

Establishment Branch –I

Subject: - Transfer policy for Group 'A' & Group 'B' Officers on the Administration side-communicated.

Website Manager, ESIC may please find enclosed a copy of letter No. A-22(13)1/2002-E.I. dated 17.3.2005 on the subject mentioned above with the request that the same may be displayed on the ESIC website immediately.

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



**(V.K. SHARMA)
DEPUTY DIRECTOR**

Website Manager, ESIC
U.O. No. A-22(13)1/2014-E.I.

Dated: - 10.11.2014
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वेबसाइट की विषय-सूची का प्रबन्धन
Website Contents Management
आवृत्ति सं./Diary No. 799
दिनांक / Date 21/11/14



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

No. A-22(13)1/2002-E.I

Dated: 17.03.2005

- To
- 1) All the Regional Directors
 - 2) The Joint Director, Admn.-V, Hqrs. Office
 - 3) All the Director/Joint Directors i/c of the SROs
 - 4) Director(M)Delhi/ Director(M) Noida/ Director, ESIC-Hospital, K.K. Nagar
 - 5) All the Medical Superintendents of ESIC Hospitals
 - 6) All the Medical Superintendents of ESIC Model Hospitals

Sub : Transfer policy for Group 'A' and Group 'B' Officers on the Administration side – communicated

Sir,

All the officers in the ESI Corporation in the cadre of Insurance Inspectors and above join the services of the Corporation only with the prior knowledge and clear understanding that they are liable to be transferred anywhere in India during the period of their service. Considering the issues involved in such transfers, it has been decided to introduce and enforce a transparent policy for transfer and placement of Group 'A' and Group 'B' Officers on the Administration side in the ESI Corporation. The following guidelines will be adopted while considering the transfers and postings of officers of these categories:

- (1) **Transfer liability:** All Group 'A' and 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 the academic sessions so that the hardship caused to the employees in securing admissions for their wards in educational institutions is minimised.
- (3) **Tenure:** All postings of Group 'A' and Group 'B' Officers shall, normally, be for a period of three years. 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 three years, the reasons therefor will be recorded in file while ordering the transfer. In case a transfer is made in mid-academic session on account of administrative exigencies, an

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option to retain the Corporation's accommodation / leased accommodation upto the end of the academic session will be allowed, if any child is studying at that station. An officer, however, is not to remain in a particular station for a continuous period of more than six years.

(4) Option: Officers in the cadre of Assistant Directors and Deputy Directors will, as far as possible, be accommodated in one of the five geographical zones of their choice. Options 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, Uttaranchal, Delhi & Uttar Pradesh
East Zone	West Bengal, Orissa, Bihar, Jharkhand, Sikkim & North Eastern States.
West Zone	Maharashtra, Gujarat, Rajasthan & Goa
South Zone	Karnataka, Kerala, Tamil Nadu, Andhra Pradesh & Pondicherry.
Central Zone	Madhya Pradesh & Chattisgarh.

(5) Requests for transfers: All the requests for transfers should be sent by the officers of Group 'A' and 'B' through proper channel, so as to reach the Hqrs. Office before the 31st December of the preceding year.

(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 upto the level of Joint Directors are expected to work both in the field and in secretarial assignments. They will be rotated among the Regional Offices, Sub-Regional Offices, Offices of the State Senior Medical Commissioners, Offices of the State Medical Commissioners, ESIC Hospitals, ESIC Model Hospitals and the Hqrs. Office.

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(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.

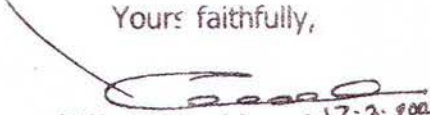
(9) Leave after transfer: Once a transfer order of an Officer has been issued by the competent authority, the officer concerned will not be granted leave of any kind by his controlling authority. All requests for leave of any kind thereafter will be sent, through proper channel, to the authority which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

(10) Redressal of Grievances: A Senior Establishment Committee consisting of the Director General, Financial Commissioner, Insurance Commissioner, Medical Commissioner and the Additional Commissioner (P&A) will consider the representations, if any, received from the officers who feel aggrieved by the transfers effected.

On administrative grounds and in exigencies of public work, the competent authority may make deviations from the above guidelines for transfers 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,



(Vijay Kumbhare) 17-3-2001

**Additional Commissioner (P&A)
For Director General**