



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



मुख्यालय/HEADQUARTERS
पंचदीप भवन, सीआईजी मार्ग, नई दिल्ली-110002
Panchdeep Bhawan, CIG Marg, N.D.- 02
Phone: 011-23215489, VOIP: 10011074
Email: med6-hq@esic.nic.in
Website: www.esic.gov.in

Comp. No.: 849968 File No.: Z-11011/9/2024-MED-VI

Date : .12.24

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: Policy for Transfer/ posting of Nursing Cadre Officers/Employees in Employees' State Insurance Corporation

Sir/Madam,

The Policy for Transfer/ posting of Nursing Cadre Officers/Employees in Employees' State Insurance Corporation is forwarded herewith for information of all concerned.

This transfer/posting policy is issued with the approval of Hon'ble

Minister of Labour & Employment /Chairman, ESI Corporation and shall come into force with immediate effect. All the transfers and postings will henceforth be regulated in terms of this policy till further orders. This policy may be brought to the notice of all officers/ employees working under your control.

Your faithfully,

Signed by Kamlesh Harish

Date: 17-12-2024 14:14:55

Medical Commissioner(MA)

Encl.: Transfer/Posting Policy as above

Policy for Transfer/Posting of Nursing Cadre in Employees' State Insurance Corporation

1. Introduction:

- a. The Employees' State Insurance (ESI) Act, 1948 is "An Act to provide for certain benefits to employees in case of sickness, maternity and 'employment injury' and to make provision for certain other matters in relation thereto". As per the provisions of this Act, Insured Persons (IPs) and their dependants are entitled to certain mandatory benefits. For the administration of the scheme, ESI Corporation is established in accordance with the provisions of this Act.
- b. The hospitals and dispensaries that are established by Corporation and administered through respective State Governments are known as ESI Scheme (ESIS) hospitals and ESIS dispensaries. As per Section 59A of the Act, there is provision of medical benefit by the Corporation, in lieu of State Government. The Corporation has established hospitals and dispensaries that are run directly by it are known as ESIC hospitals and ESIC dispensaries. Apart from this, in order to improve the quality of medical care, the Corporation may establish medical colleges, nursing colleges and training institutes for its para-medical staff and other employees, in accordance with Section 59B of the Act.
- c. Accordingly, there are cadres of Medical Officers, Nursing and Paramedical employees, to manage the day-to-day functions of medical establishments under ESIC. As per Gazette Notification dated 5-12-2020, the Recruitment Regulations of Nursing Cadre have been revised. Accordingly, ESIC vide circular dated 10-12-2020 changes the nomenclature and classification for the posts of Staff Nurse, Nursing Sister and Assistant Nursing Superintendent (ANS). The classification group of Staff Nurse and Nursing Sister is changed from Group C to Group B and nomenclature for Staff Nurse and Nursing Sister is renamed as Nursing Officer and Senior Nursing Officer respectively. The classification Group of ANS is changed from Group B to Group A. Previously, there was a post of DNS which is now merged with the post of ANS as per approval in 191st Corporation meeting. The employees under nursing cadre being a Group A & B employees are now liable for All India Transfers.
- d. This transfer policy pertains to the transfer/posting of Group A and Group B Nursing staff and supersedes the policies previously circulated by ESIC on 07-12-2022 and 24-12-2022 in this regard.

2. Principles:

- a. To provide accessible and best medical care to the Insured Persons (IP's) and their dependents.
- b. Maintain equitable distribution of Nursing Cadre employees across institutions to ensure optimal functioning.
- c. To provide a satisfying career progression and varied exposure to the officers, it is desirable that officers are suitably rotated among various assignments and

locations, wherever applicable. Accordingly, all Group A and Group B Nursing Cadre employees can be transferred anywhere within the country.

- d. Organizational interest shall be given highest consideration during the transfer and posting exercise. Transfer to a particular unit cannot be claimed as a matter of right.
- e. No employee shall claim any right in respect of any posting or retention in a particular post; and administrative exigencies would have overriding priority.

3. Definitions:

- a. **Competent Authority:** For Group A is the Chairman, ESIC and for Group B is DG, ESIC.
- b. **Medical Establishments of ESIC:** ESIC Hospitals, PGIMSR, Medical Colleges and Dispensaries/ DCBOs.
- c. **UNIT:** For the purpose of this policy, the Units are ESIC Hospital, PGIMSR, Medical College and DMD/DMN (in the case of Delhi &NCR).
- d. **Zone:** For the purpose of this policy, the Zones are defined as same as those established for Zonal Medical/ Insurance Commissioners issued vide ESIC Headquarters OM A-11013/ 4 /2022-E-III dated 03.11.2022 (Annexure- III).
- e. **Annual General Transfer (AGT):** Transfers made by the ESIC annually by inviting applications through the online ESIC portal.
- f. **Transfer year:** The year in which the AGT takes place. The transfer year in ESIC coincides with the financial year of Govt. of India.
- g. **Controlling Officer:** Head of the respective medical establishment and/ or in-charge of the office where the employee is posted.
- h. **Temporary Transfer:** The transfer for a period up to four months (SR 6 & various clarifications/ rulings given there under) at a time made with the approval of DG, ESIC to meet urgent needs, such as due to opening of new hospital/ dispensary/ office or any other public exigency etc. Such temporary transfer will be the as per the extant DoPT instructions/ guidelines.
- i. **Transfer Committee:** A committee comprising senior officials of ESIC, tasked with recommending transfers and postings in accordance with the parameters outlined in this policy.

4. Tenure:

- a. In respect of administrative and other sensitive posts, the tenure shall be up to three years, or as otherwise directed by the instructions issued by the Central Vigilance Commission (CVC) from time to time.
- b. Apart from (a) above, for the other posts, the tenure for a nursing cadre employee at a ESIC medical establishment shall be up to ten years. However, as far as possible, in the interest of continued availability of clinical care, the total number of transfers to be carried out in a transfer year will be limited up to 10% of total in-position strength of Nursing Cadre Employees in a unit.

- c. Any transfer before completion of minimum tenure of three years or retention beyond the maximum prescribed tenure may be considered by the competent authority based on the recommendations of the respective ZMC. In all such cases, the concerned ZMC shall submit the case(s) with justification before the DG, ESIC. Such cases may be considered during the implementation of the AGT, if administratively feasible.
- d. The cut-off date for computing the tenure shall be the date of commencement of the transfer year in which the transfer was ordered, irrespective of the date of joining. Further, periods of training/ study leave/ maternity leave/ child care leave or any other long leave shall be included while computing the tenure.

NOTE: Notwithstanding anything contained in this policy, any employee can be transferred at any time during the year on account of public interest or administrative exigency with the approval of competent authority.

5. General criteria for transfer/posting:

- a. All nursing cadre employees will be eligible for consideration for posting under this policy, provided they have completed minimum three 3 years of service at the present place of posting.
- b. The request for transfer by newly recruited nursing officer will be considered only after the completion of minimum three years of posting at the initial allotted place of posting. The guidelines for initial place of posting for newly recruited employees is attached as Annexure-I.
- c. The transfer/posting under the Annual General Transfers (AGT) will be conducted once in a year and shall be implemented in two rounds as indicated in clause 6. of this policy.
- d. The Transfer Committee shall ensure compliance with the relevant DoPT guidelines issued from time to time to the extent possible when recommending transfers/ postings.
- e. As far as administratively feasible, the committee shall recommend transfers within the zones. However, the transfer committee can recommend transfer anywhere across the country taking into account functional and administrative requirements. The transfers within zone shall not be treated as a matter of right by any employee. The zones for transfer/ postings are same as those established for the Zonal Medical/ Insurance Commissioners of ESIC and issued by ESIC Hqrs vide OM dated 03.11.2022 (Annexure- III).
- f. As this policy mandates an online mechanism to deal with the transfer/ posting requests, physical applications/screenshots of online options applied, email etc. will not be accepted. The controlling officer is to ensure the compliance of this direction. The timeline for implementation of policy is attached as Annexure II.

6. Steps for transfer/ posting: The transfer/ posting shall be done in two rounds.

6a. Steps for First Round:

- a. A list of vacant posts to be made available during the AGT cycle, will be prepared in the following manner before opening of the AGT portal: - A committee comprising three Deputy Medical Commissioners to be nominated on each occasion by DG, ESIC to prepare the list on the basis of the total number of vacant posts to be filled in various ESIC health facilities, functional requirements vis-à-vis number of available nursing cadre employees as per the length of their tenure/ completion of tenure at administrative or sensitive post. The list so prepared will be submitted to DG, ESIC and upon receipt of the approval, the same shall be published before opening the AGT Portal.
- b. Based on the published vacancies, the employees may submit their order of preference for all vacant posts. It shall be the sole responsibility of the employee to keep track of the AGT process online and subsequently no representation to the effect that he/ she was not aware of the process shall be entertained. The employees are expected to carefully opt their order of preference for vacant posts, as once submitted, it cannot be modified. In case an employee submits a request for a post that is not published in the particular transfer year's vacancy list, that request will be treated as invalid and shall be ignored.
- c. After opening of the transfer portal, the ERP will prompt all nursing cadre employees completing the prescribed maximum tenure at institution to mandatorily fill choices for transfer/ posting. Those who have not filled their order of preference for vacant posts despite of having completed the prescribed maximum tenure will be transferred as per administrative requirements and subsequently no representation in this regard shall be entertained.
- d. Mere availability of vacancy at a particular place will not bestow any right of being posted against that vacancy, if such a move jeopardizes the continued availability of services in that speciality/ health facility; or any other functional ground.
- e. As far as possible, in the interest of continued availability of clinical care, the total number of transfers to be carried out in a transfer year will be limited up to 10% of total in-position strength of Nursing Cadre Employees in a unit.
- f. Based on the sanction vis a vis in-position strength, functional requirement, length of tenure and the order of preference for vacant posts submitted by the employees, the transfer committee (members defined at clause 8 below) will recommend the posting against the vacant posts. All things being equal, if more than one similarly placed employees' order of preference for vacant post is found to be submitted for the same post, the principle of length of tenure shall be applied by the transfer committee, constituted for the purpose. The employee having longer length of tenure will be considered first. In case the post under consideration is administrative or sensitive post, the principle of seniority shall be considered.

- g. If after taking action as per steps a. to f. above of this clause, some posts still remain vacant, the transfer committee can examine cases of employees who have completed prescribed maximum tenure and found fit to hold such vacant posts. The committee may recommend their postings in public interest.

6b. Steps for 2nd Round: After issuing AGT orders, there could be a second round to consider any new vacancy that might have arisen due to transfers in 1st round that may impact the clinical services. Additionally, requests of Nursing Cadre employees interested in mutual transfers shall be considered in this round.

- a. **Vacancy Review:** ZMC will review vacancies arisen from the first round of AGT and recommend publishing those that may affect clinical services.
- b. **Publication:** Posts recommended by ZMC will be published after obtaining the approval of the DG ESIC.
- c. **Applications:** Interested employees may submit one preferred option on online portal for the published vacancy.
- d. **Transfer Recommendations:** The transfer committee shall recommend such transfers, if administratively feasible, based on organizational needs.
- e. **Mutual Transfers:** Employees seeking a mutual exchange of postings may submit request on online portal specifying the employee ID and name of the employee with whom they wish to exchange. The employee they wish to exchange with must also submit a similar request online, specifying the employee ID and name of the other employee involved in the mutual exchange.
- f. Employee who have been transferred in the same year AGT and have joined their place of posting shall be eligible to be considered under mutual request ground in the following years' AGT.
- g. Mutual Transfer Requests may be considered on case-to-case basis keeping in view the administrative requirements, vacancies and other constraints. The requests from both the employee should have been recommended by the respective Head of the Offices.
- h. The Transfer Committee shall recommend for posting against the vacant posts published during 2nd round and mutual exchanges.
- i. As this is a request-based round, no CTG, TA/DA claims are allowed. The committee will either accept or reject requests.

Note: If an employee has not completed the prescribed maximum tenure and/ or incorrect details are given in the ERP and ERP is wrongly prompting to fill order of preference for vacant posts, the same may be brought to the notice of the controlling officer, who will get it reconciled with the ICT/ Medical Administration division at ESIC headquarters. Also, if ERP is not prompting and the employee has completed the maximum tenure, it shall be the responsibility of the concerned employee to fill their order of preference for vacant posts and bring it to the notice of the controlling officer for corrective action accordingly. In case of non-compliance, such employees may be posted as per administrative requirements and situations like not being prompted by the ERP shall not be considered as a ground for not considering the case for transfer.

7. Updating records of past transfer/ posting details in online portal/ERP:

- a. Transfer/ posting details shall be updated mandatorily by the individuals. The details need to be verified by the controlling officer. These details shall be the basis for ascertaining the tenure of an officer at an institution for the purpose of this policy. The controlling officer shall ensure that the details of all nursing cadre employees are updated on the portal.
- b. The controlling officer shall ensure that all the nursing cadre employees update their past posting details as per the requirements. If the details are not updated by the nursing cadre employee due to non-access to ID or any other unavoidable circumstances, the controlling officer shall ensure that past posting details of the employee concerned are inserted by his/ her office as per Service Book/ Service Card records of the concerned employee. The controlling officer shall thereafter approve/ freeze the details.
- c. In no case, the posting details of nursing cadre employee should be left pending for update under any circumstances. The controlling officer shall ensure its strict compliance as per the timeline mentioned in Annexure II.

8. Transfer Committee: There shall be a Transfer Committee to deal and dispose of the online applications for transfer/ posting received from the Nursing Cadre employees.

For Group 'A' Nursing Cadre employees:

Sl. No.	Designation	
(I)	Director General, ESIC	Chairperson
(I)	Medical Commissioner (MA)	Member
(II)	Medical Commissioner (ME)	Member

For Group 'B' Nursing Cadre employees:

Sl. No.	Designation	
(I)	Medical Commissioner (MA)	Chairperson
(II)	Deputy Medical Commissioner (MS)	Member
(III)	Additional Commissioner (MA)/ Director (MA)/ Joint Director (MA)/ Deputy Director (MA)	Member

9. External influence: No nursing cadre employee shall bring or attempt to bring any kind of outside influence relating to his/ her transfer/ posting. In case of violation, action may be taken against the officer as per provisions under extant conduct/disciplinary rules.

10. Miscellaneous:

- a. Once a transfer order of a Nursing Cadre employee is issued by the Competent Authority, the concerned employee shall stand relieve from his place of posting. Upon relief, the concerned employee is free to avail the prescribed joining time.
- b. 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 by the authority controlling the accommodation, if any child is studying at that station or the spouse is employed at that station.
- c. No representations will be considered as the criteria for transfer/posting have been objectively defined.
- d. The competent authority shall have full powers to approve/ reject or modify the recommendations of the Transfer Committee and shall have the powers to post/ transfer any nursing cadre employee even without the recommendation of the Transfer Committee.
- e. The competent authority shall also have powers to make specific exceptions for transfers/ posting on any of the conditions/ guidelines of this policy, on administrative ground or exigencies or public interest, including in compliance to CVC instructions and/or verified complaint.

11. Powers to remove difficulty: In case of any doubt regarding any of the provisions of this transfer policy, the matter shall be placed before the Director General for taking final decision.

12. Powers to relax: The Chairman, ESIC shall be competent authority to relax any of the provisions of this policy for the smooth functioning of the Corporation.

Enclosed: 1) Annexure I, II & III

Guidelines for Posting of Newly Recruited Nursing Officer in ESIC

1. General Provisions:

- a. The posting of newly recruited Nursing Officer within the Employees' State Insurance Corporation (ESIC) shall be conducted by the Medical Administration Division at ESIC Headquarters.
- 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. A committee comprising MC-MA, DMC-MS & DMC-ME shall be constituted to recommend the initial postings for new recruits.
- c. The Medical Administration division, headquarters will process the recommendations of the committee & submit the file for the approval of the competent authority.
- d. The Committee should ensure compliance with the relevant DoPT guidelines issued from time to time to the extent possible when recommending initial postings.

3. Steps to be followed by the committee:

- a. The number of nursing officer to be posted at various ESIC health facilities will be decided by the committee based on the vacancies, functional requirements & number of available newly recruited nursing officers.
- b. The listed vacant posts to be filled shall be made available to all new recruits.
- c. All new recruits to submit their order of preference against all listed vacant posts. It shall be the sole responsibility of newly recruited nursing officer to fill their order of preference against the vacant posts for initial allotment of posting and subsequently no representation to the effect that he/ she was not aware of the process shall be entertained.
- d. The committee shall recommend the initial posting of individual newly recruited nursing officer on the basis of number of vacant posts to be filled, their order of merit and their order of preference for vacant posts submitted by them.

4. Minimum Tenure:

- a. The fresh recruits will be posted for a minimum tenure of 3 years at initial place of posting.
- b. No transfer request will be considered before completion of minimum tenure.

5. Approval Process: The competent authority for final approval is Director General, ESIC.

Timeline for the Annual General Transfers

Date by which action to be taken	Activity
1st Round	
By November 30	Updating records of past transfer/ posting details in online portal/ERP
December 1 to 15	Publication of Vacancies on ESIC website and Calling of option(s) through online portal
December 15 to 31	Presentation of ZMCs before the DG, ESIC as per clause 4.c.
February 1 to Feb 28/29	Transfer Committee to recommend Annual General Transfer for 1 st Round.
By March 31 of the relevant year.	Orders for Annual General Transfer (1 st Round) to be issued.
2nd Round	
April 15 to 30	ZMCs to recommend the vacancies to be published for 2 nd round. The list shall be published on approval by the DG, ESIC
May 1 to 15	Publication of Vacancies on ESIC website and Calling of option(s) through online portal including requests for mutual transfers
May 15 to 31	Transfer Committee to recommend Annual General Transfer for 2 nd Round.
By June 30 th	Orders for Annual General Transfer (2 nd Round) to be issued.

Annexure III

Sl. No.	Name of the Zone	Areas included in the Zone
1	North Zone	UT-J&K, H.P., Punjab, Uttarakhand, Haryana, Delhi, UT-Chandigarh and Ladakh
2	East Zone	Uttar Pradesh, Bihar, Jharkhand, Odisha, Chhattisgarh
3	West Zone	Gujarat, Maharashtra, Goa, Rajasthan, M.P.
4	South Zone	Karnataka, Kerala, Tamilnadu, A.P., Telengana, UT-Puducherry, A&N and Lakshadweep
5	North East Zone	West Bengal, Assam, Arunachal Pradesh, Meghalaya, Mizoram, Nagaland, Tripura, Manipur & Sikkim