



**MOST IMMEDIATE
FAX/SPEED POST**

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

No. A-22/15/2/2011-E.I

Dated: 25.01.2011

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 S.S.O./Mgr Gr. II/Suptd. - reg.

Sir,

In order to hold a DPC for promotion to the post of S.S.O./Mgr Gr. II/Suptd. it is requested to send the details of all regular Assistants/Head Clerks of your region as per the All India Seniority List upto the year 2002 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 who have rendered three years of regular service in the grade as on 01.01.2010 may also be send.

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 (SC/ST/PH)	Vigilance clearance alongwith details of penalty, if any, rendered with
1	2	3	4	5	6	7	8

Please ensure that all the columns of the aforesaid proforma are duly filled in all respects and audited by the Regional Finance. A certificate to this effect that no senior has been left out above the last regular Assistant/Head Clerk mentioned in the list in respect of your region should also be submitted.

The aforesaid information alongwith ACR Dossiers and vigilance clearance should be forwarded to the undersigned by name latest by 15.02.2011.

The information in above mentioned proforma may also be sent through e-mail at jd-admin1a.esic@nic.in urgently.

Yours faithfully,


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

Copy to: Establishment Branch-II, Hqrs. with the request to provide upto date copies of final seniority list of Assistant/Head Clerk to this Branch.

JOINT DIRECTOR-I