



HEADQUARTERS
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAVAN: C.I.G. ROAD:NEW DELHI-110002.
<http://esic.nic.in>

No. A-22/13/2/07-E.I.

Dated : 5.11.2008

To

1. All the Regional Directors/Jt. Director I/c
2. Jt. Director-V, Hqrs. Office
3. Director (Medical) Delhi/Noida
4. All the MS of ESIC Hospitals
5. All the MS of ESIC Mode Hospitals

Subject:- Compliance report of Hqrs. Office Orders for promotion/transfer/posting.

Sir,

It has been noticed that the most of the times Regional Heads/Controlling Officers are not sending the compliance reports in respect of orders pertaining to promotion/transfer/posting of officials/officers despite clear instruction from the Hqrs. Office and despite several telephonic calls. This has been viewed by the Addl. Commissioner (P&A) seriously. All the Regional Heads/Controlling officers are requested to ensure that henceforth, compliance report, on prescribed format, of all the promotion/transfer/posting orders issued from Hqrs. should reach the Hqrs. within one week of issuing the orders alongwith the necessary representations, if any.

All the Regional Heads/Controlling officers may please ensure that the compliance report in respect of promotion/transfer/posting orders issued after 15.9.2008 shall reach the Hqrs. by 07.11.2008 positively.

This issues with the approval of Addl. Commissioner (P&A).

Yours faithfully,

Encls. Proforma

(DEEPAK JOSHI)
JT. DIRECTOR E.I

Encls.

DECLARATION

(A) With reference to the Hqrs. Office Order No. _____ dated _____, I submit that I unconditionally accept the promotion as ordered.
I am now working as _____ on adhoc/regular basis in _____ Region/Sub-Region.

(Signature of the official)

NAME: _____

DATE: _____

(B) With reference to the Hqrs. Office Order No. _____ dated _____, I submit that I am not able to accept the promotion as ordered. I therefore, request that I may be permitted to decline the promotion ordered.

I am now working as _____ on adhoc/regular basis in _____ Region/Sub-Region.

(Signature of the official)

NAME: _____

DATE: _____

(C) With reference to the Hqrs. Office Order No. _____ dated _____, I submit that while I am willing to accept the promotion to the cadre of _____, I am not able to join duty in the _____ Region/Sub-Region, as ordered.

I therefore request that I may kindly be posted as in any of the following Regions/Sub-Regions:-

(1) _____

(2) _____

(3) _____

If I cannot be posted in any of the above mentioned Regions/Sub Regions of my choice, I may be deemed to have declined the offer of promotion to the cadre of _____ ordered by the Hqrs. on _____.

I am now working as _____ on adhoc basis in _____ Region/Sub Region.

(Signature of the official)

NAME: _____

DATE: _____