

Employees Provident Fund Organisation

(MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA)

प्लेट-ए, ग्राउंडफ्लोर, ब्लॉक-II, ईस्टकिदवईनगर, नईदिल्ली-110023

Plate A, Ground Floor, Block II, East Kidwai Nagar, New Delhi-110023



Dated: 28 FEB 2025

All ACC(HQ) Zone/ Director (PDNASS) / ACC Zones/ACC ZTIs,

All R.P.F.C.-in-charge of ROs/ ASD, Head Office.

Subject: Transfer of LDC, UDC and MTS Cadre as per Group 'C' transfer policy 2025 - reg.

Madam/Sir,

In accordance with the transfer Policy for Group 'C' in EPFO, 2025 circulated vide Head Office Letter No. HRD-I/87/2024/TransferPolicyReview/Misc/1227 dated 30-01-2025 (Web Circular No. 300 (FY 2024-25)), the Inter-State Transfer including mutual and request as well as annual rotational transfer of LDC, UDC and MTS are to be undertaken for the year 2025-26.

2. Accordingly, Zonal Offices being competent authority for transfers within Zone/State and RPFC (OIC) of Regional Offices/ RPFC(ASD) Head Office, being competent authority for rotational transfer within jurisdiction of their offices are requested to take necessary action in accordance with the transfer policy for Intra-State/Zone and rotational transfer.

3. Since, the Inter-State transfers including mutual and request transfers are to be carried out as per the policy, officials who are desirous of Inter-State transfer may submit their options through their RPFC (OIC) and Zone-in-charge. The Group-C officials posted in PDNASS and ZTIs shall forward their application through the Director (PDNASS)/ACC, ZTI. The applications are to be submitted in the format prescribed as under.

3.1 Format for Permanent Mutual Transfer (As per Para 6.1.1 and 6.1.2) if agreed to loss of seniority as per TP-GC 2025 – (Only for MTS Cadre (DR))

[illegible]

3.2 Format for Temporary Mutual Transfer (for 06 years as per Para 6.1.3) – for MTS and LDC cadres :

Details of the applicant									Details of the official against whom mutual transfer has been sought						Remarks/ Ground for transfer		
Name	EID	Designation	Recruitment Quota	Category (SC/ST/ OBC/	Current duty office	Current Station	Current State	Option for Transfer -	Name	EID	Designation	#Recruitment Quota (DR/SQ)	#Category (SC/ST/ OBC/	Current duty office	Current Station	State	

Matching of Social Category not necessary.

3.3. Format for Permanent Inter-State Request Transfer (As per Para 6.2 and 6.3) – if agreed to loss of seniority as per TP-GC 2025 – only for MTS cadre.

Name	EID	Designation	Category (SC/ST/ OBC/ EWS/ UR)	Current duty office	Current Station	Current State	Option for Transfer - State	Remarks/ Ground for transfer

4. Zonal Offices may ensure that provision of Para 6.2.3 is followed and RPFC (OIC) of Regional Offices are to ensure that provisions of Para 7.1.1 and 7.1.2 are followed while forwarding the request to HO/ZO. Accordingly, ZO may forward list of requests of 3.3 separately for 'Normal' and 'Special' cases.

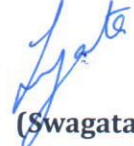
5. All applications are to be submitted with clear undertaking that the applicant unconditionally accepts all the terms & condition for transfer as per policy and that merely submission of application does not guarantee transfer. Applications may be submitted by **04-03--2025** to their respective Regional Offices. The Regional Offices after due verification shall compile the requests and forward to Zonal Offices by **07.03-2025**. In case of multiple Zone States, Zonal Offices should forward to the Cadre Controlling Authority of the State i.e. ACC (HQ) Office by **10-03-2025**. All the Zonal Offices are to compile all the requests and forward by **14-03-2025**.

6. The information is to be forwarded to this office in MS Excel format as well as in Pdf by email to **rc.hrm5@epfindia.gov.in** with the subject 'Transfer request of LDC/MTS – <Name of Zone/State>' duly signed by the concerned Zonal Head/RPFC-I (Zone)/PDNASS/ZTI.

7. Further, it may be noted that no application forwarded directly by officials to Head office shall be entertained. Zonal Office may ensure that the data is forwarded in the prescribed format with complete details within the timelines. Further officials who had submitted transfer requests earlier must submit their requests as per the prescribed format again and earlier requests sent will not be considered.

(This issues with the approval of Competent Authority)

Yours faithfully,



(Swagata Rai)

Regional PF Commissioner-I (HRM-IV)

Copy to:

1. PS to Central PF Commissioner.
2. PS to FA&CAO/CVO/Addl. CPFCs (Hqrs.)/Director (PDNASS)/Addl. CPFCs, Head Office/Chief Engineer.
3. Secretary General, EPF Officers' Association, Ludhiana.
4. Secretary General, AIEPF Staff Federation.
5. Secretary General, AIEPF Employees' Sangh.
6. Secretary General, AIEPF SC/ST Federation.
7. Hindi Section for Hindi version.



(Swagata Rai)

Regional PF Commissioner-I (HRM-IV)