



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, ईस्टकिदवईनगर, नईदिल्ली-110023

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



No. HRM-IV/2025/SSA/AGT_2026/ 1460

Dated: 02 DEC 2025

To,

All ACC(HQ)/ACC Zones/

All Regional PF Commissioners-in-charge

Subject: Transfer of SSA 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 Annual General Transfer, Inter-State Transfer including mutual and request as well as annual rotational transfer of Social Security Assistants is 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 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 before AGT as per the policy, officials who are desirous of Inter-State transfer may submit their options through their RPFC (OIC) and Zone-In-Charge. Those who are on temporary Inter-State Transfer under previous policies and have completed the tenure of 05 years shall apply through their Parent Regional Offices and those who have not completed 05 years **may** also apply similarly. The applications are to be submitted in the format prescribed as under.

3.1 Format for Permanent Mutual Transfer (Applicable only for DR Quota Officials as per Para 6.1.1 and 6.1.2):

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	

*Category should be as per merit i.e. RAUV (Recommended against unreserved vacancies) candidates should apply for mutual transfer against Unreserved or RAUV candidates.

3.2 Format for Temporary Mutual Transfer (for 06 years as per Para 6.1.3):

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	Name	EID	Designation	#Recruitment Quota (DR/SQ)	#Category (SC/ST/ OBC/ EWS/ UR)	Current duty office	Current Station	State	

Matching of Recruitment Quota and Social Category not necessary

3.3. Format for Permanent Inter-State Request Transfer (Applicable only for DR Quota Officials as per Para 6.2 and 6.3) – if agreed to loss of seniority as per TP-GC 2025:

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

*The Zonal Offices shall also indicate whether the official is currently under probation.

4. Zonal Offices may ensure that provision of Para 6.2.1, 6.2.2, 7.1.3 are 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 **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 of the 03 categories separately and forward by **28-12-2025**. The information is to be forwarded to this office in MS Excel format as well as in PDF format through email to **rc.hrm5@epfindia.gov.in** with the subject ‘Transfer request of SSA/SSSA – <Name of Zone/State> duly signed by the concerned Zonal Head/RPFC-I (Admin-Zonal Office).

6. Further, it may be noted that **no application forwarded directly by officials to Head office shall be entertained**. Officials who have submitted transfer requests earlier **must submit their request under the**

prescribed format again. The Zonal Office may ensure that the data is forwarded in the prescribed format with complete details within the timelines.

7. The 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
3. Secretary General, EPF Officers' Association, Ludhiana,
4. Secretary General, AIEPF Staff Federation,
5. Hindi Section for Hindi version.



(Aditya Sah)
RPFC-I (HRM)