



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



स्थापना शाखा - 1/ ESTABLISHMENT BRANCH - 1
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Website: esic.nic.in/ esic.in

No. A-22/13/1/AGT/2025-E.I

Dated: 17-01-2025

C I R C U L A R

Subject: Seeking options for choice stations through online module from all officers (including cadres of Official Language, Engineering and Personal Staff) on the Administrative side of ESI Corporation drawing scale of pay corresponding to Group 'A' and Group 'B' officers of the Central Government for Annual General Transfer for the 'Transfer Year - 2025' - reg.

Attention of all officers (including cadres of Official Language, Engineering and Personal Staff) on the Administrative side of ESI Corporation drawing scale of pay corresponding to Group 'A' and Group 'B' officers of the Central Government is invited towards transfer/ posting policy issued vide letter number A-22/13/A&B/policy/2024-E.I dated 19.12.2024. Said transfer/ posting policy envisages portal based online mechanism for calling options for choice stations from the concerned officers.

Online transfer requests (options for choice of stations in order of preference) through HRMS module are, therefore, called for the 'Transfer Year - 2025' from officers (including cadres of Official Language, Engineering and Personal Staff) on the Administrative side of ESI Corporation drawing scale of pay corresponding to Group 'A' and Group 'B' officers of the Central Government **as on 31st March, 2025** in terms of aforesaid transfer policy dated 19.12.2024 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 19.12.2024. Officers 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 officers with reference to the preferences given for the said station. If no option is received from officers due for transfer as per the transfer policy, such officers shall be transferred/ posted as per administrative requirements.

Accordingly, concerned officers may submit their requests for choice stations through online module from **18.01.2025 to 27.01.2025**. All the online requests so received shall be forwarded through proper channel by the concerned Head of the Office (HoO) after verification of the details mentioned therein

and uploaded supporting documents, if any, as per para 5.3 read with clause 4 of transfer policy.

Head of the Offices are directed not to forward the requests of officers who are yet to join at the ordered place of posting in compliance of transfer orders issued by this office till date.

Head of the Offices are also directed to ensure forwarding the online transfer applications by **31.01.2025** without fail in order to ensure further necessary action at Headquarters in time bound manner. Head of the Offices shall ensure that no transfer request remain pending on their part after 31.01.2025.

Officer 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 officers are advised to adhere to the prescribed timeline for submitting online transfer request.

In case of technical issue in 'Transfer Module' while submitting online transfer requests, the IT Helpdesk may immediately be contacted through official e-mail of officer concerned, by attaching a screenshot, with the request to resolve the same within the window period (18.01.2025 to 27.01.2025) with a copy to jivnath.jha@esic.nic.in. The ICT Division, HQ shall ensure that such tickets are resolved within the window period itself and officer is informed timely to able him/ her to submit online request during the said period as only online applications are to be considered.

Attention is also invited to clause 12.2 of the aforesaid transfer/ posting policy dated 19.12.2024 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 Officers. Controlling Officers/ Head of the Offices shall ensure the compliance of this direction and not forward any application in physical form. It is, therefore, reiterated that only online requests submitted through prescribed transfer portal shall be entertained at this office.

All the Controlling Officers are advised to bring this circular into the notice of all the concerned officers/ officials under proper acknowledgment.

Joint Director (E.I)

To,

1. All Officers (including cadres of Official Language, Engineering and Personal Staff)

on the Administrative side of ESI Corporation drawing scale of pay corresponding to Group 'A' and Group 'B' officers of the Central Government.

2. PPS/ PS to DG/ FC/ CVO, Headquarters, ESIC, New Delhi.
3. PPS/ PS to all Divisional Heads, Headquarters, New Delhi.
4. PPS/ PS to Chief Engineer.
5. PPS/ PS to Insurance Commissioner (ICT)/ Deputy Medical Commissioner (ICT).
6. Joint Director (ICT), Hqrs for necessary action and with the request to deploy the module as per this Circular and requirement of transfer policy. It may be ensured that online transfer applications based on minimum/ maximum tenure as on 31st March, 2025 as described above is validated by the system accordingly under the Transfer Module for information of Transfer Committee.
7. Insurance Commissioner (NTA), Dwarka, New Delhi/ Zonal Training Institutes.
8. All Additional Commissioners & Regional Directors/ Regional Directors/ Joint Director (I/c)/Joint Director (Establishment Branch - V), Headquarters, New Delhi.
9. Directorate (M) Noida/ Directorate (M) Delhi.
10. Joint Director (OL), Headquarters/ RO, Delhi/ Tamil Nadu.
11. Deputy Director (OL), Headquarters / RO, Maharashtra/ Punjab/ West Bengal.
12. All Medical Superintendents of ESIC Hospitals.
13. All Deans of Medical Colleges/ PGIMSR/ Dental Colleges/ Principal, Nursing Colleges.
14. Concerned Deputy Director/ Assistant Director, Zonal Vigilance/ Concerned Finance & Accounts Divisions.
15. Website Content Manager for uploading this Circular on the website of ESIC for information of all concerned.
16. Hindi Branch/ Librarian/ guard file/ spare copies.
