



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.: HRD/30/2022/Transfer Policy /SSA/1466

Date: 25 NOV 2025

To,

All ACC (HQ)/Director(PDUNASS)
All ACC Zones & Head Office/
All RPFCs/OIC of Regional Offices/
All RPFC ZTIs/RPFC (ASD)

Subject: Transfer Policy for Group 'C' Cadres in EPFO, 2025- reg

Reference: Head Office circular no. HRD-I/87/2024/Transfer Policy Review/Misc/1227

Sir/Madam,

Certain clarifications/modifications are being made in the *Transfer Policy for Group 'C' Cadres, 2025*. The same are hereby circulated for information and necessary action:

- The Transfer Policy shall apply to all Group 'C' employees.
- It is clarified that the transfer of Social Security Assistants (SSAs) after completion of 10 years of service in a particular office is not mandatory according to *Transfer Policy for Group 'C' cadre, 2025*. However, each Zone must ensure equitable and judicious distribution of manpower across all its Regional and District Offices, so that the work of any office does not suffer due to inadequate staffing in comparison to other offices.

- c) Further, the schedule of inter state transfers including mutual transfers as given in clause 3.1 of the Transfer Policy is being modified to align it closely with AGT:

S.N.	Schedule of Activity	Existing Timelines	Modified Timelines
1	Preferring request for inter-state transfer. Request for mutual transfers should be in pairs	01 – 15 October	01 – 10 th December
2	Scrutiny of requests	16 th October – 15 th November	10 th December – 30 th December
3	Disposal of requests & issuing of order	On or before 30 th November	On or before 15 th January
4	Online Grievance representation	By 5 th December	By 20 th January
5	Recommendation of Grievance Committee	By 20 th December	By 30 th January (by Zonal Grievance Committee)
6	Disposal of grievances	On or before 31 st December	On or before 15 th February (by Head Office)

- d) For dealing with inter-state-transfer related grievances, a committee headed by Zonal ACC(HQ)/ACC shall be formed in respective states and the committee shall forward all grievances with its specific recommendations to HO on or before timelines indicated at point 5 of table above. Grievances received through any other channel shall not be entertained.

2. This has approval of the Competent Authority.

Yours faithfully,

g/m
25/11/25

(Saurabh Tripathi)

Regional P.F. Commissioner -I(HRD-I)

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1. OSD to CPFC
2. RPFC, NDC for web circulation
3. DD(OL) for Hindi version
4. Secretary General AIEPF Staff Federation
5. Secretary General, AIEPF Employees Sangh.

(Saurabh Tripathi)

Regional P.F. Commissioner -I(HRD-I)