



# 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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File No. - A-45011/104/2025-HRM-III/244

Date: 03 DEC 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 EO/AO and SS 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 the field functionaries (i.e., EO/AO & SS) as per the policy is to be undertaken.

2. Procedure for Mutual Transfer (See para 4.11 & 5.6 of TP - GB 2025): -

- As per Group 'B' transfer policy, in case of inter-state mutual transfer involving separate Zones, the request shall be submitted to Head Office. For Mutual Transfer, both the official 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 application/request in the attached proforma only (Annexure-A)
- The proforma has to be filled and signed by the concerned official and countersigned by concerned Zonal ACC/RPFC-I of the Zonal Office.
- 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 [macpnfu.eoao@epfindia.gov.in](mailto:macpnfu.eoao@epfindia.gov.in).

3. Procedure for Request Transfer (See para 7.1, 7.2 & 7.3 of TP-GB 2025): -

- As per Group B transfer policy, in case of inter-state requests transfers involving separate Zones, 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 requests in the same proforma mentioned above i.e. (Annexure-A).
- Officials shall fill appropriate paras/columns of the proforma.
- The proforma has to be filled and signed by the concerned officer and countersigned by concerned Zonal ACC/RPFC-I of the Zonal Office.

- e. Concerned ZO/ASD(HO)/ZTI/PDNASS shall forward the said proforma (duly filled & signed by officer concerned and countersigned by concerned Zonal ACC/RPFC-I of the Zone) to HO on email id [macpnfu.eoao@epfindia.gov.in](mailto:macpnfu.eoao@epfindia.gov.in).
- f. The documents submitted by the officials in support of their request, must be verified by the concerned Zones before forwarding the said proforma to HO.

4. As per para 7.2 of Group B Transfer Policy, which states "*Inter-State Transfer requests of DR EO/AO would be considered on permanent basis, limited to 50% of DR quota vacancies in destination State*"

5. Accordingly, tentative vacancy position under DR Quota (in EO/AO Cadre) as on 31.12.2025 are being attached (Annexure-I) herewith for perusal and information.


6. Further, following application for mutual/request transfer will not be entertained: -

- i. Application directly forwarded to Head Office by the official.
- ii. Application forwarded on any other email other than [macpnfu.eoao@epfindia.gov.in](mailto:macpnfu.eoao@epfindia.gov.in).
- iii. Application received after due date.
- iv. Application forwarded without/incomplete attached proforma or not countersigned by Zonal ACC/RPRC-I of the Zone.

7. It is also emphasized that all officers may carefully read the Group 'B' Transfer Policy (TP-GB 2025) and above mentioned instructions for filling their options. Merely submission of application/request does not guarantee transfer.

8. All ZO/ASD(HO)/PDNASS/ZTI are hereby requested to forward the applications/ duly filled proforma of the officials posted under their jurisdiction by 29.12.2025 on email id [macpnfu.eoao@epfindia.gov.in](mailto:macpnfu.eoao@epfindia.gov.in).

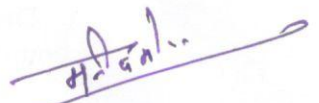
(Issued with the approval of Competent Authority)

  
(Manish Mani)

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

  
(Manish Mani)

Regional P.F. Commissioner-I (HRM)

## Annexure-A

### **Pro forma for providing request for Mutual and Request transfer in EO/AO & SS**

(i) For EO/AO Cadre (For Mutual Transfer only) (Para 4.11 of transfer policy): -

Sl No.	Permanent Basis (for DR Quota EO/AO only)		Temporary Basis (For DR & DP Both quota)	
	Particulars	Details to be provided by concerned officer/official	Particulars	Details to be provided by concerned officer/official
1	Name of the EO/AO		Name of the EO/AO	
2	Name of ZO, where EO/AO is posted		Name of ZO, where EO/AO is posted	
3	Category (Social) of EO/AO		Name of EO/AO against whom mutual transfer is sought	
4	Name of EO/AO against whom mutual transfer is sought		Name of ZO, where EO/AO (against whom mutual transfer is sought) is posted	
5	Name of ZO, where EO/AO (against whom mutual transfer is sought) is posted			
6	Category (Social) of EO/AO against whom mutual transfer is sought			

(ii) For EO/AO Cadre (Request Transfers only) (Para 7 of transfer policy): -

Sl No.	Permanent Basis (for DR Quota EO/AO only)		Temporary Basis (For DP quota EO/AO only)	
	Particulars	Details to be provided by concerned officer/official	Particulars	Details to be provided by concerned officer/official
1	Name of the EO/AO		Name of the EO/AO	
2	Name of ZO, where EO/AO is posted		Name of ZO, where EO/AO is posted	
3	Name of the ZO where request transfer is sought		Name of the ZO where request transfer is sought	
4	Ground for request transfer		Ground for request transfer	
5	Whether documents (provided in support of grounds) have been attached		Whether documents (provided in support of grounds) have been attached	
6.	Choice of State/Zone		Choice of State/Zone	

(iii) For SS Cadre (For Mutual Transfer on temporary basis) (Para 5.6 of transfer policy): -

Sl No.	Temporary Basis	
	Particulars	Details to be provided by concerned officer/official
1	Name of the SS	
2	Name of ZO, where SS is posted	
3	Name of SS against whom mutual transfer is sought	
4	Name of ZO, where SS (against whom mutual transfer is sought) is posted	

**(iv) For SS Cadre (Request Transfers on temporary basis only) (Para 7 of transfer policy): -**

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

Signature of the concerned officer  
alongwith designation

Name & Signature of the Zonal  
ACC/RPFC-1 of the Zone

## Annexure-I

<b>Tentative Vacancy Position under DR Quota (in EO/AO Cadre)</b>		
<b>S. No.</b>	<b>Name of state</b>	<b>Vacancies under DR Quota</b>
1	Delhi	21
2	Uttrakhand	3
3	Jammu & Ladakh	3
4	Haryana	23
5	Rajasthan	1
6	Punjab	7
7	Himachal Pradesh	1
8	Uttar Pradesh	16
9	Bihar	1
10	Jharkhand	6
11	Orissa	15
12	Andhra Pradesh	10
13	Telangana	24
14	Karnataka	43
15	Goa	1
16	Tamil Nadu	50
17	Kerala	9
18	West Bengal	17
19	North-east region	3
20	Maharashtra	33
21	Madhya Pradesh	4
22	Chattisgarh	1
23	Gujarat	19
<b>TOTAL</b>		<b>311</b>