



कर्मचारी भविष्य निधि संगठन
Employees Provident Fund Organisation

श्रम एवं रोजगार मंत्रालय, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

मुख्यकार्यालय/ HEAD OFFICE



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NBCC Centre, Block-2, Ground Floor- 4th Floor, East Kidwai Nagar, New Delhi-110023
Website: www.epfindia.gov.in, www.epfindia.nic.in

No. HRM-IV/2025/LDC/MTS/TP-2025/ 511

Dated: 02 DEC 2025

To,

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, MTS and Isolated 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, MTS and Isolated cadres 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) and Isolated cadres – matching of Social Category for MTS cadre is not required as no separate roster for compassionate appointment is maintained and same in the case of Isolated cadres.

Details of the applicant	Details of the official against whom mutual transfer has been sought	Remarks/Ground for transfer

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

3.2 Format for Temporary Mutual Transfer (for 06 years as per Para 6.1.3) – for MTS , LDC, UDC and Isolated 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 (DR/SQ)		Category (SC/ST/ OBC/ EWS/ UR)		Current duty office		Current Station		Current State		Option for Transfer - State

Matching of Social Category not necessary.

Note : The officials shall be eligible to apply for the various Limited Departmental Competitive Examinations only in their parent State where they hold their seniority / lien as in case of SSA cadre in Para 1.15 of the Policy.

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 and Isolated Cadres.

Name	EID	Designation	Category (SC/ST/ OBC/ EWS/ UR)	Current duty office	Current Station	Current State	Option for Transfer - State	Remarks/ Ground for transfer
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*The Zonal Offices shall also indicate whether the official is currently under probation.

4. Since the sanctioned strength of MTS/LDC/UDC/Isolated cadres is very less, the limitation of forwarding requests, as mentioned Para 6.2 , Para 7.1.1 and 7.1.2 of the Policy, is

not applicable to this cadre. Regional and Zonal Offices are therefore requested to examine the details of all such requests and forward the same to Head Office. Accordingly there will be no separate "Normal" and "Special Category" cases for transfer requests of MTS Cadre. The Officials under Inter State Transfer shall be eligible to appear for the LDCE in the Parent State/Region in which their Seniority is maintained.

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 **10-12-2025** to their respective Regional Offices. The Regional Offices after due verification shall compile the requests and forward to Zonal Offices by **19-12-2025**. In case of multiple Zone States, Zonal Offices should forward to the Cadre Controlling Authority of the State i.e. ACC (HQ) Office. All the Zonal Offices are to compile all the requests and forward by **28.12.2025**. 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/UDC/MTS/Isolated Cadre - <Name of Zone/State>' duly signed by the concerned Zonal Head/RPFC-I (Zone)/PDNASS/ZTI.

6. Further, it may be noted that no application forwarded directly by officials to Head office shall be entertained and officials who have submitted transfer requests earlier must submit their request under the prescribed format again Zonal Office may ensure that the data is forwarded in the prescribed format with complete details within the timelines.

7. Zonal Offices shall also certify and furnish information regarding any Disciplinary Proceedings (DP) contemplated/initiated/undergoing penalty in respect of the official submitting the transfer request.

8. As recommended by the Committee during the course of grievance redressals any official whose transfer request is accepted during the current cycle and who thereafter refuses or withdraws his/her request after issuance of the transfer order shall be debarred from submitting any transfer request for a period of five (05) years.

9. On completion of the Inter-State Transfer including mutual transfer, the Annual General Transfer may be initiated as per the policy.

(This issues with the approval of ACC (HQ) HR)

Yours faithfully,



(Aditya Sah)
RPFC-I (HRM)

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. Hindi Section for Hindi version.



(Aditya Sah)
RPFC-I (HRM)