



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

प्लेट ए, ग्राउंडफ्लोर, ब्लॉक-II, ईस्ट किडवाई नगर, नई दिल्ली-110023  
Plate A, Ground Floor, Block II, East Kidwai Nagar, New Delhi-110023  
Website: [www.epfindia.gov.in](http://www.epfindia.gov.in), [www.epfindia.nic.in](http://www.epfindia.nic.in)

No.HRM-I/T-1(DPA)/2025

655

Date: 30 MAY 2025

To,

All Addl. CPFCs (HQ)/Director PDNASS/Addl. CPFCs  
All Regional P.F. Commissioners,  
Including In-charge of ROs/ZTIs & RPFC (ASD-HO),  
All DPAs.

**Sub: Annual General Transfer (AGT) 2025- Calling for online options through the HR-Software logins of officials in the cadre of DPA -reg.**

Madam/Sir,

In accordance with the Transfer Policy of the Group B (TP-GB 2025) officials circulated vide Head Office Letter No. HRD-I/87/2024/TransferPolicyReview/Misc/1226 dated 30.01.2025, the Annual General Transfer of DPA Cadre due to be made during the year 2025-26 is to be undertaken.

2. Accordingly, to initiate the process, all officials in the cadre of DPA who have completed their tenure or due to complete their tenure at a particular post 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. The said online facility for filing the options has been provided in the HR Software application will be active from 30.05.2025 5:00 PM. **Applications 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 the respective officer. 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. NDC (ISD) is requested to make necessary modifications in the HR Soft portal enabling facility for option filling for the officials in the cadre of DPA.

5. It is also brought to notice that officials who had submitted written request transfer applications earlier in compliance of Head Office letter no. HRM-I/T-I(DPA)2025/624 dated 22/04/2025 **must also prefer the request under the online mode again.** Any written request/mutual transfers submitted earlier would not be considered in the AGT process and only the online requests would be considered.

6. It is further clarified that for all normal cases Tenure will be as per Para 6 of the policy.

7. Sanctioned post in DPA cadre as per circular dated 10-04-2015 is enclosed at Annexure-I.
8. It is also emphasized that all officials may carefully read the Transfer Policy of the Group B (TP-GB 2025) and above mentioned instructions for filling their options.
9. As part of preparatory activity for conduct of Annual General Transfer, 2025 for DPA cadre, a letter no. HRM-I/T-I(DPA)2025/651 dated 23/05/2025 and reminder e-mail dated 28-05-2025 were issued vide which it was directed to get the entries in HR Soft pertaining to posting profile verified/updated/corrected through HR Admin in respective offices. It is expected that the information (including the posting profile etc.) is correctly updated in the HR-soft by the concerned offices. If any discrepancy is still there and the same results in any wrong/faulty transfer, the same shall be responsibility of the official concerned/OIC/ACC Zone.
10. The last date for filing the online options for both General Transfer and Request/Mutual Transfer is 03.06.2025 5:00 PM. 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 officer 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. Any specific submission may be mentioned in the remarks column along with supporting documents as attachment, if required.

**(This has the approval of Competent Authority)**

Yours faithfully,

**Encl.:** As above,

  
(Mohammad Shariq)

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

Copy to: (Through Website)

1. PS to CPFC
2. PPS to FA&CAO/CVO.
3. All Dy Dir. (Vig.)/Zonal Audit Parties.
4. Secretary General, EPF Officials' Association, Ludhiana.
5. RPFC-I (IS) for necessary action.
6. Hindi Section for Hindi version.
7. Guard File.

  
(Mohammad Shariq)

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



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(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
**Employees' Provident Fund Organisation**  
(Ministry of Labour & Employment, Govt. Of India)  
मुख्य कार्यालय/Head Office

भविष्य निधि भवन, 14-भीकाजी कामा प्लेस, नई दिल्ली-110 066  
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File no. HRM-V/Misc/11/2013/Pt/1524  
To

Date: 10 APR 2015

All Addl.CPFCs (Grade I & Grade II) – Zones/ Director (NATRSS)  
All Regional PF Commissioners – In charge – R.O.s/ S.R.O.s/ ZTIs  
(Including Head Office)  
[THROUGH WEB CIRCULATION]

**Sub.: Office wise sanctioned strength of Data Processing Assistant - Redistribution – reg.**

Sir,

Enclosed please find herewith office wise proposed sanctioned strengths of Data Processing Assistant (DPAs) which have been redistributed on the basis of following parameters:

- For each Regional Office (RO) / Sub-Regional Office (SRO) there is provision of minimum 1 DPA.
- Provision of 2 DPAs in RO / SRO where more than 3.5 lakh total accounts are there.
- Provision of 3 DPAs in RO / SRO where more than 10 lakh total accounts are there.
- Provision of 4 DPAs in RO / SRO where more than 25 lakh total accounts are there.
- For NATRSS- 2 DPAs
- For NDC- 16 DPAs
- No allocation has been proposed for O/o ACCs/ ZTIs. However, the strength of existing DEOs may be considered for allocating to these offices.

As the data used for the proposed redistribution pertains to year 2013-14 and number of member accounts is of accruing nature it is requested that the annexure mentioned above be perused and objection, if any, be sent only to the e-mail ID of ACC(Hqrs) i.e. [acc.hrm@epfindia.gov.in](mailto:acc.hrm@epfindia.gov.in) latest by 10<sup>th</sup> May, 2015. It is further informed that any response received after the due date and in any other email ID shall not be considered.

[This issues with the approval of ACC(Hqrs)]

Encl.: as above.

Yours faithfully,

(Uday Baxi)  
Regional P.F. Commissioner (HRM)

Copy to: RPFC, NDC for uploading on EPFO website

### Proposed allocation of Data Processing Assistants

Sl. No.	OFFICE/ REGION	No. of DPAs as per existing allocation	No. of DPAs proposed in new allocation
<b><u>ANDHRA PRADESH</u></b>			
1.	RO, Guntur	2	2
2.	SRO, Visakhapatnam	2	2
3.	SRO, Cuddapah	2	2
4.	SRO, Rajamundry	2	2
5.	RO, Hyderabad	2	4
6.	SRO, Kukatpally	2	3
7.	SRO, Patancheru	2	2
8.	SRO, Siddipet	2	1
9.	RO, Nizamabad	2	2
10.	SRO, Karimnagar	2	1
11.	SRO, Warangal	2	1
<b><u>ORISSA</u></b>			
12.	RO, Bhubaneswar	2	3
13.	SRO, Berahmpur	2	1
14.	SRO, Rourkela	2	2
15.	SRO, Keonjhar	2	1
<b><u>DELHI</u></b>			
16.	RO, Delhi North	2	4
17.	RO, Delhi South	2	4
18.	SRO, Laxmi Nagar	2	2
<b><u>UTTARAKHAND</u></b>			
19.	RO, Dehradun	2	2
20.	SRO, Haldwani	2	2
<b><u>GUJARAT</u></b>			
21.	RO, Ahmedabad	2	4
22.	SRO, Rajkot	2	3
23.	SRO, Naroda	2	1
24.	SRO, Vatwa	2	1
25.	Regiona Office, Vadodara	2	3
26.	RO, Surat	2	3
27.	SRO, Vapi	2	3
28.	SRO, Bharuch	2	2
<b><u>MADHYA PRADESH</u></b>			
29.	RO, Indore	2	3
30.	SRO, Bhopal	2	2
31.	SRO, Gwalior	2	2
32.	SRO, Ujjain	2	1
33.	SRO, Jabalpur	2	2
34.	SRO, Sagar	2	1



Sl. No.	OFFICE/ REGION	No. of DPAs as per existing allocation	No. of DPAs proposed in new allocation
<b><u>HARYANA</u></b>			
35.	RO, Faridabad	2	4
36.	SRO, Karnal	2	2
37.	RO, Gurgaon	2	4
38.	SRO, Rohtak	2	2
<b><u>RAJASTHAN</u></b>			
39.	RO, Jaipur	2	3
40.	SRO, Jodhpur	2	2
41.	SRO, Kota	2	2
42.	SRO, Udaipur	2	2
<b><u>KARNATAKA</u></b>			
43.	RO, Bangalore	2	4
44.	SRO, Mysore Road (Rajarajeswari Nagar)	2	2
45.	SRO, Yelhanka	2	0
46.	RO, Peenya	2	4
47.	SRO, Bommasandra	2	4
48.	SRO, K.R. Puram (Whitefield)	2	3
49.	SRO, Tumkur	2	0
50.	RO, Mangalore	2	2
51.	SRO, Chickmangalore	2	1
52.	SRO, Shivmoga	2	1
53.	Sub-RO, Udupi	2	1
54.	SRO, Mysore	2	2
55.	RO, Gulbarga	2	1
56.	SRO, Hubli	2	2
57.	SRO, Bellary	2	1
58.	SRO, Raichur	2	1
<b><u>GOA</u></b>			
59.	RO, Goa	2	2
<b><u>MAHARASHTRA</u></b>			
60.	RO, Mumbai- I (Bandra)	2	4
61.	RO, Mumbai- II (Thane)	2	4
62.	SRO, Vashi	2	3
63.	RO, Mumbai-III Kandivali	2	4
64.	SRO, Nasik	2	3
65.	RO, Pune	2	4
66.	SRO, Kolhapur	2	2
67.	SRO, Solapur	2	1
68.	RO, Nagpur	2	3
69.	SRO, Aurangabad	2	3
70.	SRO, Akola	2	1

Sl. No.	OFFICE/ REGION	No. of DPAs as per existing allocation	No. of DPAs proposed in new allocation
<b><u>CHATTISGARH</u></b>			
71.	RO, Raipur	2	2
<b><u>PUNJAB</u></b>			
72.	RO, Chandigarh	2	3
73.	SRO, Bhatinda	2	2
74.	RO, Ludhiana	2	3
75.	SRO, Amritsar	2	1
76.	SRO, Jalandhar	2	2
<b><u>HIMACHAL PRADESH</u></b>			
77.	RO, Shimla	2	2
<b><u>CHENNAI</u></b>			
78.	RO, Chennai	2	4
79.	SRO, Ambattur	2	3
80.	RO, Tambaram	2	3
81.	SRO, Puducherry	2	2
82.	SRO, Vellore	2	2
83.	RO, Madurai	2	3
84.	SRO, Nagercoil	2	1
85.	SRO, Tirunelveli	2	2
86.	RO, Coimbatore	2	3
87.	SRO, Salem	2	3
88.	SRO, Trichy	2	2
<b><u>KERALA</u></b>			
89.	RO, Thiruvananthpuram	2	2
90.	SRO, KOTTAYAM	2	1
91.	SRO, Kochi (Ernakulam)	2	3
92.	SRO, CALICUT/ KOZIKHODE	2	1
93.	SRO, KANNUR	2	1
94.	SRO, KOLLAM	2	1
<b><u>UTTAR PRADESH</u></b>			
95.	RO, Kanpur	2	2
96.	SRO, Lucknow	2	2
97.	SRO, Varanasi	2	1
98.	SRO, Bareilly	2	1
99.	SRO, Gorakhpur	2	1
100.	SRO, Allahabad	2	1
101.	RO, Meerut	2	2
102.	SRO, Noida	2	3
103.	SRO, Agra	2	2

Sl. No.	OFFICE/ REGION	No. of DPAs as per existing allocation	No. of DPAs proposed in new allocation
<b>BIHAR</b>			
104.	RO, Patna	2	2
105.	SRO, Bhagalpur	2	1
106.	SRO, Muzaffarpur	2	1
<b>WEST BENGAL</b>			
107.	RO, Jalpaiguri	2	2
108.	SRO, Siliguri	2	1
109.	SRO, Darjling	2	1
110.	SRO, Jangipur	2	2
111.	RO, Kolkata	2	3
112.	SRO, Barrackpore	2	1
113.	SRO, Durgapur	2	2
114.	SRO, Howrah	2	2
115.	SRO, Park Street	2	3
116.	SRO, Portblair (Andaman & Nicobar)	2	1
<b>NORTH EASTERN REGION</b>			
117.	RO, Guwahati	2	2
118.	SRO, Agartala	2	1
119.	SRO, Shillong	2	1
120.	SRO, Tinsukia	2	1
<b>JHARKHAND</b>			
121.	RO, Ranchi	2	2
122.	SRO, Jamshedpur	2	2
123.	<b>NATRSS</b>	2	2
124.	<b>NDC (HQRS)</b>	16	16
	<b>TOTAL</b>		<b>274</b>

The allocation is based upon sanctioned Strength of DPA cadre i.e. 274. The criteria used is summarised in the table below:-

<b><u>The Parameters</u></b>	<b><u>Required of Data Processing Assistants</u></b>
>3,50,000 accounts	1 DPA
>3,50,000 and <10,00,000 accounts	2 DPAs
>10,00,000 and <25,00,000 accounts	3 DPAs
>25,00,000 accounts	4 DPAs