



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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Date 23.12.2024

CIRCULAR

Sub- Updation of Transfer/ Posting details on online Portal/ ERP in respect of Medical Officers- reg.

1. Transfer/Posting Policy for Administrative and Clinical Posts duly approved by the Competent Authority for postings to various administrative and clinical posts in Medical Institutions of ESIC has been circulated vide letter dated 16.12.2024. The action for transfer/posting to medical administrative and clinical posts will be taken up shortly for which online module is going to be activated soon.
2. All the Medical Officers are requested to update their personal details, including transfer/posting details in ERP under the 'Update Employee Details' section in the ESS module of HRMS 2.0 by 27/12/2024 which shall be verified/approved by the Head of the Office (HoO) as per the service book/ service card details of officer concerned. Any incomplete past posting details must also be added by the HoO based on the officer's service card/service book by 30.12.2024. The HoO will be accountable for ensuring the accuracy of the verified and finalized details, which shall serve as the basis for determining the tenure of a Medical Officer at a given medical institution or station. In no case, updated posting details in respect of Medical Officers posted at an Office/ Medical Institution should remain pending.
3. An Action Taken Report (ATR), accompanied by a certificate stating the following, must be submitted by all HoOs by 31.12.2024 via email to med6-hq@esic.nic.in:
 - a. "No Medical Officer in the cadre of Dean, GDMO, Specialist, or Teaching Faculty has pending transfer/posting details for online updating.
 - b. All updated details have been verified, approved, and finalized based on the officers' service book/service card records."

4. As regards Medical Officers who have proceeded on EOL/Study Leave for pursuing higher studies and their PG will be completed after March,2025, are not required to fill in the information, however, those whose PG shall be completed before March, 2025 are required to fill in the details and get it approved from the HoO of the last institute they were assigned with. The HoO shall ensure that ERP details of all such medical officers is updated and approved as per their service book/ card details.

This issues with the approval of Medical Commissioner (MA).

Yours faithfully,

Asstt. Director (Med6)

Copy to:

1. All Medical Officers in ESI Corporation
2. All Medical Commissioners/ DMCs/OSD ESIC Hqrs.
3. All Zonal Medical Commissioners, ESIC
4. All MS/Dean/DMS/AMS of Medical Institutions of ESIC
5. Directorate (Medical) Delhi/Directorate(Medical) Noida
6. All Regional Directors/Jt. Director(I/c)/DD(I/c)
7. All SMOs/MVOs/MRs posted at ESIC Stations
8. PPS/PS to all Divisions of Medical Branches and Vigilance Division of ESIC Hqrs.
9. Insurance Commissioner (NTA), Dwarka, New Delhi