



## 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. A-22015/2/2025-HRM-III / 257

Dated: 16 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 of Options for Request and Mutual Transfer in respect of Stenographer Cadre-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 and the clarification/modification issued vide Head Office Letter No. HRD/30/2022/TransferPolicy/SSA/1466 dated 25.11.2025, the Inter-State Mutual/Request in respect of Stenographer Cadre is to be undertaken.


2. In this regard, since the Inter-State transfers including mutual and request transfers are to be carried out before Annual General Transfer (AGT) as per the policy, official who are desirous of Inter-State transfer may submit their options through their RPFC (OIC) and Zone-In-Charge.

3. Offices may ensure provision of Para 6.1, 6.2 and 7.1 of Group 'C' Transfer Policy are followed while forwarding the requests to HO/ZO. However, since the Stenographer Cadre is an All India Cadre and not a field cadre, the official(s) requesting for mutual and request transfer do not require to have same recruitment social category as the seniority is maintained at central level at Head Office and there is no Seniority Quota in Stenographer Cadre.

4. All applications for request/mutual transfer are to be submitted in a prescribed format (Annexure-A) with clear undertaking that the applicant unconditionally accepts all the terms & condition for transfer as per the Transfer Policy and that merely submission of application does not guarantee transfer.

5. All ZO/ASD(HO)/PDNASS/ZTI are hereby requested to forward the applications/duly filled proforma of the officials posted under their jurisdiction by **09.01.2026** on email id rc.hrm@epfindia.gov.in under the subject “**Calling of Options for Request and Mutual Transfer in respect of Stenographer Cadre-reg.**” Any application directly forwarded to Head Office by the official, forwarded to other email, received after due date and forwarded without/incomplete attached proforma or not countersigned by Zonal ACC(HQ)/ACC or RPFC-I of the Zone, will **not** be entertained and considered.

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



**(Manish Mani)**

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

Copy to:

1. OSD to CPFC
2. PS to FA & CAO/CVO/All ACC(HQs)/Director(PDNASS)
3. All ACCs
4. All DD (Vigilance)/ZAPs
5. All ZTIs/Sub-ZTI
6. RPFC, NDC for web circulation
7. Hindi Section for Hindi Version
8. Secretary General, EPF Officers' Association
9. Secretary General, AIEPF Staff Federation
10. Secretary General, AIEPF Employees' Sangh
11. Secretary General, AIEPF SC/ST Federation
12. Guard File



**(Manish Mani)**

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

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**Proforma for providing request for Mutual and request transfer in Stenographer Cadre:**

i. For Mutual Transfer only (Para 6.1 of the transfer policy): -

<b>S No.</b>	<b>Particulars</b>	<b>Details to be provided by concerned official</b>
1	Name of the official	
2	Name of ZO/HO/ZTI/PDNASS/RO, under which the official is posted	
3	Name of official against whom mutual transfer is sought	
4	Name of ZO/HO/ZTI/PDNASS, where the official (against whom mutual transfer is sought) is posted	

ii. For request transfer only (Para 6.2 of the transfer policy): -

<b>Sl No.</b>	<b>Permanent Basis</b>	
	<b>Particulars</b>	<b>Details to be provided by concerned officer/official</b>
1	Name of the official	
2	Name of ZO/HO/ZTI/PDNASS/RO, under which the official is posted	
3	Name of the ZO where request transfer is sought	
4	Ground for request transfer (along with supporting documents)	
5	Whether documents (provided in support of grounds) have been attached	
6.	Choice of state/zone	

Signature of the concerned officer  
along with designationName & Signature of the Zonal  
ACC/RPFC-1 of the Zone