



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/A&B/policy/2024-E.I

Dated:19-12-2024

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 Additional Commissioners & Regional Directors/ Regional Directors/ Deputy Director (I/C)/ Joint Director, Establishment Branch - V, Headquarters, New Delhi
9. Directorate (M) Noida/ Directorate (M) Delhi
10. Joint Director (OL), Headquarters/ RO, Delhi/ Tamilnadu
11. Deputy Director (OL), Headquarters / RO, Maharashtra/ Punjab
12. All Medical Superintendents of ESIC Hospitals & ESIC Model Hospitals
13. All Deans of Medical Colleges/ PGIMSR/ Dental Colleges/ Principal, Nursing Colleges.
14. Deputy Director/ Assistant Director, Zonal Vigilance/ Zonal Training Institutes/ Finance & Accounts Divisions.
15. Website Content Manager for uploading on the website of ESIC for information of all concerned.
16. Hindi Branch/ Librarian/ guard file/ spare copies.

Subject: Transfer/ posting policy of officers (including cadres of Official Language, Engineering and Personal Staff) on the Administrative side of ESI Corporation drawing scale of pay corresponding to Group 'A' and Group 'B' officers of the Central Government

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.

Enclosed- Group 'A' and Group 'B' officers on the Admn. side transfer policy containing 11 Pages.

Yours faithfully,

Signed by Pranay Sinha

Date: 19-12-2024 16:49:55

(Pranay Sinha)
Insurance Commissioner(P&A)

Transfer/ posting policy of officers (including cadres of Official Language, Engineering and Personal Staff) on the Administrative side of ESI Corporation drawing scale of pay corresponding to Group 'A' and Group 'B' officers of the Central Government

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 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. These public services of Corporation are paramount under its mandate, hence adequate incumbency of officers at aforesaid field offices is required to cater to the needs of its beneficiaries.

(iii) For smooth functioning of various field offices of ESI Corporation, Officers (including cadres of Official Language, Engineering and Personal Staff) on the Administrative side of ESI Corporation drawing scale of pay corresponding to Group 'A' and Group 'B' officers of the Central Government 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 a 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 ensuring 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 prefers 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 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: Continuous stay at a station for a 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.

NOTE: In case of allotment of an officer in the cadre of Assistant Director to a Regional Office/ Sub-regional Office, if the officer is posted at Branch Office/ DCBO as Manager Grade - I at a location/ city away from the station of Regional Office/ Sub-regional Office concerned, the tenure of the officer under clause 3.7 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.

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. Maximum and Minimum Tenure

4.1 All transfer/ postings of officers (including Head of the Office) 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.

4.4 Transfer of Head of the Office may be considered at any time as per administrative exigency and public interest.

4.5 After completion of three years sensitive tenure by Head of the Office and officers in engineering cadre, the respective officer(s) shall mandatorily give option for choice stations as per the provisions of this policy.

5. Annual General Transfers

5.1 Annual General Transfers would normally be ordered once a year in the month of March 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 as on 31st March of the Transfer Year; 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, duly forwarded by Head of the Office, opting 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 to upload the 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.

6. Transfer/ posting during the year

6.1 Transfer/ posting on administrative grounds

The Competent Authority, for smooth functioning of the Corporation and in public interest, may transfer any officer in the mid of the year on account of administrative exigencies, by recording the reasons on the file, in the following circumstances:

- i) Death/ Resignation/ Retirement/ Promotion of incumbents;
- ii) opening of new offices/ establishments;
- iii) verifiable complaint;
- iv) suspension and initiation of criminal proceedings;
- v) recommendations of Complaint Committee constituted for the purpose of inquiry into the complaints of sexual harassment at workplace; and
- vi) any other administrative exigency and 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 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 designated online 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 vacancy(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 the provisions in para 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 indicate that he/ she is retiring within two years.

7.9 Request from controlling officer for retention of officers at any office/ Headquarters, New Delhi beyond the prescribed maximum tenure may be considered by the competent authority at

any time and for a 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. Up-dation 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 HRMS portal as per records of Service Book/ Service Card of the officer concerned.

10. Transfer Committee

10.1 There shall be two Transfer Committees for making recommendations in respect of the online applications received under this policy. 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.

10.2 Composition of Transfer Committee:

(A) Composition of Transfer Committee in respect of officers (including cadres of Official Language, Engineering and Personal Staff) on the Administrative side of ESI Corporation drawing scale of pay corresponding to **Group 'A'** officers of the Central Government shall be as under:

Sl. No.	Designation	
I	Director General, ESIC	Chairperson
II	Medical Commissioner (Medical Administration)	Member
III	Insurance Commissioner (Personnel & Administration)	Member Secretary

(B) Composition of Transfer Committee in respect of officers (including cadres of Official Language, Engineering and Personal Staff) on the Administrative side of ESI Corporation drawing scale of pay corresponding to **Group 'B'** officers of the Central Government shall be as under:

Sl. No.	Designation	
I	Insurance Commissioner (senior most)	Chairperson
II	Deputy Medical Commissioner	Member
III	Insurance Commissioner (Personnel & Administration)	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 Secretary. In such a scenario the Secretarial support shall be provided to the Committee by P&A Division.

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 and other provisions 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 Model Calender for various procedure/ actions related to the 'Annual General Transfer' 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 the 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 service conditions and relevant rules.

12.5 Once a transfer order of an officer has been issued by the prescribed Competent Authority, the 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, till joining at new station, will be sent to the Insurance Commissioner (P&A) through e-mail only.

12.6 In case a transfer is made 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 31st 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 with the approval of prescribed Competent Authority by recording the reasons for such requirement in writing. Initiation of this exercise shall be purely at the discretion of Competent Authority.

12.9 Guidelines for initial posting of directly recruited officers (including cadres of Official Language, Engineering and Personal Staff) on the administrative side shall be as prescribed in the '*Annexure – II*' enclosed to this policy.

Note 1: In the case of Personal Staff on the Administrative side of ESI Corporation drawing scale of pay corresponding to Group 'A' and Group 'B' officers of the Central Government, 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 under the provisions of earlier transfer policy *vide* this office letter no. A-22/13/1/2022(1)-E. I dated 20.05.2022 shall continue to be in force.

13. **Competent Authority**

13.1 Competent Authority for the purpose of this transfer policy shall be as under:

Sl. No	Competent Authority	Extent of description of power for transfer/ posting
I	Chairman, Employees' State Insurance Corporation	All cases of transfer/ posting (including on promotion) of officers (including cadres of Official Language, Engineering and Personal Staff) on the Administrative side of ESI Corporation drawing scale of pay corresponding to Group 'A' officers of the Central Government;
II	Director General, Employees' State Insurance Corporation	All cases of transfer/ posting (including on promotion) of officers (including cadres of Official Language, Engineering and Personal Staff) on the Administrative side of ESI Corporation drawing scale of pay corresponding to Group 'B' officers of the Central Government;

13.2 Competent Authority shall not be bound to accept the recommendations of Transfer Committee and shall have the powers to transfer any officer without the recommendation of the Transfer Committee.

14. **Powers to remove difficulty**

In case of any difficulty/ doubt being faced in operation of any of the provisions of this transfer policy, the matter shall be decided by the Director General whose decision shall be final in this regard.

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 functioning of Corporation.

Annexure – I**Model Calendar for Annual General Transfer***

Date by which action to be taken	Exercise
November 1	Preparatory work of Annual General Transfer.
December 15 to 31	Calling of option(s) by 31 st December through online HRMS portal with tenure cut-off-date 31 st March of ensuing Transfer Year as per the provisions of this policy.
February 1 to 28/ 29	Transfer Committee to recommend Annual General Transfer.
March 1 to 15	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 closed holiday.

* 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 for preparation/ processing at each stage.

Annexure - II**Guidelines for initial posting of directly recruited officers (including cadres of Official Language, Engineering and Personal Staff) on the administrative side in ESI Corporation****1. General Provisions:**

- a) The initial posting of newly recruited officers (including cadres of Official Language and Engineering) on the Administrative side of ESI Corporation drawing scale of pay corresponding to Group 'A' and Group 'B' officers of the Central Government, shall be made by the Personnel & 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) A Committee comprising of Insurance Commissioner (Revenue), Insurance Commissioner (P&A) and Insurance Commissioner (ICT) recommend the initial postings. One of the members will be nominated by the Director General as the Chairperson of the Committee. In case the Committee is considering newly recruited officers of Engineering wing, the Chief Engineer, or his representative not below the level of Executive Engineer shall be co-opted as a Member of the Committee.
- c) The relevant DoPT guidelines issued from time to time shall be adhered to the extent possible.
- d) P & A Division, ESIC Headquarters will submit the recommendations of the Committee for approval of the Competent Authority prescribed in clause 13 of this policy.

3. Steps to be followed by the Committee:

- a) Firstly, the number of officers to be posted at various ESIC offices shall be decided by the Committee taking into account the number of newly recruited officers, vacancies at various ESIC offices as well as functional requirements.
- b) The committee shall make endeavor to recommend posting of new recruited officers against the posts which are lying vacant for a long time.
- c) While recommending posting of newly recruited officers, the Committee shall make efforts to accommodate the officers with benchmark disability at/ near his/ her home town.

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.

Signed by Pranay Sinha

Date: 19-12-2024 16:53:24