



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



मुख्यालय/HEADQUARTERS

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File No. A-22/1/2022-MED-VI

Date- .01.2025

To,

1. All Officers/Employees of ESI Corporation
2. PPS/PS to all Divisional Heads, Headquarters, ESIC, New Delhi
3. Insurance Commissioner (NTA), Dwarka, New Delhi
4. All Zonal Medical Commissioners, ESIC
5. All Zonal Insurance Commissioners, ESIC
6. All Additional Commissioners & Regional Directors/ Joint Director (I/C)/ Joint Director,
7. Establishment Branch- V, Headquarters, New Delhi
8. Directorate(M) Noida/ Directorate(M) Delhi
9. Joint Director (OL), Headquarters/ RO Delhi/ Tamil Nadu
10. Deputy Director (OL), Headquarters/ RO Maharashtra/ Punjab
11. All Medical Superintendents of ESIC Hospitals& ESIC Model Hospitals
12. All Deans of Medical Colleges/ PGIMSR/ Dental Colleges/ Principal, Nursing Colleges
13. Deputy Director/ Assistant Director, Zonal Vigilance/ Zonal Training Institutes/Finance & Accounts Divisions
14. Website Content Manager for uploading on the website of ESIC for information of all concerned.
15. Hindi Branch/ Librarian/ Guard File/ spare copies

Subject: Activation of Online Portal for Medical Officers (GDMOs, Specialists, Super Specialists and Teaching Faculties) in ESIC for Annual General Transfers- 'Transfer Year 2025' - Reg.

Madam/ Sir,

Attention of all Medical Officers in the Employees' State Insurance Corporation is invited to the 'Policy for Transfer/ posting of Medical Officers to Administrative and Clinical posts in Employees' State Insurance Corporation' circulated vide letter of even No. dt.17.12.2024. This policy mandates an online mechanism for submitting order of preference by the Medical Officers for vacancies (administrative and clinical), published as per approval of Competent Authority. It may be noted that a Medical Officer can submit his /her order of preference for listed vacancies against either the administrative posts or the clinical posts; but not for both.

2. The online portal will remain active from **25.01.2025 to 03.02.2025** for all concerned Medical Officers to submit their requests. The concerned Head of Offices (HoO) shall verify and forward the online requests in accordance with the provisions of the transfer policy by 5.00 PM on **05.02.2025**. HOO shall ensure that no transfer request remains pending on their part after the due date i.e. **05.02.2025**. In case non receipt of options from Medical Officers, they will be considered for transfer as per administrative

requirements, if they fall under the mandatory clause or their tenure is complete.

3. Online transfer requests received through the portal will be considered and decided by the Transfer Committee in accordance with the transfer/posting policy dated 17.12.2024.

Attention is also invited to **clause 6(f)** of the policy dated **17.12.2024**, wherein 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 Medical Officers. Medical Superintendent/Controlling Officers/ Head of the Office shall ensure the compliance of this direction.

4. Any query/ technical issue related to 'Transfer Module', if any, may be taken up with the IT Helpdesk using official email within the activation period of portal as mentioned above. A copy of the request should also be sent to **jivnath.jha@esic.nic.in** and **med6.hq@esic.nic.in**. The ICT Division at Headquarters will ensure timely resolution of these issues so that officers can submit their requests within the stipulated timeframe.

All the Controlling Officers are also advised to bring this Circular to the notice of all the concerned Medical Officers under proper acknowledgment.

This issues with the approval of Competent Authority.

Asst. Director (MA)