



कर्मचारी भविष्य निधि संगठन  
Employees Provident Fund Organisation

श्रम एवं रोज़गार मंत्रालय, भारत सरकार

MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

मुख्यकार्यालय/ HEAD OFFICE



एन.टी.सी.सी. सेंटर, ब्लॉक-2, ग्राउंड फ्लोर- 4<sup>th</sup> फ्लोर, ईस्ट किडवई नगर, नई दिल्ली -110023  
NBCC Centre, Block-2, Ground Floor- 4<sup>th</sup> Floor, East Kidwai Nagar, New Delhi-110023  
Website: www.epfindia.gov.in, www.epfindia.nic.in

No. HRM-I/A-11(1)/2025/ACC/ACC(HQ) / 825

Date: 03 NOV 2025

**OFFICE ORDER**

**Sub: Promotion to the post of ACC-HQ in Level 14 of pay matrix on Ad hoc basis-reg.**

On recommendation of Departmental Promotion Committee meeting held on 13.06.2025, for promotion to the post of ACC-HQ, the Hon'ble Chairman, CBT, EPF is pleased to approve the appointment of Ms. Kavitha N George, ACC to the post of ACC-HQ in Level 14 of pay matrix on ad hoc basis for the Panel Year 2025.

2. On ad hoc promotion, the place of posting of the officer will be Zonal Office, Chennai & Puducherry. The ad hoc promotion shall be effective from the date of assumption of charge.

3. The promotion shall be on ad-hoc basis against the vacancies available on account of sealed cover cases, till the sealed cover cases are finalized or regular vacancies in the grade arise, whichever is earlier. In case any officer whose recommendation is under sealed cover is exonerated and the sealed cover is opened and the officer is found FIT for promotion, he is given priority in promotion, if any and the junior-most officer shall be reverted if no vacancy exists to make place for this officer.

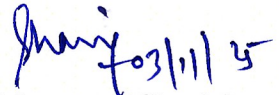
4. Regarding pay fixation, the following DoPT guidelines shall be followed:

*"In cases where an ad hoc promotion is followed by regular appointment without break, the option is admissible from the date of initial appointment or promotion to be exercised within one month from the date of such regular appointment"*

5. The appointment would be without prejudice to the seniority and claim for promotion on regular basis of all other eligible officers and it shall neither confer on the officer any right to claim for promotion on regular basis, nor seniority.

6. The joining report of the Ms. Kavitha N George, ACC as Additional Central P.F. Commissioner, HQ on ad hoc basis shall be forwarded to HRM, Head Office through e-mail to rc1.hrm@epfindia.gov.in. Further, the same shall also be updated on HR-Soft Portal.

**(This issues with the approval of Competent Authority)**

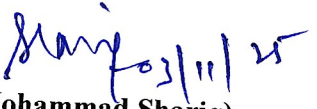
  
(Mohammad Shariq)  
Regional P. F. Commissioner-I (HRM-I)

To,

1. The officer concerned.

Copy to: (Through EPFO Website)

- i. PS to Hon'ble Chairman, CBT, EPF.
- ii. PPS to Secretary, L&E.
- iii. PS to Central PF Commissioner.
- iv. PS to FA&CAO/CVO/Addl. CPFCs (Hqrs.)/Director (PDNASS).
- v. All Additional CPFCs, Head Office & Zones/Chief Engineer.
- vi. All RPFC in-charges (All Regional Offices)/ RPFC (ASD), Head Office /RPFC (NDC).
- vii. All Officers in Head Office.
- viii. All Dy. Dir. (Vig.)/Zonal Audit Parties/RPFCs Zonal Training Institutes.
- ix. Secretary General, EPF Officers' Association, Ludhiana. Hindi Section for Hindi version.
- x. Personal files of officer concerned.
- xi. ACR/GIS Section, Head Office Guard file.

  
(Mohammad Shariq)

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