



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



मुख्यालय  
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File No. A-22/13/1/2022(1)-E.I

Dated:18-12-2024

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 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/ Tamilnadu
12. Deputy Director (OL), Headquarters / RO, Maharashtra/ Punjab
13. All Medical Superintendents of ESIC Hospitals & ESIC Model Hospitals
14. All Deans of Medical Colleges/ PGIMSR/ Dental Colleges/ Principal, Nursing Colleges.
15. Deputy Director/ Assistant Director, Zonal Vigilance/ Zonal Training Institutes/ Finance & 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 (1) Social Security Officers/Managers Grade-II/Superintendents; and (2) Personal Assistant, both having all India Service liability.**

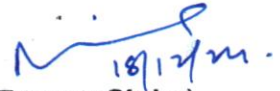
Sir/ Madam,

In supersession of all previous 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.

Enclosure- Transfer/posting policy of (1) Social Security Officers/ Managers Grade-II/Superintendents; and (2) Personal Assistant containing 12 Pages.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Pranay Sirha', with the date '18/12/20' written below it.

(Pranay Sirha)

Insurance Commissioner(P&A)

**Transfer/ posting policy of (i) Social Security Officers/ Managers Grade-II/ Superintendents; and**  
**(ii) Personal Assistant, both having all India service liability.**

**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 presently) 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) 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. Officers in the cadre of Social Security Officer/ Manager Grade – II/ Superintendent, a Group 'C' post, assist for smooth functioning of these field offices.

(iii) Aforesaid public services of Corporation are paramount under its mandate, hence adequate incumbency of officers in the cadre of Social Security Officer/ Manager Grade – II/ Superintendent at aforesaid field offices is required to cater to the needs of its beneficiaries as these officers exercise statutory powers under section 45 of the ESI Act, 1948.

(iv) Inter-changeable sensitive/ non-sensitive work profile of officers in the cadre of Social Security Officer/ Manager Grade – II/ Superintendent at various field offices is as under:

- a) Social Security Officer (Revenue) (while posted under Regional Office/ Sub-regional Office)

Inspection of factories and verification of records with statutory powers to ensure compliance of provisions of ESI Act, 1948 and rules and regulations made thereunder;

- b) Officer Superintendent (while posted at Regional Office/ Sub-regional Office/ D(M)D/ ESIC Hospital/ Medical Institutes etc.)

Supervision and assistance to Branch Officer in discharge of duties in respect of allocated branch(s).

- c) Social Security Officer (Audit) (while posted at Regional Office/ Sub-regional Office)

Supervision of the Internal Audit Party and conduct of audit as per existing/ adopted policy.

- d) Branch Manager Grade – II (while posted at Branch Office or at Dispensary-cum-Branch Office (DCBO) under the jurisdiction of respective Regional Office/ Sub-regional Office)

Head of the Office of Branch Office having direct contact with the beneficiaries and disbursement of cash benefits. For DCBO, responsible for disbursement of cash benefits and reporting to DCBO In-charge.

- e) Social Security Officer (Legal) (while posted at Regional Office/ Sub-regional Office/ D(M)D/ Branch Office etc.)

To represent the Corporation at various courts of law.

(v) Recruitment of Social Security Officer/ Manager Grade – II/ Superintendent is made by ESIC Headquarters, New Delhi. There are three modes of Recruitment viz. Direct Recruitment (DR), Limited Departmental Competitive Examination (LDCE) and Departmental Promotion. The feeder cadre for



promotion through LDCE and Departmental Promotion is Assistant/ Head Clerk. After recruitment, these officers are posted at various field offices/ Headquarters as per the administrative needs of ESI Corporation.

(vi) Transfer/ posting of Social Security Officer/ Manager Grade – II/ Superintendent in ESIC is controlled by three distinct authorities as indicated below:

- i. **ESIC Headquarters, New Delhi** – from one Accounting Unit to another Accounting Unit across India;
- ii. **(a) Regional Office in States, except Delhi** – In Regional Office itself; from one Accounting Unit to another Accounting Unit within the region/ state; and posting at various Branch Offices/ DCBOs under the jurisdiction of Regional Office concerned;  
**(b) Regional Office, Delhi** – In the Regional Office, Delhi itself; from one Accounting Unit to another Accounting Unit within the region/ Union Territory; posting at various Branch Offices/ DCBOs under the jurisdiction of Regional Office; and posting at various ESIC Dispensaries/ Hospitals under D(M)D;
- iii. **Sub-Regional Offices** – In the Sub-regional Office itself; and in Branch Offices under the jurisdiction of the Sub-Regional Office concerned;

(vii) Personal Assistant is a promotional post from the feeder cadre of Stenographer. It is an all India cadre and ESIC, Headquarters, New Delhi is the cadre controlling authority.

(viii) Officers in the cadre of Personal Assistant are liable for transfer/ posting across various Accounting Units (HQ/ NTA/ RO/ SRO/ Medical Institutions etc.) and their transfer is controlled by two authorities as indicated below:

- i. **ESIC Headquarters, New Delhi** – from one Accounting Unit to another Accounting Unit across India;
- ii. **Regional Office in States/ UTs** – In Regional Office itself; from one Accounting Unit to another Accounting Unit within the region/ state

(ix) For effective transfer under this policy the Competent Authorities have been defined in clause 13. As a matter of principle, in the cadre of Social Security Officer/ Manager Grade – II/ Superintendent, the senior Competent Authority at Headquarters will first issue the transfer orders and once this exercise is complete, only then the junior Competent Authority at regions/ sub-regions may initiate the exercise for posting/ transfer within the region/ sub-region after taking prior approval of ESIC, Headquarters, New Delhi.

(x) For smooth functioning of various field offices of ESI Corporation, officers in the cadre of (i) Social Security Officer/ Manager Grade – II/ Superintendent; and officers in the cadre of (ii) Personal Assistant shall continue to be liable for transfer and posting anywhere in India.

## **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 cannot be claimed as 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 officers on the Administrative side at various field offices to ensure optimal functioning, while at the same time meeting organizational requirement of officers

- with varied experience and enriched domain expertise;
- (iv) To groom officers 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 officers in sensitive/ non-sensitive posts.

### **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 ESIC Headquarters 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 officer desires to be posted.

3.5 **Station:** Any city/ town (including its suburban area) where at-least one Accounting Unit of ESIC is located e.g. 'Delhi and adjacent areas\*', Mumbai, Bengaluru, Ahmedabad, Nagpur, Kolkata, Tirunelveli, Kolhapur etc.

*\*Delhi and adjacent areas' shall include NCT of Delhi, Faridabad, Gurugram, Noida and Ghaziabad.*

3.6 **Zone:** For the purpose of this policy, the Zones shall be as defined as the same as those established for Zonal Insurance Commissioners issued vide ESIC Headquarters letter bearing no. A-11013/4/2022-E-III dated 03.11.2022

3.7 **Tenure:**

- a) Continuous stay at a station for the specified period defined under this policy irrespective of the post/offices within the same station. This would include all types of leave, but not include deputation/diversion period.
- b) In respect of officers in the cadre of Social Security Officer/ Manager Grade – II/ Superintendent while posted at Inspectorate Office/ Area as Social Security Officer (Revenue) or while posted as Branch Manager Grade – II at Branch Office/ DCBO/ SSO (Legal), continuous stay at respective Inspectorate Office/ Area or Branch Office/ DCBO, as the case may be, for the period specified under this policy (clause 4 below) irrespective of the post held by the officer(s) within the same office. This would include all types of leave, but not include deputation/ diversion period.

NOTE (1): In case of allotment of an Social Security Officer/ Manager Grade – II/ Superintendent to a Regional Office/ Sub-regional Office, an officer is posted at a location/ city away from the station of Regional Office/ Sub-regional Office concerned, the tenure of the officer under clause 3.7 (b) above shall be counted for the location/ city where the officer is posted and not that of the station of the Accounting Unit (RO/ SRO); provided that for posting to such locations/ cities grant of CTG is admissible as per the rules.

NOTE (2): For the purpose of calculating minimum tenure for an inter-regional transfer request, the tenure shall be counted with reference to his/ her joining in the region, irrespective of his/ her postings at various locations within the region.

3.8 **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 officers shall normally be for a period not less than three years, provided there is no serious complaint of misconduct or misdemeanor against the officer; or it is expedient in public interest to transfer him/ her before completion of minimum tenure.

4.2 No officer 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 maximum tenure at an office shall be 5 (five) years. However, in case there is only 1 (one) office at a station, no officer will stay at the station for more than 5 (five) years. In the case of posts identified as sensitive, the provisions contained at 4.2 above shall be applicable as the officers could be rotated from a sensitive post to a non-sensitive post as per instructions on the subject and the authority competent to transfer shall ensure the compliance of rotation of officers within various offices at a station.

#### **5. Annual General Transfers**

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

5.2 Annual General Transfers shall consist of following two categories:

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

5.3 Officers under clause 5.2 shall have to file their online applications through the designated online portal for transfer to station(s) of their choice, forwarded by Head of the Office, 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 officer who has completed his/ her prescribed maximum tenure and no option for choice station is received from such officer, he/ she will be transferred/ posted as per administrative requirements.

5.5 Only after completion of the exercise of Annual General Transfer in the cadre of Social Security Officer/ Manager Grade - II/ Superintendent for a particular 'Transfer Year' at the level of Headquarters, ESIC, New Delhi, the exercise of Intra-region (within the state) posting/ transfer under clause 10.2 below may be started by the Regional Offices/ Sub-regional Offices after obtaining prior approval of the Headquarters, ESIC, New Delhi for the respective 'Transfer Year' as per Modal Calendar prescribed at Annexure - II.

5.6 Annual General Transfer in the cadre of Personal Assistant for a particular 'Transfer Year' shall be at the level of Headquarters, ESIC, New Delhi only and Establishment Branch - II shall continue be the nodal branch to deal with the exercise of Annual General Transfer and connected matters. However, the prescribed Competent Authority can order the transfer/ posting of this cadre within the region during

the year as per the provisions of this policy.

## **6. Transfer/ posting during the year**

### **6.1 Transfer/ posting on administrative grounds**

The prescribed Competent Authority, for smooth functioning of the Corporation and in public interest may transfer an officer covered under this policy 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**

Officers covered under this policy on promotion are liable to be transferred and posted anywhere. However, the maximum tenure prescribed at the present station under this policy shall also be taken into account while deciding such transfers. Accordingly, the prescribed competent authority shall decide his/ her 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, for the purpose of transfer, will be displayed through 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 officer serving at that station to remain posted at that station; or an officer serving outside that station to be posted to his/ her choice station(s).

7.2 All online requests for choice postings shall be considered by the Transfer Committee station wise in order of preference opted by the officer(s) concerned subject to administrative feasibility and availability of vacancies.

7.3 In case where an officer has completed maximum prescribed tenure at a station/ office/ sensitive post and could not be recommended for transfer at his/ her opted choice stations as per clause 7.2 above, it shall be the endeavor of the Transfer Committee to recommend his/ her transfer in the offices within his/ her existing Zone (where he/ she is presently posted); failing which in nearby Zones, subject to administrative feasibility. However, the transfer committee can recommend transfer anywhere across the country taking into account functional and administrative requirements.

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

7.5 It shall be the endeavor of the ESIC Headquarters to make alternate postings between various Units of Corporation so as to provide exposure to all the officers of different facets of its functioning viz. RO, SRO, ESICH, PGIMSR, Medical Colleges, Dental Colleges, Nursing College, Headquarters, NTA, ZTI, ZDE etc.

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

7.7 In case the number of online applications for a particular station is more than the number of va-



cancy(ies) available or requirement, preference will be given to those candidates who have not served at that station ever before or served lesser tenure in contrast to other officers opted for that station.

7.8 Notwithstanding contained in 7.7 above, in the case of officers retiring on superannuation in the ensuing two years, efforts will be made to accommodate their requests subject to administrative exigency. However, in such cases it will be incumbent upon the officer concerned to indicating that he/ she is retiring in the coming two years.

7.9 Retention of officers at any office/ Headquarters, New Delhi beyond prescribed maximum tenure may be proposed for consideration of the competent authority at any time and for specific period of time keeping in view administrative requirements, exigencies of work and public interest. In such cases, the decision of the Competent Authority shall be final.

#### **8. Mutual Transfer**

The guidelines related to transfer on joint mutual requests of two Officers 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 employee' portal shall be the basis of ascertaining the tenure of officer 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/ Service Card of officer concerned.

#### **10. Transfer Committee**

10.1 There shall be a Transfer Committee for making recommendations in respect of the online applications received under this policy at ESIC, Headquarters, New Delhi. The online applications shall be placed before the Transfer Committee through the employees' online portal and Committee shall consider all such online requests and make its recommendations as per the provisions under this transfer policy. The Composition of Transfer Committee shall be as under:





Sl. No.	Designation	
I	Insurance Commissioner (senior most)	Chairperson
II	Deputy Medical Commissioner	Member
III	Insurance Commissioner (P&A)	Member Secretary

Note: If senior-most Insurance Commissioner happens to be Insurance Commissioner (P&A), in that case Insurance Commissioner (P&A) shall be the Chairman of the Committee and another Insurance Commissioner at the Headquarters shall be nominated by the Director General as Member. In such a scenario the Secretarial support shall be provided to the Committee by P&A Division.

10.2 Under clause 5.5 above in the cadre of transfer of Social Security Officer/ Manager Grade – II/ Supdt., postings of officers within the region/ sub-region shall be decided by the Competent Authority on the recommendations of a committee constituted for this purpose at each Regional Office/ Sub-regional Office comprising the following members:

Sl. No.	Designation	
I	Senior most Deputy Director	Chairperson
II	State Medical Officer/ Medical Referee/ IMO (I/c), DCBO	Member
III	Deputy Director/ Assistant Director (Finance)	Member

Note 1: The Secretarial support for this committee shall be provided by the Administration Branch of the concerned Regional Office/ Sub-regional Office.

Note 2: If senior-most Deputy Director happens to be the Deputy Director (Finance), in that case Deputy Director (Finance) shall be the Chairperson of the Committee and second senior Deputy Director or senior most Assistant Director shall be the Member at Sl. No. III.

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.

10.5 Time schedule for various procedure/ actions related to the 'Annual General Transfer' at ESIC Headquarters shall be as prescribed in the 'Annexure – I' enclosed to this policy.

## **11. External influence**

No officer 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 Officers are expected to carefully indicate their choice of stations in the order of preference as the consideration for a particular station will be considered among the Officers with reference to the preferences given for the said station. Choice station(s) once exercised shall 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/ mutual transfer requests, physical applications/ screenshot of online options applied etc. need not be sent by post or e-mail by the officers. Controlling Officers/ Head of the Office shall ensure the compliance of this direction.

12.3 It shall be the sole responsibility of the officer 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 officer 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 officer has been issued by the prescribed Competent Authority, officer 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 Insurance Commissioner (P&A) 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 Officer, 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, accordingly, be entitled for Joining Time/ TA/ DA as per the rules on the subject and report at ordered place of posting on or before 31<sup>st</sup> March (or any other date specified in the AGT order) of the respective Transfer Year.

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

12.9 Guidelines for initial posting of directly recruited Social Security Officers/ Branch Manager Grade – II/ Superintendent shall be as prescribed in the 'Annexure – III' enclosed to this policy.

Note 1: In the case of Personal Assistant, as far as possible, transfers may be considered on the basis of institution/ Accounting Unit. In case a vacancy is not available, the transfer may be considered to nearby station as per the availability of vacancies and administrative requirements.

Note 2: Notwithstanding anything contained in this policy, the transfer/ posting orders issued in respect of officers in the cadre of (i) Social Security Officer/ Branch Manager Grade – II/ Superintendent; and (ii) Personal Assistant under the provisions of earlier transfer policy issued *vide* this office letter no. A-22/13/1/2022(1)-E.I dated 20.05.2022 and office letter no. A-33/19/2/Transfer Policy/2022-E.II dated 20.05.2022 respectively shall continue and to be complied with as per the provisions contained therein.



### **13. Competent Authority**

(A) The Competent Authority for transfer/ posting of officers in the cadre of Social Security Officer/ Manager Grade – II/ Superintendent for the purpose of this transfer policy shall be as under:

Sl. No.	Competent Authority	Extent of description of power for transfer/ posting
I	Director General, ESI Corporation	From one Accounting Unit to another Accounting Unit; from one office to another office; across India
II	Regional Director of States/ UT (except Regional Director, Delhi)	At RO itself; from one Accounting Unit to another Accounting Unit within the region/ state; and posting at various Branch Offices/ DCBOs under the jurisdiction of Regional Office concerned.
III	Regional Director, Delhi	At RO, Delhi itself; from one Accounting Unit to another Accounting Unit within the region/ Union Territory; posting at various Branch Offices/ DCBOs under the jurisdiction of Regional Office; and posting at various ESIC Dispensaries/ Hospitals under D(M)D;
IV	Director (I/c)/ Joint Director (I/c) of Sub-regional Office	At SRO itself; and in Branch Offices/ DCBOs under the jurisdiction of the Sub-Regional Office concerned;

(B) The Competent Authority for transfer/ posting of officers in the cadre of Personal Assistant for the purpose of this transfer policy shall be as under:

Sl. No.	Competent Authority	Extent of description of power for transfer/ posting
I	Director General, ESI Corporation	From one Accounting Unit to another Accounting Unit; across India
II	Regional Director of States/ UT	At RO itself; from one Accounting Unit to another Accounting Unit within the region/ state

### **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 with the approval of Chairman, ESI Corporation. The decision thereto shall be final in regard to the matters thus referred.

### **15. Powers to relax**

The Chairman, ESI Corporation 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 officers through the online portal.

**Model Calendar for Annual General Transfer of Social Security Officers/  
Manager Grade – II/ Superintendent and Personal Assistant at the level  
of Headquarters, ESIC, New Delhi \***

<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.





**Model Calendar for Posting of Social Security Officers/ Manager Grade –  
II/ Superintendent at the level of Regional Offices/ Sub-regional Office \***

<b>Date by which action to be taken</b>	<b>Exercise</b>
March 1	Preparatory work of Transfer.
March 5 to 10	Calling of option(s) through online HRMS portal
March 11 to 15	Transfer Committee to recommend Transfer.
March 31	Orders for 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.



**Guidelines for initial posting of directly recruited Social Security Officer/ Branch Manager Grade – II/ Superintendent in ESI Corporation**

**1. General Provisions:**

- a) The initial posting of newly recruited officers Social Security Officer/ Branch Manager Grade – II/ Superintendent shall be made by the Personal & Administration Division, ESIC, Headquarters, New Delhi;
- b) The posting process will adhere strictly as per the guidelines outlined below, ensuring transparency, merit and alignment with the operational needs of ESIC.

**2. Criteria/ norms for initial posting:**

- a) Organizational requirement will be the priority while allocating the posting.
- b) The relevant DoPT guidelines issued from time to time shall be adhered to the extent possible.

**3. Steps to be followed by the Committee:**

- a) The number of officers to be posted at various ESIC offices will be decided based on vacancies, functional requirements & number of newly recruited officers.
- b) A list of stations with availability of vacant posts, for the purpose of posting shall be drawn.
- c) Based on the number of newly recruited officers available, vacancies and functional requirements, postings shall be made by the Competent Authority.

**4. Minimum Tenure for fresh recruits:**

- a) The fresh recruits will be posted for a minimum tenure of three years at initial place of posting.
- b) No transfer request will be considered before completion of minimum tenure. However, on account of administrative exigency and/ or functional requirement, transfer may be considered before completion of minimum tenure as per the provisions contained in this transfer policy.
- c) Newly recruited Social Security Officer/Manager Grade-II/ Superintendent will not be considered for deputation/ diversion during the first three years or till the completion of probation period, whichever is later.

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