



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



मुख्यालय/HEADQUARTERS
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To,

1. All Officers/ Employees of ESI Corporation.
2. PPS/ PS to Hon'ble Minister for Labour & 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 Medical Commissioners, ESIC.
9. All Zonal Insurance Commissioners, ESIC
10. All Additional Commissioners & Regional Directors/ Deputy Director (I/C)/ Joint Director, Establishment Branch - V, Headquarters, New Delhi
11. Directorate (M) Noida/ Directorate (M) Delhi
12. Joint Director (OL), Headquarters/ RO, Delhi/ Tamil Nadu
13. Deputy Director (OL), Headquarters / RO, Maharashtra/ Punjab
14. All Medical Superintendents of ESIC Hospitals & ESIC Model Hospitals
15. All Deans of Medical Colleges/ PGIMSR/ Dental Colleges/ Principal, Nursing Colleges.
16. Deputy Director/ Assistant Director, Zonal Vigilance/ Zonal Training Institutes/Finance & Accounts Divisions.
17. Website Content Manager for uploading on the website of ESIC for information of all concerned.
18. Hindi Branch/ Librarian/ Guard file/ spare copies.

Subject: Standard Operating Procedure for Processing Change of Region Requests from Paramedical Employees of Employees' State Insurance Corporation in Pay Levels Corresponding to Group C Employees of the Central Government.

Sir/Madam,

Standard Operating Procedure for Processing Change of Region Requests from Paramedical Employees of Employees' State Insurance Corporation in Pay Levels Corresponding to Group C Employees of the Central Government is forwarded herewith for information of all concerned.

Standard Operating Procedure is issued with the approval of Hon'ble Minister of Labour & Employment /Chairman, ESI Corporation and shall come into force with immediate effect. This Standard Operating Procedure may be brought to the notice of all officers/ employees working under your control.

Your faithfully

Medical Commissioner (MA)

**Standard Operating Procedure for Processing Change of Region Requests
from Paramedical Employees of ESIC in Pay Levels Corresponding to Group
C Employees of the Central Government**

Introduction:

Paramedical employees of the ESIC, drawing pay levels in the Pay Matrix corresponding to Group 'C' employees of the Central Government are recruited at the Regional level and their Cadre Controlling Authority (CCA) is the Regional Director (RD). As such, they can be transferred only within the Region in which they are recruited. Further, they have no claim to any transfer outside the jurisdiction of their CCA.

However, in order to cater to the genuine and exceptional personal requirements of the employees, this Standard Operating Procedure (SOP) is laid down for considering requests from Paramedical employees drawing pay levels in the Pay Matrix corresponding to Group 'C' employees of the Central Government for a change from the jurisdiction of one Region CCA to another.

General Conditions:

1. Requests for a change from the jurisdiction of one Regional CCA to another are exceptions and cannot be claimed as a matter of right. Such requests are allowed only once during an employee's entire service career and are considered solely on the request of the employee.
2. For the purpose of this SOP, the "Parent Region" refers to the Region where the employee is originally recruited; and the "Receiving Region" refers to the Region for which the employee has made the request for change.
3. Eligibility for a change from the jurisdiction of one Regional CCA to another is restricted to directly recruited employees who are in their entry grade and in posts where direct recruitment is one of the modes of recruitment. Further, this is subject to the availability of vacancies as per the roster and functional requirements in both the Parent and Receiving Regions.
4. Before making such a request, an employee should be fully aware that a change from the jurisdiction of one regional CCA to another tantamounts to joining as a fresh appointee under the Cadre Controlling Authority of the Receiving Region. Accordingly, on the date of their joining in the Receiving Region, such employees shall be placed at the bottom of the seniority list of their grade in the cadre in the Receiving Region. Further:
 - a. In cases where two or more employees from the same Parent Region are approved for the same Receiving Region, their inter-se seniority from the Parent Region will remain undisturbed while being placed at the bottom of the seniority list of their grade in the cadre in the Receiving Region on the date of their joining.
 - b. In cases where two or more employees from different Parent Regions are approved for the same Receiving Region, seniority shall be determined based on the year of recruitment. For employees recruited in the same year, seniority will be determined by the date of joining, date of birth, and alphabetical order of names.
5. Employees can request for a change from the jurisdiction of one regional

CCA to another only after completing three years of service, including the successful completion of probation period. Employees still on probation are not eligible for a change from the jurisdiction of one regional CCA to another of region.

6. Employees need to be clear from vigilance angle for being eligible for change from the jurisdiction of one regional CCA to another.
7. Eligibility for promotion to the next higher grade in the cadre in the Receiving Region shall be reckoned based on the date of joining in the Receiving region. Claims for financial upgradation (MACP), pay protection, and pay fixation will be processed in accordance with the extant DoPT instructions.
8. No TA/DA shall be provided to the employees for such change from the jurisdiction of one regional CCA to another. However, employees may apply for leave from their own account to cover their journey period.

Steps for Processing Requests:

1. All such requests must be processed online. The detailed timeline for submission of such requests shall be published by ESIC Headquarters. Requests submitted through any other mode (e.g., email or hard copy) shall not be considered.
2. The Medical Administration division of ESIC Headquarters shall process requests from Paramedical employees drawing pay levels in the Pay Matrix corresponding to Group 'C' employees of the Central Government for a change from the jurisdiction of one regional CCA to another.
3. An online portal will be opened in this regard by the MA division, ESIC Headquarters with the approval of the Director General (DG), ESIC.
4. Employees must submit their requests to their CCA on the portal, stating the reasons for their requests and uploading supporting documents. Requests must be submitted after agreeing to all the conditions of the SOPs and providing an undertaking on the portal to the effect that:
 - a. Later on, they will make no claims for TA/DA, seniority, or repatriation to the Parent Region.
 - b. Acceptance of their placement at the bottom of the seniority list of their grade in the cadre of the Receiving Region on the date of joining.
5. The concerned CCA shall review the request made on the online portal and submit their recommendation for each employee based on the functional requirements of the Parent Region as well as vigilance status.
6. Upon submission, the request will automatically be forwarded to the CCA of the Receiving Region, who shall provide comments regarding functional requirements and availability of vacancies in his Region.
7. The request will then be forwarded to ESIC Headquarters, where a committee shall recommend, in respect of each employee separately, whether to consider or not to consider the employee concerned's request for change from the jurisdiction of one regional CCA to another based on number of requests, availability of vacancies as per the roster and the functional requirements of the Parent and Receiving Regions. If the number of requests is more as compared to the number of available vacancies in Receiving Region, the committee shall recommend the candidate based on seniority, severity of the reasons submitted by the employee for change of region and recommendations of CCA of both the Parent and Receiving Regions. The Committee shall comprise the following:

- a. Medical Commissioner (Medical Administration) – Chairperson
- b. Deputy Medical Commissioner (Medical Services) – Member
- c. Director/ Jt. Director/ Deputy Director (P&A Division) – Member

Competent Authority:

The competent authority for approving such requests shall be the Director General (DG), ESIC.