



**HEADQUARTERS OFFICE  
EMPLOYEES' STATE INSURANCE CORPORATION  
PANCHDEEP BHAWAN, C.I.G. ROAD, NEW DELHI- 02**

No. A-11(11)17/09 Med- VI

Dated: 20/10, 2011

To,  
The All Medical Superintendents  
Of ESIC Model Hospitals.

**Sub:- Instruction for ensuring smooth functioning / running of ESIC Model Hospital and Dispensaries -reg.**

Madam/Sir,

In continuation of this office letter no. A-11/12/1/2010 Med-VI dated 31/03/2011 on the above subject.

In this connection, I am directed to convey the clarification regarding rotational transfer as under:-

1. Mandatory rotational transfer should be under taken for all categories of staff in sensitive post after three year.
2. For rest of the staff transfer should be under taken as per need/ requirement.
3. In States where there are more than one hospital/ dispensaries run by ESIC, the transfer should be under taken in between hospitals and dispensaries within the State keeping in view the requirements.

This issue with the approval of the Director General.

Yours faithfully,

(Harbir Singh)

**Jt. Director (M.A)**

Copy to:-

1. Dir(Vig.) w.r.t. letter C-12/18/111/570/10-Vig. Dated 17/03/2011 for information and necessary action.
2. All Directors / Jt. Directors / D.Ds(Admn) of Dir(Med) Delhi/Noida and ESIC Hospitals.
3. All IMO incharge of ESIC Dispensaries, Delhi / Noida for strict compliance.
4. PS to MC/FC/IC/AC(P&A)/CVO & All DMCs of Hq. office.
5. Inspection Cell/ Jt. Dir(Med. Vig.) / D.D (Med / Med. Br.-IV)Hq. office for information & necessary action.
6. System Branch for upload it to ESIC web-site.
7. All Secretaries of the recognised Unions through Dir(Med) Delhi/ Noida and all ESIC Hospitals.
8. Copy for file no. A-11/12/1/2010 Med-VI regarding letter dated 31/03/2011.
9. Guard file /spare copy

**Jt. Director (M.A)**