



## 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 किदवई 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. A-22014/1/2025 / 265

Dated:

23 DEC 2025

To,

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

**Subject: Calling option for Mutual & Request Transfer in the cadre of SO, ASO & PS as per Group B transfer policy dated 30.01.2025-reg.**

Madam/Sir,

In accordance with the transfer policy of Group B (TP-GB 2025) officials circulated vide Head Office Letter No. HRD-I/87/2024/TransferPolicyReview/Misc/1226 dated 30.01.2025, the Mutual/Request Transfer of Ministerial Functionaries under Group B Cadre is to be undertaken.

2. **Procedure for Mutual Transfer (See para 6.6 of TP-GB 2025): -**

- As per Group B transfer policy for Ministerial Cadres, transfer on mutual request can be exercised on All India basis. Officials desirous of mutual transfers may form pairs of requests for mutual transfers and give request to Head Office through prescribed mode. For Mutual Transfer, both officials involved in the mutual transfer have to submit transfer application to their respective Zone and concerned Zone will forward the same to HO after due scrutiny.
- Officials desirous of mutual transfer must submit their transfer application (request) in the attached proforma only (**Annexure-A**)
- The proforma has to be filled and signed by the concerned official and countersigned by the concerned Zonal ACC/RPFC-I of the ZO/ASD(HO)/ZTI/PDNASS.
- Concerned ZO/ASD(HO)/ZTI/PDNASS shall forward the said proforma (duly filled & signed by the official and countersigned by concerned Zonal ACC/RPFC-I of the Zone) to HO on email id [rc.hrm@epfindia.gov.in](mailto:rc.hrm@epfindia.gov.in) under the subject "Calling of Options for Mutual /Request Transfer in respect of Group 'B' (Ministerial Functionaries)-reg".

3. **Procedure for Request Transfer (See para 7.1 of TP-GB 2025): -**

- a. As per Group B transfer policy, transfer requests can be made on grounds covered by DOPT guidelines (spouse, differently abled, approaching superannuation within 02 years, etc) or other extremely genuine cases. The request shall be submitted to Head Office.
- b. Officials desirous of transfer on request as per para 7 of TP-GB 2025 must submit their request in the same proforma mentioned above i.e. **Annexure-A**.
- c. Official shall fill appropriate paras/columns of the said proforma.
- d. Official shall seek request transfer to a maximum of one station only.
- e. The proforma has to be filled and signed by the concerned official and countersigned by concerned Zonal ACC/RPFC-I of the ZO/ASD(HO)/ZTI/PDNASS.
- f. Concerned ZO/ASD(HO)/ZTI/PDNASS shall forward the said proforma (duly filled & signed by the official concerned and countersigned by concerned Zonal ACC/RPFC-I of the Zone) to HO on email id [rc.hrm@epfindia.gov.in](mailto:rc.hrm@epfindia.gov.in) under the subject **"Calling of Options for Mutual /Request Transfer in respect of Group 'B' (Ministerial Functionaries)-reg"**.
- g. The documents submitted by the officials in support of their requests, must be verified by the concerned ZO/ASD(HO)/ZTI/PDNASS before forwarding the said proforma to HO.

4. Further, following application for mutual/request transfer will **not** be entertained: -

- i. Application directly forwarded to Head Office by the official.
- ii. Application forwarded on any other email other than [rc.hrm@epfindia.gov.in](mailto:rc.hrm@epfindia.gov.in)
- iii. Application received after due date.
- iv. Application forwarded without/incomplete attached proforma or not countersigned by Zonal ACC/RPFC-I of the ZO/ASD(HO)/ZTI/PDNASS.

5. As per para 1.8 of the Group B Transfer Policy , *"In case the number of Group B Officials in a cadre are less in comparison to the sanctioned posts, the HR of the Competent office will undertake a prior assessment on the basis of workload, urgency and importance to identify number of "Field Posts" that may be considered for deployment in an office. On the basis of above factors, there will be certain number of "Blocked Posts" and no transfers/ placement will be made to these blocked posts in that Financial Year provided vacancies are filled by way of recruitment/promotion"*. Accordingly, Assigned and Blocked posts have been determined for SO, ASO & PS Cadre and the same are also enclosed in **Annexure B, C & D** respectively.

6. Transfer on request basis will be done subject to availability of vacancies in the concerned zone. Further, no transfer will be done on the blocked posts, however, Transfer Committee in extremely genuine case may increase the number of Assigned post for transferring any official and thereby reduce the number of blocked posts.



7. It is also emphasized that all officials may carefully read the Group 'B' Transfer Policy (TP-GB 2025) and above mentioned instructions for filing their requests.

8. It is also informed that officials who had earlier submitted any transfer request, have to submit fresh request following the above mentioned procedure.

9. All ZO/ASD(HO)/PDNASS/ZTI are hereby requested to forward the applications/duly filled proforma of the officials posted under their jurisdiction by 16.01.2026 on email id [rc.hrm@epfindia.gov.in](mailto:rc.hrm@epfindia.gov.in).

(This issues with approval of the Competent Authority)

(Manish Mani)

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

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(Manish Mani)

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