



क.रा.सी.नि.
E. S. I. C.

कर्मचारी राज्य बीमा निगम
Employees' State Insurance Corporation

श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour & Employment, Government of India



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.gov.in

फाइल क्रमांक:- Z-11/11/1/Misc/2021-Med.VII(IRT) (ई-1176977)

दिनांक - __.03.2025

परिपत्र / C I R C U L A R

Subject: Activation of Online Portal for "**Change of Region Requests**" for Paramedical Employees of ESIC in the pay levels Corresponding to Group 'C' Employees of the Central Government.

Attention of all paramedical employees of ESI Corporation drawing pay levels corresponding to Group 'C' employees of Central Government is invited towards Standard Operating Procedure for "**Change of Region Requests**" issued vide **letter number Z-11/11/1/Misc/2021-Med.VI-Part(3)(ई-779649) dated 30.12.2024**. The said Standard Operating Procedure (SOP) outlines a portal based online mechanism for submitting requests for Change of Region from concerned officials.

"**Change of Region Requests**" received through online portal shall only be considered and decided by the Transfer Committee in accordance with the provisions prescribed in the SOP dated 30.12.2024.

The Online portal will remain active from **21.03.2025 to 25.03.2025** for all concerned employees to submit their requests.

The **Head of Offices (HoO)** concerned must verify and forward all the online requests in accordance with the provisions of the SOP by **05:00 PM on 26.03.2025** to Cadre Controlling Authority (CCA) (Parent Region). CCA (Parent Region) shall forward the request to CCA (Receiving Region) with his recommendation. CCA (Receiving Region) shall send the requests to CCA (Parent Region) with his recommendation. CCA (Parent Region) shall forward all the online requests to ESIC Hqrs by **05:00 PM on 28.03.2025** without fail to facilitate timely action by the ESIC Headquarters.

In case of technical issues with the "Transfer Module", employees concerned should immediately contact the IT Helpdesk using their official email, attach a screenshot of the issue, and request resolution within the portal's activation period as mentioned above. A copy of the request should also invariably be sent to email: - **jivnath.jha@esic.nic.in**. The ICT Division at Headquarters will ensure timely resolution of these issues so that employees can submit their requests within the stipulated timeframe.

As per the provision in Standard Operating Procedure (SOP) dated 30.12.2024, **physical applications, screenshots of online submissions, emails etc., will not be accepted**. The Head of Offices and Cadre Controlling Authorities (i.e. Regional Directors) must ensure strict compliance and refrain from forwarding any applications in physical form. Only requests submitted via the prescribed online portal will be considered.

All Controlling Officers are instructed to bring this circular to the notice of all concerned **Paramedical Employees** under proper acknowledgement.

Digitally signed by
Pramod Kumar

सहा. निदेशक (चिकित्सा प्रशासन)
Date: 21.03.2025
11:24:52

प्रतिलिपि :

1. Joint Director (ICT), Hqrs for necessary action and with the request to deploy the module as per this Circular and requirement of transfer policy. It may be ensured

that online transfer applications based on minimum/maximum tenure as on 31st March, 2025 as described above is validated by the system accordingly under the Transfer Module for information of Transfer Committee.

2. क.रा.बी.निगम के सभी पैरामेडिकल संवर्ग ग्रुप "सी" कर्मचारी All Paramedical Cadre Group "C" Employees of ESI Corporation.
3. सभी प्रभाग प्रमुख, मुख्यालय, क.रा.बी. निगम, नई दिल्ली के पीपीएस/पीएस PPS/PS to all Divisional Heads, Headquarters, ESIC, New Delhi.
4. बीमा आयुक्त (एनटीए), /द्वारका, नई दिल्ली Insurance Commissioner (NTA), Dwarka, New Delhi.
5. सभी जोनल चिकित्सा आयुक्त, क.रा.बी. निगम All Zonal Medical Commissioners, ESIC.
6. सभी जोनल बीमा आयुक्त, क.रा.बी. निगम All Zonal Insurance Commissioners, ESIC.
7. सभी अतिरिक्त आयुक्त और क्षेत्रीय निदेशक/संयुक्त निदेशक (स्वतंत्र प्रभार) संयुक्त निदेशक, All Additional Commissioners & Regional Directors/Joint Director (I/C)/ Joint Director.
8. स्थापना शाखा V. मुख्यालय, नई दिल्ली Establishment Branch- V, Headquarters, New Delhi.
9. निदेशालय (चिकित्सा) नोएडा/ निदेशालय (चिकित्सा) दिल्ली Directorate(M) Noida/ Directorate(M) Delhi.
10. संयुक्त निदेशक (राज भाषा)/ हिंदी शाखा/पुस्तकालयाध्यक्ष, मुख्यालय/क्षेत्रीय कार्यालय, दिल्ली/ तमिलनाडु Joint Director (OL)/ Hindi Branch/Librarian Headquarters/ RO Delhi/Tamil Nadu.
11. उप निदेशक (राजभाषा), मुख्यालय / क्षेत्रीय कार्यालय, महाराष्ट्र / पंजाब Deputy Director (OL), Headquarters/RO Maharashtra/ Punjab.
12. क.रा.बी. निगम अस्पतालों और ईएसआईसी मॉडल अस्पतालों के सभी चिकित्सा अधीक्षक All Medical Superintendents of ESIC Hospitals& ESIC Model Hospitals.
13. मेडिकल कॉलेजों/पीजीआईएमएसआर/डेंटल कॉलेजों/प्रिंसिपल, नर्सिंग कॉलेजों के सभी डीन All Deans of Medical Colleges/ PGIMSR/ Dental Colleges/ Principal, Nursing Colleges.
14. उप निदेशक/सहायक निदेशक, आंचलिक सतर्कता/आंचलिक प्रशिक्षण संस्थान/वित्त और लेखा प्रभाग Deputy Director/ Assistant Director, Zonal Vigilance/ Zonal Training Institutes/Finance & Accounts Divisions.
15. वेबसाइट सामग्री प्रबंधक को सभी संबंधितों की जानकारी के लिए ईएसआईसी की वेबसाइट पर अपलोड करने हेतु । Website Content Manager for uploading on the website of ESIC for information of all concerned.