



सामाजिक सुरक्षा संगठन
Social Security
Organization

कोयला खान भविष्य निधि संगठन

COAL MINES PROVIDENT FUND ORGANISATION

(भारत सरकार कोयला मंत्रालय का एक सांविधिक निकाय)
(A Statutory Organization under Ministry of Coal, Government of India)

आयुक्त का कार्यालय

OFFICE OF THE COMMISSIONER

पुलिस लाईन, @POLICE LINE,
धनबाद @DHANBAD
पिन /PIN-826014
(झारखण्ड) (JHARKHAND)
फोन नं°/Phone No. - 0326-2202114
email : commissioner@cmpfo.gov.in
Website:- www.cmpfo.gov.in

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Date: 24.07.2026

OFFICE MEMORANDUM

Subject: Coal Mines Provident Fund Organisation Staff Transfer Policy, 2026 (CMPFO-STP 2026).

The undersigned is directed to circulate the Coal Mines Provident Fund Organisation Staff Transfer Policy, 2026 (CMPFO-STP 2026), as approved by the Competent Authority, for information, guidance and strict compliance by all concerned.

2. The provisions of the Policy shall come into force with immediate effect and shall govern all matters relating to the transfer of employees of the Coal Mines Provident Fund Organisation, unless otherwise provided therein.

3. All the offices under administrative control of CMPFO shall ensure strict adherence to the provisions of the Policy while processing and implementing transfer cases.

Encl.: CMPFO-STP 2026.

(Rupak Chattopadhyay)
Assistant Commissioner(Admn)

Distribution:

- All the Heads of Offices/ Establishment under CMPFO.
- All the Officers of CMPF Headquarters, Dhanbad.
- The Assistant Commissioner(IT), CMPFO Headquarters, Dhanbad: is requested to upload on the website.
- All the officials of CMPFO.
- PA to the Commissioner, CMPFO Headquarters, Dhanbad.
- PA to the Chief Vigilance Officer, CMPFO Headquarters, Dhanbad.
- Guard File.

(Rupak Chattopadhyay)
Assistant Commissioner(Admn)

Transfer Policy 'Coal Mines Provident Fund Organisation Staff Transfer Policy, 2026' (CMPFO-STP 2026)

1. INTRODUCTION AND SCOPE

1.1 Coal Mines Provident Fund Organisation is a Statutory Body under the administrative control of Ministry of Coal, Government of India, established under the Coal Mines Provident Fund (Miscellaneous Provisions) Act, 1948.

1.2 The Coal Mines Provident Fund Organisation is functioning with its Headquarters and 23 Offices including 20 Regional Offices located in and around various parts especially nearer to Coal bearing areas.

1.3 The aim of this transfer policy is to establish a uniform procedure in the matter of posting/transfer of employees of CMPFO, to comply with guidelines of Central Vigilance Commission for rotation of officials posted in sensitive seats. Further, care has been taken that the suggestions for the transfer policy are in line with the directions of DoP&T issued from time to time.

1.4 This policy shall be called as "Coal Mines Provident Fund Organisation Staff Transfer Policy, 2026" hereinafter referred as CMPFO-STP 2026.

2. OBJECTIVE

2.1 With a view to developing a fair, transparent, accountable and well-reasoned transfer and posting policy that ensures fairness and neutrality and in order to ensure all round development of manpower and to equip Officers and employees to enhance employees' satisfaction level and organisational excellence, keeping functional and administrative needs.

3. COMPETENT AUTHORITY

3.1 As per Regulation 44 of Coal Mines Provident Fund (Staff & Conditions of Service) Regulation, 1964, Commissioner, CMPFO is empowered to transfer the employees of CMPFO from one office to another office of the Organisation on similar or other posts.

3.2 Generally, all the transfer and posting shall be decided through a Transfer Committee, which shall place its recommendations before the Competent Authority for effecting transfers.

3.3 The Transfer Committee shall function in an advisory capacity, and its recommendations shall not be binding on the Competent Authority.

3.4 Notwithstanding anything contained in this policy, the Competent Authority shall retain full discretion to order transfer/posting of any officer/official in public interest, administrative exigencies, or on compassionate grounds.

4. TRANSFER AND POSTING PRINCIPLES

4.1 These Transfer and Posting Guidelines are based on the following principles:

4.1.1 Office requirement and administrative convenience shall have precedence over the convenience of individual officers.

4.1.2 Transfer or posting to a particular station cannot be claimed as a matter of right by officers/officials.

4.1.3 Frequent transfers of an individual are not in the interest of stability of functioning of an office and hence have to be avoided to the extent possible.

4.1.4 Mere existence of vacancies at a particular station does not entitle officers serving outside the station to get posted to that station. Filling up of vacancies is a prerogative of Administration which is exercised keeping in view the overall vacancy position across the offices and exigencies of work.

4.2 Administration may accommodate officers to their choice station subject to the conditions mentioned in these Transfer and Posting Guidelines.

4.3 Those officers/officials who are due to superannuate in two years may be, as far as possible, considered for their requested place of posting/requested retention subject to administrative requirements.

5. SCHEDULE OF ANNUAL GENERAL TRANSFER (AGT)

5.1 The time schedule for various procedures/actions related to AGT may be as prescribed in the table below:

Date	Exercise
January 01 - 15	Preparatory work of AGT, formation of Transfer Committee, Grievance Committee & Calling of options by the Competent Authority.
January 16 - 31	Submission of Options.
Feb 1 - Feb 15	Transfer Committee to prepare & submit recommendations to Competent Authority.
February	Issue of AGT Order.

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March 1 - 10	Grievance representation and appeal by those aggrieved by order of AGT.
March 11 - 15	Compilation of Grievances by HO (Administration) and forwarding to Grievance Committee.
March 16 - 20	Recommendations and comments of the Grievance Committee to the Competent Authority.
March 21 - 30	Disposal of grievance representation by Competent Authority with reasons.
March 31	Finalization of AGT. Date of issue of final order after any changes.

*The policy shall come into force from the date of issue and the AGT schedule shall apply from the next AGT cycle, unless otherwise ordered by the Competent Authority.

5.2 Above Schedule of transfer processes is recommended effective from the year 2026. However, if the transfer of certain number of employees is to be carried out, separate schedule/timeline may be given by the Competent Authority.

5 . 3 The Competent Authority may modify the schedule of Annual General Transfers (AGT) in whole or in part, depending upon administrative requirements.

6. GENERAL PRINCIPLES

6.1 The general transfers would be undertaken normally once in a year during month of March, for which the process would be initiated during month of January.

6.2 It should be ensured by the concerned Controlling Officer that rotation of officials in a seat should invariably be done every 3 years in order to comply with the guidelines of CVC.

6.3 The employees desirous of seeking transfers on request/compassionate grounds/medical grounds/any other grounds as per DoP&T guidelines or who have completed or going to complete maximum tenure at a particular Cluster/Regional Office/Head Office/Training Centre/NEDPC should give their application through proper channel in the order of preference for a maximum of three preferences.

6.4 The place of posting of an officer/official shall be called a duty office. Duty office is an independent unit like Regional Office, Head Office, NEDPC, Training Centre.

6.5 Transfer on compassionate grounds or any other extraordinary circumstances requiring mid-term transfers may be considered on case to case basis on merits and administrative convenience. The transfer/posting may be governed as per extant guidelines of DoP&T.

6.6 While disposing request cases, Transfer Committee would consider DOPT instructions on:

6.6.1 Posting of spouses shall be regulated as per extant guidelines issued by DoPT, Government of India.

6.6.2 Persons with Disability / Persons who are caregivers of Disabled Dependents etc. shall be regulated as per extant guidelines issued by DoPT, Government of India.

6.6.3 The norms for transfer in respect of Officers/Officials due to retire within 02 (two) years to the extent administratively feasible shall be guided by the norms of DoP&T.

6.6.4 Tenure of posting in North-Eastern Region (NER) shall be guided by the policy of Government of India on transfer and tenure for such places.

6.6.5 Other extant guidelines issued by DoPT with respect to Transfer/Posting.

6.7 The Transfer Committee shall give first preference to the cases of transfer on request and accordingly fill up the seats of various Offices and remaining posts shall be filled up at the time of bulk posting so that the financial repercussion on account of posting/transfer grant can be mitigated. The own request transfer is to be considered only for a city and not for any particular office or Division or seat.

6.8 All requests received shall be processed on merits and in accordance with the laid down objective criteria/norms and proposals would be placed before the Transfer Committee. The recommendations of the Transfer Committee would be subject to the approval of Commissioner, CMPFO.

6.9 Transfer Committee should record reasons & justification for its recommendation for transfer/posting.

6.10 Composite Transfer Grant, Joining Time and other benefits pursuant to request transfer may not be admissible, except in case such transfer is made after 2 years of continuous service in a particular place of posting.

6.11 Record date under CMPFO-STP 2026 for calculation of service and eligibility shall be 01st May of Transfer Year (AGT Cycle Year). The date

of joining would be taken as the basis of calculation of service/tenure on record date. However, in case of delay in joining beyond 30th April, for upto 30 more days, cases would be decided by the HO (Administration) on case to case basis.

7. TYPES OF TRANSFERS & PLACEMENTS

7.1 All transfers and postings are categorised into following two types:

- (i) Transfers & placement as part of AGT (Annual General Transfer)
- (ii) Non-AGT transfers and placements

7.2 AGT is defined as once-a-year annual exercise of transfer and placement of rotational officers/officials. During the exercise, tenure and placement of officers is examined. Apart from those whose tenure is completed, request cases and other cases may also be taken-up and dealt.

7.3 The transfer from one unit (involving outstation transfer also) would be made to meet any of the following reasons:

- (i) To provide exposure of working in different division and Sections of Organisation
- (ii) Exigencies of service or administrative requirements;
- (iii) Requirements of different formations of Headquarters and regional offices of Organisation;
- (iv) On promotion/retirement of an individual.

8. CLUSTERS

Clusters are administrative groupings created for operational convenience and manpower planning and in administrative interest.

8.1 In order to streamline the administrative mechanism for the purpose of posting/transfer, the CMPFO Headquarters and its Regional/Sub-Regional Offices are divided into 06 (Six) Clusters as under:

Sl. No.	Cluster	Name of Offices under the Cluster
(a)	CLUSTER-I	CMPFO Headquarters, Delhi, Dhanbad-I, Dhanbad-II & Deoghar
(b)	CLUSTER-II	Asansol-I, Asansol-II, Asansol-III, Kolkata & Margherita*
(c)	CLUSTER-III	Bilaspur, Sambalpur, Talcher, Bhubaneswar & Training Centre (Bhubaneswar)
(d)	CLUSTER-IV	Godavarikhani, Kothagudem, Hyderabad, NEDPC & Training Centre (Hyderabad)
(e)	CLUSTER-	Ranchi-I, Ranchi-II & Singrauli

	V	
(f)	CLUSTER-	Nagpur, Chhindwara & Jabalpur
	VI	

* Margherita being a part of North-Eastern Region of India (NER), tenure of posting shall be guided by the policy of Government of India on transfer and tenure for such places.

9. TRANSFER COMMITTEE

9.1 The transfer/posting of Group 'A' employees who are posted in Coal Mines Provident Fund Organisation should be resorted to through a Transfer Committee comprising of the following Officers:

- (a) Additional Commissioner/Regional Commissioner-I - 2 Nos (Senior most shall be Chairman of the committee.)
- (b) Regional Commissioner-I/Regional Commissioner-II in charge of Administration.

9.2 The transfer/posting of Group 'B' and 'C' employees who are posted in Coal Mines Provident Fund Organisation should be resorted to through a Transfer Committee comprising of the following Officers:

- (a) Additional Commissioner/Regional Commissioner-I - 2 Nos (Senior most shall be Chairman of the committee.)
- (b) Regional Commissioner-I/Regional Commissioner-II in charge of Administration.

10. TENURE

For the purpose of this policy:

- (i) 'Office Tenure' shall mean the period of continuous posting in a particular office.
- (ii) 'Cluster Tenure' shall mean the aggregate period of posting within offices falling under the same cluster.

An employee shall not ordinarily remain in the same office beyond the prescribed tenure and in the same cluster beyond the maximum permissible tenure, unless otherwise decided by the Competent Authority.

10.1 Tenure -Group A

The minimum tenure of a Group-'A' Officer in a Region may normally be 03 (three) years except for north-eastern region where tenure may be of 02 (two) years as far as practical.

10.2 Tenure -Group B & C

10.2.1 General Norms of tenure for Enforcement Officer/Accounts Officer For Regional Office/Head Office etc.:

1. One tenure would be of two years.
2. Continuous three tenures (6 years) in an office is permissible.
3. After completion of three tenures or 6 years in an office, the official be transferred out of the office and generally may not be considered for retransfer to the same office.
In a cluster - the maximum tenure -not more than 10 years.

10.2.2 General Norms of tenure for other officials - Section Officer:
Regional Office/Head Office etc.:

1. One tenure would be of two years in a particular seat/work profile.
2. Continuous four tenures (8 years) in an office is permissible subject to rotation of seats/work profile every two years.
3. After completion of four tenures or 8 years in an office, the official be transferred out of the office and generally may not be considered for retransfer to the same office.
In a cluster - the maximum tenure: not more than 12 years.

10.2.3 General Norms of tenure for other officials - Senior Hindi Translator, Stenographer (Grade-I):
Regional Office/Head Office etc. - maximum tenure: not be more than 8 years in an office and generally may not be considered for retransfer to the same office.

In a cluster - maximum tenure: not be more than 12 years.

10.2.4 For Senior Social Security Assistant, Social Security Assistant, UDC (Abolished post),

Regional Office/Head Office etc. - maximum tenure not more than 10 years in an office and generally may not be considered for retransfer to the same office.

In a cluster - maximum tenure: not more than 14 years.

10.2.5 Junior Hindi Translator, Stenographer (Grade-II & III)

Regional Office/Head Office etc. - maximum tenure not more than 10 years in an office and generally may not be considered for retransfer to the same office.

In a cluster - maximum tenure: not more than 14 years.

10.2.6 For Multi-Tasking Staff and any other Group C posts - be considered to be retained in the same office. However, in Public Interest and Administrative requirement, their transfer may be

considered.

11. POSTING ON PROMOTION

11.1 On promotion from Group B to A, there shall be compulsory transfer.

11.2 On promotion to Enforcement Officer/Accounts Officer, there shall be compulsory transfer from the present Region to another Region, preferably in the same cluster.

11.3 On promotion to Section Officer/Senior Hindi Translator/Stenographer Grade-I, there shall be compulsory transfer from the present Region to another Region, preferably in the same cluster.

11.4 On promotion to Senior Social Security Assistant, Social Security Assistant, Junior Hindi Translator/Stenographer Grade-II/Provident Fund Inspector (Abolished post), there shall not be any change of Region.

11.5 On promotion from one Group C post to another Group C post, they shall be kept in the same Region.

12. TRANSFER ON REQUEST

12.1 Transfer Requests may normally be considered at the time of Annual General Transfers (AGT).

12.2 All officials can request for premature transfer during AGT. Other Transfer on Request outside AGT would be dealt on case-to-case basis.

12.3 The posting/transfer, whether transfer on administrative grounds or transfer on request, shall ordinarily be placed before the Transfer Committee for its consideration, except in cases covered under Para 15.1.

13. GRIEVANCE REDRESSAL MECHANISM

13.1 Every officer/official aggrieved by an order of Annual General Transfer (AGT)/Request Transfer has a right to make application before the Competent Authority within 10 (ten) days of issue of such order.

13.2 All grievances received as per Para 13.1, should be disposed as per prescribed schedule of the AGT.

13.3 Till the disposal of grievance, officers/officials concerned may not be relieved.

13.4 The Grievance Committee shall examine grievances on case-to-case basis and forward its recommendations to the Competent Authority.

13.5 The Competent Authority shall dispose the grievances and such disposal shall be communicated to the concerned officers/officials through prescribed mode.

14. TRANSFER GRIEVANCE COMMITTEE

14.1 The constitution of Transfer Grievance Committee may be as below:

- (a) Additional Commissioner/Regional Commissioner-I – 2 Nos (Senior most shall be Chairman of the committee.)
- (b) Regional Commissioner-I/Regional Commissioner-II in charge of Administration.

14.2 Officers who were part of the Transfer Committee (Para 9.1 & 9.2) shall not be included in the committee formed under Para 14.1.

15. TRANSFERS ON ADMINISTRATIVE GROUNDS

15.1 Notwithstanding anything contained in this Transfer Policy, the Commissioner, CMPFO may effect transfer of any officer/official at any time on public interest or administrative requirements anywhere in the Country.

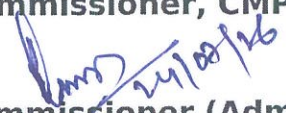
15.2 On administrative grounds and in exigencies of work, Commissioner, CMPFO may make deviations from the above guidelines for transfer/posting.

16. POWER TO REMOVE DIFFICULTIES

16.1 In case of any doubt regarding any of the provisions of this Transfer Policy, the interpretation shall rest with the Competent Authority, whose decision shall be final.

16.2 In case of any difficulty in the implementation of the Policy that may be noticed, amendments shall be made on approval of the Competent Authority.

By order of the Commissioner, CMPFO


**Assistant Commissioner (Admn),
CMPFO Headquarters, Dhanbad.**

