



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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No. A-33/19/IRT/PA/2023 -E-II

Dated: -31-01-2025

CIRCULAR

Subject: - Seeking Option for choice stations through online module from Personal Assistant for Annual General Transfer for the 'Transfer Year -2025' – reg.

Attention of all Personal Assistants is invited towards transfer/posting issued vide HQ letter Number A-22/13/1/2022(1)-(E.I) dated 18.12.2024. Said transfer/posting policy envisages portal based online mechanism for calling options for choice stations from the concerned officials.

Online transfer requests (options for choice of stations in order of preference) through HRMS module are, therefore, called for the '**Transfer Year – 2025**' in respect of PAs as on 31st March, 2025 in terms of aforesaid transfer policy dated 18.12.2024 for Tenure Completion Transfer and Request Transfer as per clause 5.2 of policy read with clause 4 of the policy and also clause 1 (VII) & (VIII) of the said 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 18.12.2024. Officials, while giving their options for choice station, are advised to follow due diligence as the consideration for a particular Accounting Unit/Station will be considered among the 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 **10/2/2025 to 21/2/2025**. 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 and other provisions of the transfer policy. Further, before forwarding the requests through online, it is the responsibility of respective HoOs/Controlling Officers for updation of correctness of past posting details under the online portals as per records of service Book/service card of the official concerned as per provisions under para 9 of the above said transfer/posting policy by **07/02/2025**.

Head of the Offices are directed not to forward the requests of officials 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 **28.02.2025** without fail in order to ensure further necessary action at Headquarters in time bound manner. HoOs shall ensure that no transfer request remain pending on their part after **28.02.2025**.

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.

In case of technical issue in 'Transfer Module' while submitting online transfer request, the ithelpdesk may be immediately contacted through official e-mail of official concerned, by attaching a screenshot, with the request to resolve the same within the window period (**10.02.2025 to 21.02.2025**) 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 official be informed timely to enable 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 **18.12.2024** 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 Officials. Controlling Officers/Head of the Offices shall ensure the compliance of this directions and not to forward any application in physical form or through email. It is therefore, reiterated that only those transfer requests submitted through online module shall be entertained at this office.

All the Controlling Officers are advised to bring this circular to the notice of all the concerned Officers/Officials under proper acknowledgement.

Joint Director (E-II)

To,

1. All Personal Assistants/Officers.
2. PPS/PS to DG/FC/CVO, Headquarters, ESIC, New Delhi
3. PPS/PS to all the Divisional Heads, Headquarters, new Delhi.
4. PPS/PS to Insurance Commissioner (ICT)/ Deputy Medical Commissioner (ICT)
- 5 . Joint Director (ICT), Hqrs for necessary action and with the request to

deploy the module as per this Circular and in accordance with transfer policy applicable for the cadre PA. 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.

6. Insurance Commissioner (NTA), Dwarka, New Delhi/Zonal Insurance Commissioners/Zonal Medical Commissioners /Zonal Training Institutes.
7. All Additional Commissioners & Regional Directors/Regional Directors/Joint Director (I/c) / Joint Director, Establishment Branch -V, Headquarter New Delhi.
8. Directorate (M) Noida/Directorate (M) Delhi.
9. Joint Director (OL), Headquarters/RO, Delhi /Tamil Nadu.
10. All Medical Superintendent of ESIC Hospital.
11. All Deans of Medical Colleges/ PGIMSR/ Dental Colleges/ Principal, Nursing Colleges.
12. Concerned Deputy Directors/Assistant Directors, Zonal Vigilance/Concerned Finance and Account Divisions.
13. Website Content Manager for uploading this circular on the website of ESIC for information of all concerned.
14. Hindi Branch/Librarian/Guard file /spare copies.
