensured that HR Soft data shows **no retired/expired** official.
- e. 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.

4. The RPF-C-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 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 **21-06-2024** certifying there-in that the updation exercise for all the offices under their jurisdiction have been correctly done.

(Sunil Kumar Suman)
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)