



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 किदवाई नगर, नई दिल्ली-110023

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

Website: www.epfindia.gov.in, www.epfindia.nic.in



HRM-I/T-1(DPA)/2025/624

Date:

22 APR 2025

To,

All ACC(HQ) Zones/Director (PDNASS)
All ACC Zones
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 DPA 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, in case of mutual transfer for Ministerial Cadres, transfer on mutual request can be exercised on All India basis. Officers 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 Zones and concerned Zone will forward the same to HO after due scrutiny.
- Official 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 groupb.transfer@epfindia.gov.in.

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

- 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.
- 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**.
- Official shall fill appropriate paras/columns of the said proforma.
- The proforma has to be filled and signed by the concerned officer and countersigned by 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 concerned and countersigned by concerned Zonal ACC/RPFC-I of the Zone) to HO on email id groupb.transfer@epfindia.gov.in.
- 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: -
- Application directly forwarded to Head Office by the official.
 - Application forwarded on any other email other than groupb.transfer@epfindia.gov.in.
 - Application received after due date.
 - Application forwarded without/incomplete attached proforma or not countersigned by Zonal ACC/RPRC-I of the ZO/ASD(HO)/ZTI/PDNASS.
5. Sanctioned post in DPA cadre as per [circular dated 10-04-2015](#) is enclosed as **Annexure B**.
6. Transfer on request basis will be done subject to availability of vacancies in the concerned zone.
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 abovementioned 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 **30.04.2025** on email id groupb.transfer@epfindia.gov.in.

(Issued with the approval of Competent Authority)


(MOHAMMAD SHARIQ)
Regional P.F. Commissioner-I (HRM)

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


(MOHAMMAD SHARIQ)
Regional P.F. Commissioner-I (HRM)

Annexure-A

Pro forma for providing request for Mutual and Request transfer in DPA Cadre

(i) For Mutual transfer in the cadre of DPA (Para 6.6 of transfer policy): -

Sl No.	Particulars	Details to be provided by concerned officer/official
1	Name of the Officer/official	
2	Cadre of the Officer/Official	
3	Name of ZO/HO/ZTI/ PDNASS, where officer/official is posted	
4	Name of officer/official against whom mutual transfer is sought	
5	Name of ZO/HO/ZTI/ PDNASS, where officer/official (against whom mutual transfer is sought) is posted	

(ii) For request transfer in the cadre of DPA (Para 7 of transfer policy): -

Sl No.	Particulars	Details to be provided by concerned officer/official
1	Name of the Officer/official	
2	Cadre of the Officer/Official	
3	Name of ZO/HO/ZTI/ PDNASS, where officer/official is posted	
4	Name of the ZO/HO/ZTI/PDNASS where request transfer is sought	
5	Ground for request transfer	
6	Whether documents (provided in support of grounds) have been attached	
7	Choice of Zone/State	



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(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
Employees' Provident Fund Organisation
(Ministry of Labour & Employment, Govt. Of India)
मुख्य कार्यालय/Head Office

भविष्य निधि भवन, 14-भीकाजी कामा प्लेस, नई दिल्ली-110 066
Bhavishya Nidhi Bhawan, 14-Bhikaji Cama Place, New Delhi-110 066
Website: www.epfindia.gov.in, www.epfindia.nic.in

File no. HRM-V/Misc/11/2013/Pt/1524
To

Date: 10 APR 2015

All Addl.CPFCs (Grade I & Grade II) – Zones/ Director (NATRSS)
All Regional PF Commissioners – In charge – R.O.s/ S.R.O.s/ ZTIs
(Including Head Office)
[THROUGH WEB CIRCULATION]

Sub.: Office wise sanctioned strength of Data Processing Assistant - Redistribution – reg.

Sir,

Enclosed please find herewith office wise proposed sanctioned strengths of Data Processing Assistant (DPAs) which have been redistributed on the basis of following parameters:

- For each Regional Office (RO) / Sub-Regional Office (SRO) there is provision of minimum 1 DPA.
- Provision of 2 DPAs in RO / SRO where more than 3.5 lakh total accounts are there.
- Provision of 3 DPAs in RO / SRO where more than 10 lakh total accounts are there.
- Provision of 4 DPAs in RO / SRO where more than 25 lakh total accounts are there.
- For NATRSS- 2 DPAs
- For NDC- 16 DPAs
- No allocation has been proposed for O/o ACCs/ ZTIs. However, the strength of existing DFOs may be considered for allocating to these offices.

As the data used for the proposed redistribution pertains to year 2013-14 and number of member accounts is of accruing nature it is requested that the annexure mentioned above be perused and objection, if any, be sent only to the e-mail ID of ACC(Hqrs) i.e. acc.hrm@epfindia.gov.in latest by 10th May, 2015. It is further informed that any response received after the due date and in any other email ID shall not be considered.

[This issues with the approval of ACC(Hqrs)]

Yours faithfully,

(Uday Baxi)

Regional P.F. Commissioner (HRM)

Encl.: as above.

Copy to: RPFC, NDC for uploading on EPFO website

Proposed allocation of Data Processing Assistants

Sl. No.	OFFICE/ REGION	No. of DPAs as per existing allocation	No. of DPAs proposed in new allocation
<u>ANDHRA PRADESH</u>			
1.	RO, Guntur	2	2
2.	SRO, Visakhapatnam	2	2
3.	SRO, Cuddapah	2	2
4.	SRO, Rajamundry	2	2
5.	RO, Hyderabad	2	4
6.	SRO, Kukatpally	2	3
7.	SRO, Patancheru	2	2
8.	SRO, Siddipet	2	1
9.	RO, Nizamabad	2	2
10.	SRO, Karimnagar	2	1
11.	SRO, Warangal	2	1
<u>ORISSA</u>			
12.	RO, Bhubaneswar	2	3
13.	SRO, Berahmpur	2	1
14.	SRO, Rourkela	2	2
15.	SRO, Keonjhar	2	1
<u>DELHI</u>			
16.	RO, Delhi North	2	4
17.	RO, Delhi South	2	4
18.	SRO, Laxmi Nagar	2	2
<u>UTTARAKHAND</u>			
19.	RO, Dehradun	2	2
20.	SRO, Haldwani	2	2
<u>GUJARAT</u>			
21.	RO, Ahmedabad	2	4
22.	SRO, Rajkot	2	3
23.	SRO, Naroda	2	1
24.	SRO, Vatwa	2	1
25.	Regiona Office, Vadodara	2	3
26.	RO, Surat	2	3
27.	SRO, Vapi	2	3
28.	SRO, Bharuch	2	2
<u>MADHYA PRADESH</u>			
29.	RO, Indore	2	3
30.	SRO, Bhopal	2	2
31.	SRO, Gwalior	2	2
32.	SRO, Ujjain	2	1
33.	SRO, Jabalpur	2	2
34.	SRO, Sagar	2	1

Sl. No.	OFFICE/ REGION	No. of DPAs as per existing allocation	No. of DPAs proposed in new allocation
HARYANA			
35.	RO, Faridabad	2	4
36.	SRO, Karnal	2	2
37.	RO, Gurgaon	2	4
38.	SRO, Rohtak	2	2
RAJASTHAN			
39.	RO, Jaipur	2	3
40.	SRO, Jodhpur	2	2
41.	SRO, Kota	2	2
42.	SRO, Udaipur	2	2
KARNATAKA			
43.	RO, Bangalore	2	4
44.	SRO, Mysore Road (Rajarajeswari Nagar)	2	2
45.	SRO, Yelhanka	2	0
46.	RO, Peenya	2	4
47.	SRO, Bommasandra	2	4
48.	SRO, K.R. Puram (Whitefield)	2	3
49.	SRO, Tumkur	2	0
50.	RO, Mangalore	2	2
51.	SRO, Chickmangalore	2	1
52.	SRO, Shivmoga	2	1
53.	Sub-RO, Udupi	2	1
54.	SRO, Mysore	2	2
55.	RO, Gulbarga	2	1
56.	SRO, Hubli	2	2
57.	SRO, Bellary	2	1
58.	SRO, Raichur	2	1
GOA			
59.	RO, Goa	2	2
MAHARASHTRA			
60.	RO, Mumbai- I (Bandra)	2	4
61.	RO, Mumbai- II (Thane)	2	4
62.	SRO, Vashi	2	3
63.	RO, Mumbai-III Kandivali	2	4
64.	SRO, Nasik	2	3
65.	RO, Pune	2	4
66.	SRO, Kolhapur	2	2
67.	SRO, Solapur	2	1
68.	RO, Nagpur	2	3
69.	SRO, Aurangabad	2	3
70.	SRO, Akola	2	1

Sl. No.	OFFICE/ REGION	No. of DPAs as per existing allocation	No. of DPAs proposed in new allocation
CHATTISGARH			
71.	RO, Raipur	2	2
PUNJAB			
72.	RO, Chandigarh	2	3
73.	SRO, Bhatinda	2	2
74.	RO, Ludhiana	2	3
75.	SRO, Amritsar	2	1
76.	SRO, Jalandhar	2	2
HIMACHAL PRADESH			
77.	RO, Shimla	2	2
CHENNAI			
78.	RO, Chennai	2	4
79.	SRO, Ambattur	2	3
80.	RO, Tambaram	2	3
81.	SRO, Puducherry	2	2
82.	SRO, Vellore	2	2
83.	RO, Madurai	2	3
84.	SRO, Nagercoil	2	1
85.	SRO, Tirunelveli	2	2
86.	RO, Coimbatore	2	3
87.	SRO, Salem	2	3
88.	SRO, Trichy	2	2
KERALA			
89.	RO, Thiruvananthapuram	2	2
90.	SRO, KOTTAYAM	2	1
91.	SRO, Kochi (Ernakulam)	2	3
92.	SRO, CALICUT/ KOZIKHODE	2	1
93.	SRO, KANNUR	2	1
94.	SRO, KOLLAM	2	1
UTTAR PRADESH			
95.	RO, Kanpur	2	2
96.	SRO, Lucknow	2	2
97.	SRO, Varanasi	2	1
98.	SRO, Bareilly	2	1
99.	SRO, Gorakhpur	2	1
100.	SRO, Allahabad	2	1
101.	RO, Meerut	2	2
102.	SRO, Noida	2	3
103.	SRO, Agra	2	2

Sl. No.	OFFICE/ REGION	No. of DPAs as per existing allocation	No. of DPAs proposed in new allocation
BIHAR			
104.	RO, Patna	2	2
105.	SRO, Bhagalpur	2	1
106.	SRO, Muzaffarpur	2	1
WEST BENGAL			
107.	RO, Jalpaiguri	2	2
108.	SRO, Siliguri	2	1
109.	SRO, Darjling	2	1
110.	SRO, Jangipur	2	2
111.	RO, Kolkata	2	3
112.	SRO, Barrackpore	2	1
113.	SRO, Durgapur	2	2
114.	SRO, Howrah	2	2
115.	SRO, Park Street	2	3
116.	SRO, Portblair (Andaman & Nicobar)	2	1
NORTH EASTERN REGION			
117.	RO, Guwahati	2	2
118.	SRO, Agartala	2	1
119.	SRO, Shillong	2	1
120.	SRO, Tinsukia	2	1
JHARKHAND			
121.	RO, Ranchi	2	2
122.	SRO, Jamshedpur	2	2
123.	NATRSS	2	2
124.	NDC (HQRS)	16	16
	TOTAL		274

The allocation is based upon sanctioned Strength of DPA cadre i.e. 274. The criteria used is summarised in the table below:-

The Parameters	Required of Data Processing Assistants
>3,50,000 accounts	1 DPA
>3,50,000 and <10,00,000 accounts	2 DPAs
>10,00,000 and <25,00,000 accounts	3 DPAs
>25,00,000 accounts	4 DPAs