



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



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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 31<sup>st</sup> 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 \***

<b>Date by which action to be taken</b>	<b>Exercise</b>
November 1	Preparatory work of Annual General Transfer.
December 1 to 15	Calling of option(s) by 31 <sup>st</sup> December through online HRMS portal with tenure cut-off-date 31 <sup>st</sup> 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\***

<b>Date by which action to be taken</b>	<b>Exercise</b>
March 1	Preparatory work of Annual General Transfer.
March 5 to 10	Calling of option(s) by 31 <sup>st</sup> December through online HRMS portal with tenure cut-off-date 31 <sup>st</sup> 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.

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