



**HEADQUARTERS**  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
**PANCHDEEP BHAVAN: C.I.G. ROAD:NEW DELHI-110002.**  
[http:// esic.nic.in](http://esic.nic.in)

**MOST IMMEDIATE**  
**FAX/SPEED POST**

**No. A-22/15/2/2010-E.I**

**Dated: 16.02.2010**

To,

All the Regional Directors/Joint Directors, I/c/  
Medical Superintendents, ESI Hospitals/  
Medical Superintendents, ESI Model Hospitals,  
D(M)D/Joint Director-E-V, Hqrs./D(M), Noida

**Sub.: DPC for promotion to the post of I.I./Mgr Gr. II - reg.**

Sir,

The Headquarter is in the process of holding the DPC for promotion to the post of Insurance Inspector/Manager Gr. II/Superintendent for which the details of the officials in the feeder cadre i.e. Assistant/Head clerk are urgently required. It is therefore requested to send the details of all regular Assistants/Head Clerks of your region as per the All India Seniority List up to the year 2000 strictly in the following proforma. In addition, particulars of regular Assistant/Head Clerk belonging to the reserved category viz. Scheduled Caste/Scheduled Tribe/Physically Handicapped those who have rendered three years of regular service in the grade as on 01.01.2009 may also be forwarded.

Sl. No.	Sl. No. & year in the All India Seniority list	Name of the Assistant/ Head Clerk	Date of Birth	Date of regular promotion in the cadre of Asst./H.C.	Whether officiating as I.I. or not	Category (UR/SC/ST/PH)	Vigilance clearance alongwith details of penalty imposed, if any
1	2	3	4	5	6	7	8

It may please be ensured that all the columns of the aforesaid proforma are duly filled in all respects and audited by the Regional Finance. A certificate to the effect that no senior above the last regular Assistant/Head Clerk mentioned in the list in respect of your region is left out may also be furnished.

The aforesaid information alongwith ACR Dossiers and vigilance clearance may reach to the undersigned by name latest by 05.03.2010.

The information in above mentioned proforma may also be sent through e-mail at [jd-admin1a.esic@nic.in](mailto:jd-admin1a.esic@nic.in) urgently.

Yours faithfully,

**(DEEPAK JOSHI)**  
**JOINT DIRECTOR-I**