



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment,
Govt. of India)



क्षेत्रीय कार्यालय/ **REGIONAL OFFICE,**
पंचदीप भवन, सर्वोदय नगर, कानपुर-208005
PANCHDEEP BHAWAN, SARVODAYA NAGAR, KANPUR-208005
Phone: 0512-2217957
Email: rd-up@esic.nic.in

पत्र सं. 21-A-22/17/AGT/2023-Estt.

दिनांक:08-12-2025

परिपत्र

विषय- Seeking options for choice stations through online module from the officials on the administrative side of ESI Corporation drawing scale of pay corresponding to Group 'C' officials of the Central Government upto the cadre of Assistant for Annual General Transfer within the region (Intra Region) for the 'Transfer Year - 2026'

कृपया उपरोक्त विषय के संबंध में स्थापना-II शाखा, मुख्यालय, कर्मचारी राज्य बीमा निगम, नई दिल्ली द्वारा पत्र संख्या Pt-A-33/19/2/TransferPolicy/2022-E-II-Part(2) दिनांक 05.12.2025 के माध्यम से जारी "परिपत्र" का संदर्भ ले। मुख्यालय द्वारा जारी परिपत्र के अनुसार प्रशासनिक पक्ष के सहायक संवर्ग तक के कर्मचारियों द्वारा स्थानांतरण वर्ष-2026 में क्षेत्र के अंतर्गत (Intra Region) स्थानांतरण हेतु दिनांक- **12.12.2025 से 22.12.2025 तक** विकल्प भरे जाने हैं।

इस संदर्भ में प्रशासनिक पक्ष के सहायक संवर्ग तक के कार्मिक स्थापना-II शाखा, मुख्यालय द्वारा पत्र सं. Pt-A-33/19/2/TransferPolicy/2022-E-I दिनांक- 10.01.2025 द्वारा जारी स्थानांतरण/तैनाती नीति के अनुसार स्थानांतरण हेतु अपने विकल्प दिनांक- **12.12.2025 से 22.12.2025 तक** भरना सुनिश्चित करेंगे।

संदर्भित मामले में सभी कार्यालयाध्यक्षों से अनुरोध हैं कि स्थापना-II शाखा, मुख्यालय, कर्मचारी राज्य बीमा निगम, नई दिल्ली द्वारा पत्र सं. Pt-A-33/19/2/TransferPolicy/2022-E-I दिनांक- 10.01.2025 द्वारा जारी स्थानांतरण/तैनाती नीति के अनुसार मुख्यालय द्वारा विकल्प भरे जाने हेतु निर्धारित तिथि तक प्राप्त आवेदनों को अनिवार्य रूप से दि. 26.12.2025 तक स्थानांतरण नीति के अनुसार जाँचोपरान्त अपनी अनुशंसा सहित ऑनलाइन अग्रसारित करना सुनिश्चित करें साथ ही यह भी सुनिश्चित करेंगे कि दि. 26.12.2025 के उपरांत उनकी ओर से कोई भी स्थानांतरण अनुरोध लंबित न रहे।

पूर्व में वार्षिक सामान्य स्थानांतरण की प्रक्रिया के दौरान ऐसा पाया गया है कि एच.आर.एम.एस. विवरण में कार्यमुक्त हो चुके/मृत कार्मिकों का नाम हटाया नहीं गया है, कार्मिकों के स्थानांतरण विवरण में सही विवरण दर्ज नहीं है, पदोन्नति के उपरान्त कार्मिकों का एच.आर.एम.एस. में पद अद्यतन नहीं किया गया है। इस संबंध में इस कार्यालय के समसंख्यक पत्र दि. 23.05.25 द्वारा एच.आर.एम.एस. विवरण में आवश्यक सुधार/ संशोधन/ कार्रवाई करने हेतु निर्देशित किया जा चुका है। इस संदर्भ में पुनः सूचित करना है कि उप क्षेत्रीय कार्यालयों हेतु समस्त संयुक्त निदेशक (प्रभारी), अस्पतालों हेतु संबंधित चिकित्साधीक्षक, मेडिकल कालेज हेतु डीन व क्षेत्रीय कार्यालय, कानपुर हेतु शाखाधिकारी, स्थापना शाखा-II इस कार्यालय द्वारा जारी समसंख्यक पत्र दि. 23.05.2025 के अनुसार दिनांक- 11.12.2025 तक एच.आर.एम.एस. विवरण में संशोधन/सुधार करना सुनिश्चित करेंगे तथा इस संबंध में कृत कार्रवाई से इस कार्यालय को दि. 12.12.25 तक अनिवार्य रूप से सूचित करेंगे। वार्षिक सामान्य स्थानांतरण की प्रक्रिया के दौरान एच.आर.एम.एस. विवरण में त्रुटि पाए जाने पर जवाबदेही तय करते हुए कार्रवाई की जाएगी।

सभी नियंत्रण अधिकारियों से अनुरोध हैं कि उन कर्मचारियों के स्थानांतरण अनुरोधों को अग्रेषित न करें, जिन्होंने अभी तक इस कार्यालय द्वारा वार्षिक सामान्य स्थानांतरण वर्ष 2025 के संबंध में जारी स्थानांतरण आदेशों के अनुपालन में आदेशित तैनाती स्थान पर कार्यभार ग्रहण नहीं किया है।

इसके अतिरिक्त यदि स्थानांतरण नीति के अनुसार एक ही स्टेशन अथवा कार्यालय में अधिकतम अवधि पूर्ण करने वाले कार्मिक, जिनके द्वारा अनिवार्य स्थानांतरण हेतु विकल्प भरे जाने हैं, उनमें से कोई कर्मचारी अपने स्थानांतरण विकल्प का प्रयोग नहीं करता है, तो उनका स्थानांतरण प्रशासनिक आवश्यकता के आधार पर किया जाएगा।

स्थानांतरण अनुरोध के संबंध में स्थानांतरण नीति के बिंदु 12.2 के अनुसार स्थानांतरण अनुरोध की फिजिकल प्रति, स्क्रीनशाट इत्यादि कार्मिकों द्वारा डाक अथवा ई-मेल के माध्यम से प्रेषित नहीं की जाएगी तथा संबंधित नियंत्रण अधिकारी/ कार्यालयाध्यक्ष इसकी अनुपालना सुनिश्चित करेंगे तथा आनलाइन माध्यम के अतिरिक्त अन्य किसी भी माध्यम (पोस्ट/ई-मेल) से कार्मिकों के स्थानांतरण अनुरोध अग्रसारित नहीं करेंगे। इसके अतिरिक्त यह भी निर्देशित है कि ऑनलाइन स्थानांतरण आवेदन किये जाने पार "स्थानांतरण module" में तकनीकी समस्या के मेल में, मुख्यालय के पत्र संख्या Pt-A-33/19/2/TransferPolicy/2022-E-II-Part(2) दि. 05.12.2025 पर दिए गए निर्देशानुसार संबंधित कर्मचारी के अधिकारिक

ई-मेल के माध्यम से विडो अवांछित (12.12.2025 से 22.12.2025 तक) के भीतर हल किये जाने हेतु स्क्रीनशॉट सलग्न करके आई.टी. हेल्पडेस्क एवं प्रति jivnath.jha@esic.nic.in पर भेजी जाए।

सभी कार्यालयाध्यक्षों से अनुरोध है कि परिपत्र को उचित पावती के तहत सभी अधिकारियों/कर्मचारियों के ध्यान में लाएं।

यह परिपत्र क्षेत्रीय निदेशक महोदय के अनुमोदन उपरांत जारी किया जा रहा है।

भवदीय,

संलग्न: यथोपरि।

Digitally signed by
Anurag Kumar
Date: 08-12-2025
12:09:47
(अनुराग कुमार)

उप निदेशक (स्थापना-I)

प्रतिलिपि:

1. सभी संबंधित कर्मचारी।
2. क्षेत्रीय निदेशक महोदय के निजी सचिव, निजी सचिव अनुभाग, क्षेत्रीय कार्यालय, कर्मचारी राज्य बीमा निगम, कानपुर को सूचनार्थ व आवश्यक कार्रवाई हेतु।
3. डीन, कर्मचारी राज्य बीमा निगम, चिकित्सा महाविद्यालय एवं चिकित्सालय, पाण्डेपुर, वाराणसी को इस आशय के साथ प्रेषित है कि अधीनस्थ कर्मचारियों के संज्ञान में लायें।
4. संयुक्त निदेशक (प्रभारी), उप क्षेत्रीय कार्यालय, कर्मचारी राज्य बीमा निगम, नोएडा / लखनऊ / वाराणसी को इस आशय के साथ प्रेषित है कि अधीनस्थ कर्मचारियों के संज्ञान में लायें।
5. चिकित्साधीक्षक, कर्मचारी राज्य बीमा निगम अस्पताल, बरेली / जाजमऊ / लखनऊ को इस आशय के साथ प्रेषित है कि अपने अधीनस्थ कर्मचारियों के संज्ञान में लायें।
6. डी.सी.बी.ओ. प्रभारी, कानपुर देहात / हापुड़ को इस आशय के साथ प्रेषित है कि अपने अधीनस्थ कर्मचारियों के संज्ञान में लायें।
7. क्षेत्रीय कार्यालय, कर्मचारी राज्य बीमा निगम, कानपुर की सभी शाखाएँ।
8. क्षेत्रीय कार्यालय, कर्मचारी राज्य बीमा निगम, कानपुर के अधीन समस्त शाखा कार्यालय।
9. शाखाधिकारी, राजभाषा शाखा, क्षेत्रीय कार्यालय, कर्मचारी राज्य बीमा निगम, कानपुर को इस अनुरोध के साथ प्रेषित है कि उपरोक्त परिपत्र का अंग्रेजी में अनुवाद कराएँ।
10. शाखाधिकारी, आई.टी.सेल, क्षेत्रीय कार्यालय, कर्मचारी राज्य बीमा निगम, कानपुर को वेबसाइट पर अपलोड कराने हेतु।
11. नोटिस बोर्ड।

 <p>क.रा.बी.नि. ESIC</p>	<p>कर्मचारी राज्य बीमा निगम श्रम एवं रोजगार मंत्रालय, भारत सरकार EMPLOYEES' STATE INSURANCE CORPORATION Ministry of Labour & Employment, Govt. of India)</p>	 <p>सत्यमेव जयते</p>	<p>क्षेत्रीय कार्यालय/Regional Office पंचदीप भवन, सर्वोदय नगर, कानपुर-208005 PANCHDEEP BHAWAN, SARVODAYA NAGAR, KANPUR-208005 Phone: 0512-2217957 Email: rd-up@esic.nic.in Website: www.esic.nic.in</p>
---	--	---	---

Circular

Subject : Seeking options for choice stations through online module from the officials on the administrative side of ESI Corporation drawing scale of pay corresponding to Group 'C' officials of the Central Government upto the cadre of Assistant for Annual General Transfer within the region (Intra Region) for the 'Transfer Year-2026'.

Please refer to the "circular" issued by Establishment – II branch, Head quarter , Employees' State Insurance Corporation, New Delhi vide letter no. Pt-A-33/19/2/Transfer Policy/2022-E-II-Part(2) dated 05.12.2025 in connection with above cited subject. As per the circular issued by the headquarters, the employees up to the assistant cadre of the administrative side have to fill their options for intra region transfer in transfer year 2026 from 12.12.2025 to 22.12.2025

In this context, the officials upto the assistant cadre of the Administrative side will ensure to submit their transfer options from 12.12.2025 to 22.12.2025 as per the transfer/posting policy issued by Establishment-II Branch, Headquarters vide letter no Pt-A-33/19/2/Transfer Policy/2022-E-I dated 10.01.2025.

In the matter under reference, all head of offices are requested to ensure that as per the transfer/posting policy issued by establishment-II Branch, Headquarters Employees' State Insurance Corporation, New Delhi vide letter no. Pt-A-33/19/2/Transfer Policy/2022-E-I dated 10.01.2025, the application received till the due date for filling up of options are mandatorily forwarded online by 26.12.2025 to Regional Office, Kanpur along with their recommendations after scrutinizing it as per the transfer policy and will also ensure it that no transfer request remains pending from their side after 26.12.2025.

Earlier, during the annual general transfer process, it has been observed that the names of the relieved/deceased personnel were not removed from the HRMS details, correct details were not recorded in the transfer details of the personnel, the posts of the personnel were not updated in the HRMS after promotion. In this regard, instructions have been given by this office vide letter of even number dated 23.05.2025 to make necessary corrections/amendments/actions in the HRMS details. In this context, it is again informed that all Joint Directors (In-charge) for Sub-Regional Offices, concerned Medical Superintendents for Hospitals, Deans for Medical Colleges and Branch Officer Establishment-2 Branch for Regional Office Kanpur will ensure to make amendments/corrections in HRMS details by 11.12.2025 as per the letter of even number dated 23.05.2025 issued by this office and will inform to this office of the action taken in this regard by 12.12.2025. If any errors are found in the HRMS details during the annual general transfer process, accountability will be fixed and action will be taken.

All controlling officers are requested not to forward the transfer request of those officials who have not yet joined the ordered place of posting in compliance with the transfer order issued by this office in respect of Annual General Transfer year 2025.

Further, if any of the officials, who have completed their maximum tenure at same station or office as per the transfer policy and whose option for compulsory transfer is to be filled, do not submit their transfer option, then their transfer will be done on the basis of administrative contingencies. According to point 12.2 of transfer policy regarding transfer request, physical application, screenshot etc. shall not be sent by post or e-mail by the officials

and concerned controlling officers/head of department shall ensure the compliance of this direction and not to forward any application through any other medium (post/mail) .In addition to it, it is also directed that in case of technical issue in 'Transfer module' while submitting online transfer requests, The IT Helpdesk may be contacted through official e-mail of official concern by attaching a screenshot, with the request to resolve the same with in the window period (12.12.2025 to 22.12.2025) with a copy to jivnath.jha@esic.nic.in .

All head of departments are requested to bring this circular to the notice of all concerned under proper acknowledgment.

This circular is being issued by the approval of Regional Director.

-s/d-

(Anurag Kumar)

Dy. Director(Estt. Branch-I)

Copy to,

1. All concerned officials.
2. Personal Secretary of Regional director, Personal Secretary Cell, Regional office, Employees' State Insurance Corporation, Kanpur for information and necessary action.
3. Dean, Employees' State Insurance Corporation, Medical College and Hospital, Pandeypur, Varanasi to bring it to the notice of subordinate staff.
4. Joint director (Incharge), Sub Regional office, Employees' State Insurance Corporation, Noida/Lucknow/Varanasi to bring it to the notice of subordinate staff.
5. Medical Superintendent, Employees' State Insurance Corporation, Bareilly/ Jajmau/ Lucknow to bring it to the notice of subordinate staff.
6. DCBO Incharge, Kanpur Dehat/Hapur to bring it to the notice of subordinate staff.
7. All branches of Regional Office, Employees' State Insurance Corporation, Kanpur.
8. All Branch offices of Regional office, Employees' State Insurance Corporation, Kanpur.
9. Branch Officer, IT cell, Regional office, Employees' State Insurance Corporation, Kanpur to upload on website.
10. Notice Board.



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



मुख्यालय / Headquarters
पंचदीप भवन, सी.आई.जी. मार्ग, नई दिल्ली - 110002
Panchdeep Bhawan, C.I.G. Marg,
New Delhi-110002
Phone:- 10011051,
E-mail: jd-admin2a@esic.nic.in

F.NO:Pt-A-33/19/2/TransferPolicy/2022-E-II-Part(2)

Dated:05-12-2025

CIRCULAR

Subject: Seeking options for choice stations through online module from the officials on the administrative side of ESI Corporation drawing scale of pay corresponding to Group 'C' officials of the Central Government upto the cadre of Assistant for Annual General Transfer within the region (Intra Region) for the 'Transfer Year - 2026'-reg.

Attention of all officials on the administrative side of ESI Corporation drawing scale of pay corresponding to Group 'C' officials of the Central Government up to the cadre of Assistant (Assistant, Upper Division Clerk, Lower Division Clerk, Multi-Tasking Staff, Stenographer etc.) is invited towards transfer/ posting policy issued vide letter number Pt -A-33/19/2/TransferPolicy/2022- E-II dated 10.01.2025. Said transfer policy envisages portal based online mechanism for calling options for choice stations from the concerned Officials to be transferred within the region (Intra-Region).

Online transfer requests (options for choice of stations, within the region, in order of preference) through HRMS module are, therefore, called for the '**Transfer Year - 2026**' from the officials on the administrative side of ESI Corporation drawing scale of pay corresponding to Group 'C' officials as on 31/3/2026 in terms of aforesaid transfer policy dated 10/01/2025 for tenure completion transfer and Request Transfer as per clause 5.2 of policy read with clause 4 of the policy.

Online transfer requests so received shall be considered and decided by the Transfer Committee in accordance with the provisions prescribed in the aforesaid transfer/posting policy dated 10.01.2025. Officials, while giving their options for choice station, are advised to follow due diligence as the consideration for a particular station will be considered among the officials with reference to the preferences given for the said station. If no option is received from officials due for transfer as per the transfer policy, such officials shall be transferred/posted as per administrative requirements.

Accordingly, concerned officials may submit their requests for choice stations through online module from **12.12.2025 to 22.12.2025** along with uploaded supporting documents, if any, as per para 5.3 read with clause 4 of transfer policy. All the online requests along with uploaded documents (if any) so received shall be verified by the concerned RD/SRO I/c(HoO) and before approving the online transfer application(s) as per transfer policy, shall ensure that official concerned has completed Maximum or Minimum tenure as on 31/3/2026 and complete the

AGT process strictly as per guidelines of the policy.

Officials submitting online options for choice stations under this circular are advised to go through the provisions of aforesaid transfer policy and accordingly submit their options. All concerned officials are advised to adhere to the prescribed timeline for submitting online transfer request.

Attention is also invited to clause 12.2 of the aforesaid transfer/ posting policy dated 10.01.2025 whereby it has been prescribed that as policy mandates an online mechanism through online portal to deal with the transfer/ posting requests, physical applications/screenshot of online options applied etc. shall not to be sent by post or email by the officials. Controlling Officers/ Head of the Offices shall ensure the compliance of this direction and not to forward any application in physical form or through e-mail. It is, therefore, reiterated that only those transfer requests submitted through online module shall be entertained.

In case of technical issue in 'Transfer Module' while submitting online transfer requests, the **ithelpdesk@esic.gov.in** may immediately be contacted through official e-mail of official concerned, by attaching a screenshot, with the request to resolve the same within the window period **(12.12.2025 to 22.12.2025)** with a copy to **jivnath.jha@esic.gov.in**. The ICT Division, Hqrs. shall ensure that such tickets are resolved within the window period itself and official is informed timely to able him/ her to submit online request during the said period as only online applications are to be considered.

On completion of AGT by RO concerned, SROs under ROs concerned shall start AGT within their jurisdiction as per time schedule as envisaged in the policy vide circular dated 10.01.2025. **All ROs and SROs may strictly ensure that the entire transfer process within their jurisdiction in respect of AGT 2026 is completed by March 31, 2026.**

All the Controlling Officers are advised to bring this Circular to the notice of all the concerned Officials under proper acknowledgment.

This issues with the approval of Competent Authority.

Digitally signed by
Jyoti Srivastava
Date: 05-12-2025
16:32:58

ASSISTANT DIRECTOR(E-II)

To,

1. Concerned officials through respective Controlling Officer/RDs/SRI I/cs.
2. IC, NTA/All Additional Commissioners & Regional Directors/ Regional Directors/ Joint Director (I/C)/ Joint Director, Establishment Branch - V, Headquarters, New Delhi.
3. Directorate (M) Noida/ Directorate (M) Delhi.
4. All Medical Superintendents of ESIC Hospitals & ESIC Model Hospitals.
5. All Deans of Medical Colleges/ PGIMSR/ Dental Colleges/ Principal, Nursing Colleges.

6. Joint Director (ICT), Hqrs with the request to deploy the module as per requirement of transfer policy and operationalize the link of calling online options with effect from 12.12.2025 and close the same on 23:59:59 hrs of 22.12.2025 on the part of applicants. It may be ensured that online transfer applications based on minimum/ maximum tenure as on 31st March, 2026 as described above is validation by system accordingly.
7. Joint Director/ Deputy Director (Zonal Vigilance)/ Finance & Accounts Divisions.
8. Website Content Manager for uploading this Circular on the website of ESIC for information of all concerned.
9. Hindi Branch/Librarian/ guard file/ spare copies.

xxx



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment,
Govt. of India)



क्षेत्रीय कार्यालय/ REGIONAL OFFICE,
पंचदीप भवन, सर्वोदय नगर, कानपुर-208005
PANCHDEEP BHAWAN, SARVODAYA NAGAR, KANPUR-208005
Phone: 0512-2217957
Email: rd-up@esic.nic.in

पत्र सं. 21-A-22/17/AGT/2023-Estt.

दिनांक 23-05-2025

सेवा में,

- चिकित्साधीक्षक,
कर्मचारी राज्य बीमा निगम चिकित्सालय,
जाजमऊ/लखनऊ/वाराणसी/बरेली
- संयुक्त निदेशक (प्रभारी)
कर्मचारी राज्य बीमा निगम,
उप क्षेत्रीय कार्यालय,
नोएडा/लखनऊ/वाराणसी
- शाखाधिकारी (स्थापना शाखा-II),
कर्मचारी राज्य बीमा निगम,
क्षेत्रीय कार्यालय, कानपुर

विषय- एच.आर.एम.एस. विवरण में त्रुटियों में सुधार के संबंध में।

महोदया/महोदय,

उपरोक्त विषय के संबंध में आपको सूचित करना है कि वार्षिक सामान्य स्थानांतरण के दौरान समिति द्वारा पाया गया है कि सहायक, प्रवर श्रेणी लिपिक, अवर श्रेणी लिपिक, एम.टी.एस. व स्टेनोग्राफर संवर्ग के कर्मिकों के एच.आर.एम.एस. विवरण में कई ऐसे कर्मिकों के नाम आ रहे हैं, जिनके द्वारा निगम की सेवाओं से त्यागपत्र दिया जा चुका है अथवा जिनकी मृत्यु हो चुकी है। एच.आर.एम.एस. विवरण के त्रुटिरहित होने हेतु तथा कार्यालय की एच.आर.एम.एस. आई.डी. का दुष्प्रयोग रोकने हेतु त्यागपत्र देने अथवा मृत्यु के उपरान्त कर्मिकों की एच.आर.एम.एस. आई.डी. का तत्काल निष्क्रिय किया जाना अत्यंत आवश्यक है। संदर्भित कर्मिकों की आई.डी. इतने अधिक समय बाद भी सक्रिय होना सतर्कता दृष्टिकोण से भी अत्यंत गम्भीर चूक है। अतः इस संबंध में तुरन्त आवश्यक सुधार/संशोधन कराना सुनिश्चित करें तथा इसके लिए जवाबदेही तय करते हुए आवश्यक कार्रवाई करना सुनिश्चित करें तथा कृत कार्रवाई से इस कार्यालय को अवगत कराएँ।

इसके साथ ही यह भी पाया गया है कि कर्मिकों के एच.आर.एम.एस. में Transfer details का विवरण भी सही नहीं है तथा कुछ कर्मिकों की वर्तमान तैनाती स्थान भी सही नहीं है, इस संदर्भ में पूर्व में सभी कर्मिकों का विवरण जाँचने व सुधार करने हेतु निर्देश मुख्यालय से प्राप्त होते रहे हैं। साथ ही यह भी पाया गया है कि पदोन्नत कर्मिकों के एच.आर.एम.एस. विवरण में पदोन्नति से पूर्व का पद ही प्रदर्शित हो रहा है, जबकि कर्मिकों को पदोन्नत हुई कई वर्ष हो चुके हैं। इसे सक्षम अधिकारी द्वारा अत्यंत गम्भीरता से लिया गया है।

अतः इस संबंध में सक्षम अधिकारी द्वारा सभी कार्यालयाध्यक्ष / शाखाधिकारी को आदेशित किया गया है कि उपरोक्तानुसार एच.आर.एम.एस. विवरण में आवश्यक सुधार/संशोधन/कार्रवाई करते हुए सभी कर्मिकों के विवरण त्रुटिरहित करना सुनिश्चित करें तथा इस संबंध में एम.आर.एम.एस. विवरण में वर्तमान में कोई त्रुटि नहीं है, इससे संबंधित कार्यालयाध्यक्ष / शाखाधिकारी का घोषणा-पत्र दि. 13.06.2025 तक अनिवार्य रूप से स्थापना-। शाखा, क्षेत्रीय कार्यालय, कानपुर को प्रेषित करना सुनिश्चित करें।

इसके साथ ही भविष्य में एच.आर.एम.एस. विवरण में तुरन्त सुधार/ संशोधन करते रहने हेतु भी आवश्यक कार्रवाई करना सुनिश्चित करें तथा भविष्य में यदि एच.आर.एम.एस. विवरण में ऐसी कोई त्रुटि पायी जाती है तो जवाबदेही तय करते हेतु कार्रवाई सुनिश्चित की जाएगी।

यह पत्र क्षेत्रीय निदेशक महोदय के अनुमोदन से जारी किया जा रहा है ।

भवदीय,

Digitally signed by

Anurag Kumar

Date: 23-05-2025

(अनुराग कुमार)

09:34:21

उप निदेशक (स्थापना-I)



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



मुख्यालय / Headquarters
पंचदीप भवन, सी.आई.जी. मार्ग, नई दिल्ली - 110002
Panchdeep Bhawan, C.I.G. Marg,
New Delhi-110002
Phone:- 10011051,
E-mail: jd-admin2@esic.nic.in

File No. Pt -A-33/19/2/TransferPolicy/2022- E-II

Dated : 10-01-2025

To,

1. All Officer/Employee of ESI Corporation.
2. PPS/PS to Hon'ble Minister for Labour and Employment/Chairman, ESIC, New Delhi.
3. PPS/PS to Hon'ble Minister of state (L&E)/ Vice -Chairman, ESIC, New Delhi.
4. PPS/PS to Secretary (L & E), Social Security Division -I, MoL&E, New Delhi.
5. PPS/PS to DG/FC/CVO, Headquarters, ESIC, New Delhi.
6. PPS/PS to all Divisional Heads, Headquarters, ESIC, New Delhi.
7. Insurance Commissioner (NTA), Dwarka, New Delhi.
8. All Zonal Insurance Commissioners/Zonal Medical Commissioners.
9. All Additional Commissioners & Regional Directors/Regional Directors/Deputy Director(I/C)/ Joint Director, Establishment Branch -V, Headquarters, New Delhi
10. Directorate (M) Noida/ Directorate (M) Delhi.
11. Joint Director(OL), Headquarters/ RO, Delhi/ Tamil Nadu.
12. Deputy Director (OL), Headquarters/RO, Maharashtra/Punjab.
13. All Medical Superintendents of ESIC Hospital & ESIC Model Hospitals.
14. All Deans of Medical Colleges/ PGIMSR/ Dental Colleges/ Principal, Nursing Colleges.
15. Deputy Director/ Assistant Director, Zonal Vigilance/ Zonal Training Institute/ Finance and Accounts Divisions.
16. Website Content Manager for uploading on the website of ESIC for information of all concerned.
17. Hindi Branch/Librarian/guard file/spare copies.

Subject:- Transfer/Posting policy of officials on the Administrative side of ESIC drawing scale of pay correspondence to Group 'C' officials of the Central Government

(This policy is not applicable in the cadres of Social Security officer/ Manager Grade-II/ Superintendent and Personal Assistant)

Sir/ Madam,

In supersession of all pervious policies in the matter, transfer/posting policy on the subject cited above is forwarded herewith for information of all concerned.

This transfer/posting policy is issued with the approval of Competent Authority and shall come in force with immediate effect.

Encl:- Transfer/Posting policy of ESIC Group 'C' officials containing 09 pages.

Yours faithfully,

Signed by Pranay Sinha

Date: 10-01-2025 15:18:28

(PRANAY SINHA)

INSURANCE COMMISSIONER (P &A)

Transfer/ posting policy of officials on the administrative side of ESI Corporation drawing scale of pay corresponding to Group 'C' officials of the Central Government

(This Policy is not applicable in the cadres of Social Security Officer/ Manager Grade – II/ Superintendent and Personal Assistant)

1. Introduction

(i) Employees' State Insurance Corporation (ESIC), a statutory organization formed under the provisions of Employees' State Insurance Act, 1948, works under the control of Ministry of Labour & Employment, Govt. of India, New Delhi and provides social security benefits to its beneficiaries called Insured Persons and their dependents (nearly 12 Crore at present) under ESI scheme.

(ii) Aforesaid social security benefits in the form of medical services, cash benefits in case of sickness, disablement pension, pension on death of Insured Person, funeral expenses etc. are provided to beneficiaries of ESI scheme across the country by various field offices viz. Regional Offices, Sub-regional Offices, ESIC Hospitals, Medical Colleges, Branch Offices, Dispensary-cum-Branch Office (DCBO) etc. through officers on the Administrative side drawing scale of pay corresponding to Group 'A' and Group 'B' officers of the Central Government and other Group 'C' staff posted there.

(iii) In the ESI Corporation, cadres drawing scales of pay corresponding to Group 'C' employees of the Central Government i.e. Assistant, Upper Division Clerk, Lower Division Clerk, Multi-Tasking Staff, Stenographer etc. provide support to the administration in Regional Offices and other Offices/ Units within the Region/ state viz. Sub-regional Offices, Medical Institutions, Branch Offices, DCBO etc. Officials of these cadres are recruited at the level of Regional Offices and they are liable to be transferred within the region.

2. Principles

- i. Organizational interest shall be given highest consideration during the transfer and posting and administrative requirements shall be paramount while considering any transfer as per this policy. Hence, transfer to a particular station/ office cannot be claimed as a matter of right and shall be subject to administrative feasibility;
- ii. To provide accessible and best public services to the Insured Persons (IPs) and their dependents;
- iii. To maintain equitable distribution of officials on the Administrative side at various offices within the region to ensure optimal functioning, while at the same time meeting organizational requirement of officials with varied experience and enriched domain expertise;
- iv. To groom officials for higher and varied responsibilities with utilization of their experience and to provide them an opportunity to improve their proficiency, capacity building and career progression;
- v. To have right person at right position and place and to have transparency in transfer and posting.
- vi. To implement Central Vigilance Commission (CVC) guidelines regarding rotation of officials in sensitive/ non-sensitive posts.
- vii. In case of posts where this policy has designated two or more Competent Authorities for effecting transfers, as a matter of principle, the senior Competent Authority will first issue the transfer orders pertaining to the posts under it; and once this exercise is complete, only then the junior Competent Authorities shall initiate the exercise of transfer in respect of posts under it within their respective jurisdictions.

3. Definitions

- 3.1 **Competent Authority:** As defined in clause 13 of this transfer policy.
- 3.2 **Annual General Transfer (AGT):** Transfers made annually by the Competent Authority inviting online applications through the HRMS employees' portal of ESIC under this policy.
- 3.3 **Transfer/ posting during the year:** As defined in clause 6 of this transfer policy.
- 3.4 **Choice Station:** The place where an official desires to be posted.
- 3.5 **Station:** Any city/ town (including its suburban area) within the region where at-least one office/ institution of ESIC is located.
- 3.6 **Tenure:**
- a. Continuous stay at a station for the specified period defined under this policy irrespective of the post/ office within the same station. This would include all types of leave, but not include deputation/ diversion period.
 - b. While posted at the Regional Office/ Sub-regional Office/ Medical Institution or any other accounting unit, continuous stay at the respective accounting unit for the tenure specified under clause 4 of this policy irrespective of the post held by the officials(s) within the same office. This would include all types of leave, but not include deputation/ diversion period.

NOTE (1): In case an official is posted at a location/ city away from the station of Regional Office/ Sub-regional Office concerned, the tenure of the official under clause 4 below shall be counted for the location/ city where the official is posted and not that of the station of the accounting unit; provided that the posting to such location(s)/ cities grant of CTG is admissible as per the rules.

NOTE (2): For the purpose of calculating minimum tenure, the tenure shall be counted with reference to the joining of official(s) at the location/ city, irrespective of his/ her postings at various offices under the Accounting Unit.

- 3.7 **Transfer year:** The year in which the Annual General Transfer takes place. The transfer year in ESIC coincides with the financial year.

4. Minimum & Maximum Tenure

- 4.1 All transfer/ postings of official(s) shall normally be for a period not less than three years, provided there is no serious complaint of misconduct or misdemeanor against the official; or it is expedient in public interest to transfer him/ her before completion of minimum tenure.
- 4.2 No official shall remain attached to a post identified as sensitive, for more than three years in accordance with instructions issued by Central Vigilance Commission (CVC). Compliance of rotation between sensitive and non-sensitive posts shall be ensured by the Controlling Officer/ Head of the Office.
- 4.3 Maximum tenure at a station shall be 10 (Ten) years and the maximum tenure at an office shall be 5 (five) years. However, in case there is only 1 (one) office/ institution at a station, no official will stay at the station for more than 5 (five) years. In the case of posts identified as sensitive, the provisions contained at clause 4.2 above shall be applicable; as such the official may be rotated from a sensitive post to a non-sensitive post as per rules.

5. Annual General Transfers

5.1 Annual General Transfers would normally be ordered once a year in the month of March as far as possible.

5.2 Annual General Transfers shall consist of following two categories:

- i. **Tenure Completion Transfer** - Transfers of officials who have completed or will be completing the prescribed maximum tenure on 31st March of the transfer year in a station irrespective of Accounting Unit; and
- ii. **Request Transfer** - Request for transfer on any ground from the officials who have completed or going to complete minimum tenure of **3 (three)** years in a station as on 31st March of the transfer year irrespective of Accounting Unit. Request Transfer shall not be a matter of right and shall be subject to administrative feasibility.

5.3 Officials under clause 5.2 shall have to file their online applications through the designated online portal for transfer to station(s) of their choice, up to **10 (Ten)** stations in the order of preference. It shall be the responsibility of the Head of the Office to ensure the veracity of the service details, past posting details, request data, other information given in online request and the uploaded supporting documents therein. The options for choice stations once exercised shall be final.

5.4 In case an official who has completed prescribed maximum tenure and has failed to give any option for posting, the administration shall have the right to post him/ her anywhere within the region as per the administrative requirements.

5.5 The calendar for Annual General Transfers within the region shall be finalized by the ESIC Headquarters, New Delhi every year and intimated to the Regional Offices & SROs giving time schedule for ROs & SROs for taking necessary action as indicated in the calendar prescribed in *Annexure – I* and *Annexure – II* of this policy. Accordingly, the exercise of Annual General Transfers within the region shall be started by the concerned Regional Offices and on completion of AGT by RO concerned, SROs under ROs concerned shall start AGT within their jurisdiction as per time schedule.

6. Transfer/ posting during the year

6.1 Transfer/ posting on administrative grounds

The Competent Authority for smooth functioning of the offices of Corporation and in public interest may transfer any official in the mid of the year on account of administrative exigencies, by recording the reasons on the file in writing, in the following circumstances:

- i. Death /resignation/ retirement/ promotion of incumbents;
- ii. Opening of new offices/ establishments;
- iii. Verifiable complaints;
- iv. Vigilance cases;
- v. Recommendations of Complaint Committee constituted for the purpose of inquiry into the complaints of sexual harassment at workplace;
- vi. Any other administrative exigency in public interest.

6.2 Transfer/ posting on promotion

Officials covered under this policy on promotion are liable to be transferred and posted anywhere within the region. However, the maximum tenure prescribed at the present station under this policy shall also be taken into account while deciding such transfers. Accordingly, the Competent Authority shall decide transfer/ posting on promotion.

7. General guidelines/ criteria for transfer and posting

7.1 Tentative vacancy position (including likely vacancies in ensuing twelve months due to retirement, opening of new office etc.) at various stations within the region, for the purpose of transfer, will be displayed through HRMS employees' portal at the time of inviting online applications under Annual General Transfer. Though, mere existence of a vacancy at a station shall not entitle an official serving at that station to remain posted at that station; or an official serving outside that station to be posted to his/ her choice station(s).

7.2 All requests for choice postings shall be considered station wise in order of preference opted by the official concerned subject to administrative feasibility and availability of vacancies.

7.3 Transfer/ posting of officials of the Corporation will be considered as per DoPT guidelines on the subject issued from time to time as well as administrative requirements.

7.4 It shall be the endeavor of the Competent authority to make alternate postings between various Units/ Offices within the region so as to provide exposure to all the officials of different facets of its functioning viz. RO, SRO, DCBO, Branch Office, ESICH, PGIMSR, Medical Colleges, Dental Colleges, Nursing Colleges, ZTI, ZDE etc.

7.5 The station seniority of the official in the station from which such transfer is being proposed shall be the primary criteria for transfer. In other words, official posted at a station for a longer period shall be considered for transfer out first whenever a transfer is considered.

7.6 In case the number of online applications for a particular station is more than the number of vacancy available or requirement, preference will be given to those candidates who have not served at that station ever before or have served shorter tenure in comparison to other officials who opted for that station.

7.7 Notwithstanding anything contained in Clause 7.6 above, in the case of officials retiring on superannuation within two years of cut-off date of 31st March of the Transfer Year, efforts will be made to accommodate their requests subject to administrative exigency. However, in such cases it will be incumbent upon the official concerned to indicate that he/ she is retiring in the coming two years.

8. Mutual Transfer

The guidelines related to transfer on joint mutual requests of two officials shall be as under:

- i. **Officers who have been transferred in the preceding years AGT or mid of the year and have joined their place of posting shall be eligible to be considered under mutual request ground in the subsequent years' AGT.**
- ii. Officers seeking a mutual exchange of postings may submit request on online portal specifying the employee ID and name of the Officer with whom they wish to exchange. The Officer they wish to exchange with must also submit a similar request

online, specifying the employee ID and name of the other Officer involved in the mutual exchange.

- iii. **Both the Officers requesting for Mutual Transfer should be from the same cadre and discipline and submit a joint mutual request for Transfer;**
- iv. The requests from both the officers should have been recommended by the respective Head of the Offices.
- v. Mutual transfers shall be ordered at the own cost of the officers concerned.
- vi. Mutual Transfers shall not be matter of right and shall be subject to administrative feasibility.

Mutual Transfer under this clause will be considered under clause 12.8 of this policy on the recommendations of Transfer Committee.

9. Updation of past transfer/ posting details under online portal/ ERP

The online transfer/ posting details under the employees' portal shall be the basis of ascertaining the tenure of official at an Office/ station for the purpose of this policy. Hence, it shall be responsibility of respective Head of the Office/ Controlling Officer for correctness of past posting details under the online portal as per records of Service Book of officer concerned.

10. Transfer Committee

10.1 There shall be a Transfer Committee at each Regional Office/Sub Regional Office for making recommendations for Annual General Transfer in respect of the online applications received under this policy. The online applications shall be placed before the Transfer Committee through the employees' online portal and respective Committee shall consider all such online requests and make its recommendations as per the provisions under this transfer policy.

10.2 Composition of Transfer Committee for RO/SRO:

Sl. No.	Designation	
I	Senior most Joint Director/ Deputy Director/Assistant Director (<i>excluding Regional Director/SRO I/c</i>)	Chairperson
II	State Medical Officer/Medical Referee/IMO i/c , DCBO	Member
III	Deputy Director (Admn.)/ Assistant Director (Admn.)	Member Secretary

In case, Deputy Director (Admn.)/ Assistant Director (Admn.) happens to be the senior most officer after the RD/SRO i/c, then he/she shall act as the Chairperson and another officer nominated by the RD/SRO i/c shall act as Member Secretary.

10.3 Keeping in view the administrative requirements, recommendations for the Annual General Transfer shall be made by the Transfer Committee as per the general guidelines/ criteria prescribed in this transfer policy. Recommendations of the Transfer Committee would be placed before the Competent Authority prescribed for the purpose in this transfer policy.

10.4 Transfer Committee shall record reasons for each of its recommendations. After approval by the Competent Authority, transfer orders will be issued and published on the website based on the recommendation of the committee.

11. External influence

No official shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/ her interest in respect of matters pertaining to his/ her service including transfer in the Corporation. Any violation shall attract actions including disciplinary action as per the provisions of Rule 20 of CCS (Conduct) Rules, 1964. Any request/ representation received, indirectly *viz.* from parents, friends, relatives etc., shall also be treated similarly under the same rule.

12. Miscellaneous:

12.1 Officials are expected to carefully exercise their options for their choice station in order of preference. Once submitted, the online application will not be allowed to be modified or withdrawn.

12.2 As this policy mandates a mechanism through online portal to deal with the transfer/ posting Requests, physical applications/ screenshot of online options applied etc. shall not be sent by post or e-mail by the officials. Controlling Officers/ Head of the Office shall ensure the compliance of this direction.

12.3 It shall be the sole responsibility of the official concerned to keep track of the Annual General Transfer process online and subsequently no representation shall be entertained to the effect the he/ she was not aware of the process.

12.4 If any official furnishes false information/ documents for claiming transfer under this policy, he/ she shall render himself/ herself liable for disciplinary action as per the provisions of services conditions and relevant rules.

12.5 Once a transfer order of an official has been issued by the prescribed Competent Authority, official concerned will not be granted leave of any kind by his/ her controlling authority. All requests for leave of any kind after transfer order will be sent to the Regional Director through e-mail only.

12.6 In case a transfer is made in mid-academic session on account of administrative exigencies, an option to retain the Corporation accommodation/ leased accommodation up to the end of the academic session will be allowed to the official, if any child is studying at that station.

12.7 Once Annual General Transfer order has been issued, the officer concerned shall be relieved from his/ her place of posting with immediate effect. The employee shall be entitled for Joining Time/ TA/ DA as per the rules on the subject and report at ordered place of posting accordingly.

12.8 After issuance of orders of Annual General Transfer and its compliance (joining of officials at ordered place of posting), if still there are vacancies at offices in the region and administrative requirement is felt to fill up these vacancies, another exercise of transfer may be initiated with the approval of prescribed Competent Authority by recording the reasons for such requirement in writing. Initiation of this exercise shall be purely at the discretion of Competent Authority.

13. Competent Authority

The Competent Authority for the purpose of this transfer policy shall be the Regional Director of the Regional Office concerned for transfer from one accounting unit to another accounting unit within the Region and from one office to another office within the jurisdiction of Regional Office.

Further, SRO I/c shall be the Competent Authority for ordering transfer from one office to another office within the jurisdiction of the concerned Sub Regional Office.

14. Powers to remove difficulty

In case of any doubt regarding any of the provisions of this transfer policy, the matter shall be decided by the Director General, ESIC. The decision thereto shall be final in regard to the matters thus referred.

15. Powers to relax

The Director General, ESIC shall be Competent Authority to take decision and relax any of the provisions of this transfer policy for the smooth conduct of business of Corporation. Such decision shall be informed to the concerned officials through the online portal.

Model Calendar for Annual General Transfer at the level of Regional Office *

Date by which action to be taken	Exercise
November 1	Preparatory work of Annual General Transfer.
December 1 to 15	Calling of option(s) by 31 st December through online HRMS portal with tenure cut-off-date 31 st March of ensuing Transfer Year as per the provisions of this policy.
February 1 to 15	Transfer Committee to recommend Annual General Transfer.
February 28/ 29	Orders for Annual General Transfer to be issued.

Note: Reference to a date in this table shall be taken as the next working day in case the indicated date happens to be a public holiday or a weekend.

* As far as possible, the above Model Calendar should be adhered to. However, in case of exigencies or unforeseen circumstances, the Director General may modify the dates giving adequate time of preparation/ processing at each stage.

Annexure – II

Model Calendar for Annual General Transfer at the level of Sub-regional Offices*

Date by which action to be taken	Exercise
March 1	Preparatory work of Annual General Transfer.
March 5 to 10	Calling of option(s) by 31 st December through online HRMS portal with tenure cut-off-date 31 st March of ensuing Transfer Year as per the provisions of this policy.
March 11 to 15	Transfer Committee to recommend Annual General Transfer.
March 31	Orders for Annual General Transfer to be issued.

Note: Reference to a date in this table shall be taken as the next working day in case the indicated date happens to be a public holiday or a weekend.

* As far as possible, the above Model Calendar should be adhered to. However, in case of exigencies or unforeseen circumstances, the Director General may modify the dates giving adequate time of preparation/processing at each stage.
