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E.S.I.C.

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



सत्यमेव जयते

मुख्यालय/HEADQUARTERS

पंचदीप भवन, सीआईजी मार्ग, नई दिल्ली-02

Panchdeep Bhawan, CIG Marg, New Delhi- 02

Phone: 011-23215489, VOIP: 10011074

Email : Med7-hq@esic.gov.in

Website: www.esic.nic.in / www.esic.in

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परिपत्र / Circular

विषय: ईएसआई निगम में कार्यरत नर्सिंग कैडर कर्मचारियों के संबंध में स्थानांतरण/पोस्टिंग के लिए एक बार का विकल्प

Sub: One-time option for transfer/posting in respect of Nursing Cadre employees working in ESI Corporation.

It is informed that ESIC Headquarters office is providing one-time option for Transfer / Posting in online mode for Nursing Cadre employees working in ESI Corporation.

ESIC Headquarters is inviting options- order of preferences from Nursing Cadre employees. All the Nursing Cadre employees are, therefore, advised to submit their order of preferences for transfer / posting within the prescribed timeline, i.e. from **15.04.2025 to 21.04.2025 through Online portal only**. Physical applications, screenshots of online submissions, emails, etc., will not be accepted. Only requests submitted via the prescribed online portal will be considered.

1. Those officials who have been transferred in AGT-2025 should not apply. Their request will not be considered under this one-time option.
2. **Only** nursing officials who are willing for transfer are requested to fill the online option.
3. Nursing officials shall fill **upto** three options (Order of preferences) for transfer.
4. Nursing officials shall clearly mention the reason for his/her transfer request under remarks column.
5. Nursing officials submitting request under DoPT guidelines (Compassionate ground/ PwDs/ Medical illness/ Spouse ground etc.) shall submit supporting documents to Head of Office for verification.

The Heads of the Office concerned (MS / Dean / RD) must verify and forward the online requests by **5:00 PM on 23.04.2025** without fail to facilitate timely action by the Headquarters. Head of Offices **must ensure to add** in the remark's column:

1. Date of joining and Complete Tenure (in completed months) of the employee **in current region/state** duly verified from Service book of the employee. This **must** be added in remarks column.
2. In case of request submitting under DoPT guidelines (Compassionate ground/ PwDs/ Medical illness/ Spouse ground etc.), Head of office must verify the same from supporting documents. Status of verification **must** be added in remarks column. Request under DoPT guidelines shall only be considered, if duly verified by Head of Office and status of verification mentioned under remarks column.

This is one-time option for Nursing Cadre Officers and it cannot be quoted as precedent in future. Competent Authority of ESIC reserves the right to relax any condition and total number of transfers shall be decided based on functional requirement of ESIC.

In case of any technical difficulties in submitting online application, the concerned employees may directly contact to "it-helpdesk" using his/her official email attaching screenshot of the issue. A copy of the same should also be addressed to nodal officer of ICT (email – jivnath.jha@esic.nic.in). ICT Division of Headquarters Office will ensure timely resolution of the issue.

All Head of Offices are advised to bring this Circular to the notice of all concerned Nursing Cadre Officers under proper written acknowledgement.

Deputy Director(Medical Admin)

To,

1. Jt Director, ICT for opening/closing Transfer window from their backened team.
2. Website-Content Manager for uploading on ESIC Website for information to all the concerned through website only.