



HEAD QUARTERS
EMPLOYEES STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN: C.I.G. ROAD; NEW DELHI-110002

No:-A-22(13)1/2014-E.I

Dated: - 2.12.2014

To,

- 1) All the Regional Directors.
- 2) The Joint Director, Admn -V, Hqrs Office,
- 3) All the Director/Joint Director In-charges of SROs.
- 4) Director (Medical) Delhi/Director ((Medical) Noida/Director ESIC Hospital, K.K. Nagar,
- 5) All the Medical Superintendents of ESIC Hospital.
- 6) All the Medical Superintendents of ESIC Model Hospital.
- 7) Dean, ESIC Medical Colleges/Dental Colleges

Sub: - Transfer/posting policy of Group 'A' & 'B' Officers on the Administrative side.

Transfer policy for effecting transfers and postings of Group 'A' & 'B' officers of ESIC on the administrative side was last circulated vide this office letter No. A-22(13)1/2002-E.I. dated 17.3.2005. In view of the DoP&T communication vide No. 11013/10/2013-Estt. A dated 26.12.2013 and MoL&E letter No. A-11017/03/2014-SS.I dated 18.3.2014 and also present needs of the organisation, in supersession of the previous policy in this regard the Transfer Policy of Group 'A' & 'B' Officers on the Administrative side is being revised. Accordingly, the following guidelines will be adopted while considering the transfers and postings of officers of these categories:-

(1) Transfer liability: - All Group 'A' & Group 'B' Officers would continue to be liable for transfers and postings anywhere in India.

(2) General Transfers: General Transfers would normally be made in the months of March, April or May every year, keeping in view the commencement of academic sessions so that the hardship caused to the employees in securing admission for their wards in educational institutions is minimized. However the transfer/postings orders may be done at any time in exceptional cases on account of administrative exigencies, in public interest or in case of promotion to higher grade. Complaints, vigilance cases etc. against the serving Officers and administrative requirements like job requirement, skill and experience shall also be taken into account while deciding transfers/postings.

(3) Tenure: - All postings of Group 'A' & Group 'B' officers shall normally be for not less than two years, provided there is no serious complaint of misconduct against the Officer or it is expedient in public interest to transfer him/her before completion of the minimum tenure. Any transfer/posting of Officers before completion of minimum tenure will be made only after the reasons for such transfer/posting are examined by the Transfer Committee and its recommendations are approved by the Competent Authority. Only the active service in a particular tenure will be counted for determining the duration of the tenure. If an officer is to be transferred before the completion of the normal tenure of two years, the reasons therefore will be recorded in file while ordering the transfer. In case a transfer is made in mid academic

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session on account of administrative exigencies, an option to retain the Corporation accommodation/leased accommodation up to the end of the academic session will be allowed, if any child is studying at that station. The maximum tenure for every Group 'A' & 'B' officer in a particular post/establishment in respect of officers posted in Regional Office, Sub-Regional Office and Divisional Office would be 3 years and the same at one station would be 6 years. In respect of officers posted in the rest of offices, the maximum tenure in a particular post/establishment and at one station would be 4 and 8 years respectively. Any exception to this tenure posting can be allowed only in exceptional circumstances on account of administrative exigencies with the approval of the Competent Authority.

(4) Option: - Officers in the cadre of Assistant Directors and Deputy Directors are as far as possible accommodated in one of the five geographical zones of their choice. Option will be called for from the existing officers in these cadres to indicate three zones of their choice in order of priority and attempts will be made to post them in the zone(s) of their choice subject to availability of posts. In the event of non-availability of posts in the first zone, they will be considered for postings in the zones of their second or third choice.

The zones for this purpose would be as given below:-

Zone	States
North Zone	Jammu & Kashmir, Himachal Pradesh, Punjab, Chandigarh, Haryana, Uttrakhand, Delhi and Uttar Pradesh.
East Zone	West Bengal, Orissa, Bihar, Jharkhand, Sikkim & North Eastern States.
West Zone	Maharashtra, Gujrat, Rajasthan and Goa.
South Zone	Karnataka, Kerala, Tamil Nadu, Andhra Pradesh, Telangana and Pondicherry.
Central Zone	Madhya Pradesh and Chhattisgarh.

(5) Request for transfers: - All the requests for transfers should be sent by the officers of Group 'A' & Group 'B' through proper channel, so as to reach the Hqrs. Office before the 31st December of the preceding year. The requests should be for transfer/posting at Stations of his/her choice but not for transfer/posting to a particular post (s). Such requests for choice posting will be considered subject to administrative feasibility and availability of vacancies. No representation for transfer/posting will be entertained after orders for annual transfer/postings are issued.

(6) Special Consideration for husband and wife :- As far as possible attempts will be made to post the husband and wife, if they are both working in the ESIC, at the same station subject to availability of posts and their suitability.

(7) Rotation of officers in various posts and stations: - In order to ensure all round development of manpower and to equip the officers to handle senior assignments, all the officers up to the level of Joint Directors are expected to work both in the field and in secretarial assignments. They will be rotated among the Regional Office, Sub-Regional Offices, Offices of the State Senior Medical Commissioners, Offices of the State Medical Commissioners, ESIC Hospital, ESIC Model Hospitals, ESIC Medical Collèges, ESIC Dental Collèges and the Hqrs Office.

(8) **Officers due for retirement:** - A person in the last year of service would not normally be transferred from where he/she is posted. If exigencies of services require such a transfer, orders thereof will be issued by the competent authority after recording the reasons therefor.

(9) **Leave after transfer:** - Once a transfer order of an Officer has been issued by the competent authority, the officer concerned will not be granted leave of any kind by his controlling authority. All requests for leave of any kind thereafter will be sent, through proper channel, to the authority which has issued the orders of transfer.

(10) **Outside influence/political influence:** - No officer shall bring outside influence/political influence to further his request for posting of his choice as enumerated in Rule 20 of CCS (Conduct) Rules, 1964 which prescribe that "No Government Servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under Government". Any violation of the said Rule will be viewed seriously and stern action including disciplinary action will be taken against such delinquent Officers under the provision of Conduct Rules.

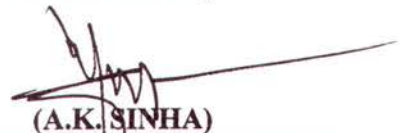
(11) **Transfer Committee:** - There will be a Transfer Committee for the Non-Medical Personnel of ESIC to recommend the transfer/postings of the officers/staff having All India transfer liability, as per extant transfer policy. The order constituting the Transfer Committee would be issued with due approval of the Director General. Such orders would be formally notified as well as placed in the public domain. The representations concerning transfer/posting orders issued by the Hqrs Office, or for cadre change under IRT, will also be considered by the Transfer Committee.

(12) The recommendations of the Transfer Committee would be subject to the approval of the Director General, ESIC who is the Competent Authority.

(13) On administrative grounds and in exigencies of public work, the competent authority may make deviation from the above guidelines for transfer by recording on the file the reasons in writing.

I request you to kindly ensure that all the officers working under you are informed of the contents of this letter.

Yours faithfully



(A.K. SINHA)
ADDITIONAL COMMISSIONER
FOR DIRECTOR GENERAL