



**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**

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No. Recruitment/Exam/12(1)2025/SSA/438

Date: 19.06.2025

To,

All ACC(HQs)/Director(PDNASS)/ACCs(Zonal Offices/ZTIs)  
 OICs of Regional Offices/District Offices/Special State Offices

**Subject: Immediate and Strict Compliance with Head Office Orders on Relieving of officials – Non-Compliance to Attract Severe Disciplinary Action**

It has come to the notice of the undersigned that certain Zonal and Regional Offices have repeatedly failed to comply with explicit orders of the Head Office regarding timely relieving of officials upon their transfer or reallocation. This constitutes a serious breach of discipline and undermines the authority of the Head Office.

2. An extremely serious view of this non-compliance has been taken, which hampers the smooth functioning of our operations and undermines the authority of the Head Office. Be unequivocally warned that any future instance of failure to promptly relieve the transferred officers/officials as per Head Office orders will result in stringent disciplinary action against the Officer in Charge (OIC) under the provisions of the Central Civil Services (Conduct) Rules, 1964 Rule 3 which implies that, *"Every Government servant shall at all times Maintain discipline in the discharge of his duties and be liable to implement the lawful orders duly communicated to him;"*

3. All Zonal and Regional Offices are hereby directed to ensure immediate and unwavering compliance with all directives issued by the Head Office. Officers in Charge are personally responsible for ensuring that these instructions are disseminated to all relevant personnel and strictly adhered to without exception. Any deviation, without specific approval from HO, will be treated as wilful insubordination, inviting severe consequences.

4. This directive is effective immediately, and it is expected that every office will act with utmost urgency and diligence to implement lawful orders of superior authorities.

Yours faithfully,

**(Ramesh Krishnamurthi)**  
**Central Provident Fund Commissioner**