

THROUGH WEBSITE



कर्मचारी भविष्य निधि संगठन  
**EMPLOYEES' PROVIDENT FUND ORGANISATION**

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)

मुख्यालय/HEAD OFFICE

भविष्य निधि भवन

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[www.epfindia.gov.in](http://www.epfindia.gov.in); [www.epfindia.nic.in](http://www.epfindia.nic.in)

No. HRM-III/35 (01)2010/Transfer Policy /EO-AO/29766 Dated : 28 Sept. 2011

To

All Addl. Central Provident Fund Commissioners  
All Regional Provident Fund Commissioner-I  
including RPFCA(ASD),  
All Officer-In-Charge, Sub-Regional Office.

Sub: New guidelines in respect of rotational transfers of officials in the cadre of EO/AO- Regarding

Sir,

Attention of all the concerned is drawn on the above mentioned subject. In supercession of all the existing guidelines following guidelines are issued herewith for implementation with immediate effect:

1. Directly recruited officials on their appointment to the post of EO/AO can only be posted as AO during the first two years.
2. Officials on their promotion to the post of EO/AO i.e. SQ/EQ can be posted either as EO or as AO.
3. No official would function as EO in a particular area for more than two years continuously.
4. No official would be posted as EO in any particular area for more than four years, during his entire career.
5. No official would function as EO for more than four years continuously. After functioning as EO for four years, an official

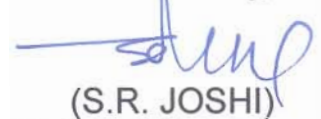
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would necessarily be posted as AO. Only after working as AO for one full year, excluding any leave availed other than Casual Leave & Restricted Holidays, he/she may be considered for posting as EO.

6. The power to transfer officials in the cadre of EO/AO to any station (RO/SRO/District Head Quarter) would be vested with RPFC-I In-Charge of undivided regions such as RJ, MP, BR etc. In the case of divided regions such as MH, TN, KN, HR, UP etc. such power would vest with ACC of the Zone.
7. The authority to allocate particular areas among EO's and particular task among AO's, subject to above guidelines, would vest with the in-charge of the Office concerned i.e. RPFC-II in the case of SRO and RPFC-I in the case of R.O.
8. ACC(Zones) will have the authority to relax the above guidelines, in the case of administrative exigencies or other individual deserving cases, after recording the reasons for such relaxation in writing.

(This is having the approval of CPFC)

Yours faithfully,

  
(S.R. JOSHI)

ADDL. CENTRAL P.F. COMMISSIONER (HR)

Copy to:

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- (1) PS to CPFC.
- (2) FA & CAO
- (3) C.V.O.
- (4) Director (NATRSS)
- (5) Chief Engineer
- (6) All Dy. Director (Vigilance)
- (7) All Dy. Director (Audit)
- (8) All Zonal Training Institutes
- (9) Secretary General, AIEPFSSF, R.O., Chandigarh
- (10) Secretary General, AIEPF SC/ST S. F., Madurai
- (11) Secretary General, EPFOA, Guwahati

28/9/2011