



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-22/15/2/2014-E.I

Dated: 20.01.2014

To,

All the Regional Directors/ Directors/ Joint Director I/cs,
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 SSO/ Manager Gr.II/ Supdt. - 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 2006 **strictly in the following proforma**. In addition, particulars of regular Assistant/Head Clerk belonging to the reserved category viz. Scheduled Caste (**upto to the year 2007**)/Scheduled Tribe/Physically Handicapped who have rendered three years of regular service in the grade as on **01.01.2013 and 01.01.2014** may also be send separately.

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	Remarks
1	2	3	4	5	6	7	8	9

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. Further, the details of assistant/ adhoc SSOs regarding retirement/ voluntary retirement/ expired/ resignation during the year 2013 may also be intimated in a separate sheet.

The aforesaid information alongwith ACR Dossiers shall be forwarded to the undersigned by name latest by **05.02.2014**.

The information in above mentioned profroma may also be sent through e-mail at vk.sharma@esic.in, kapil.pandey2@esic.in urgently.

वेबसाइट की विषय-सूची का प्रबन्धन.....
Website Contents Management.....
डायरी सं./ Diary No. 111.....
दिनांक/ Date 20/01/14.....

Yours faithfully,

Sd/-

(V.K. SHARMA)
DEPUTY DIRECTOR-DPC CELL

Copy to: 1. Establishment Branch-II, Hqrs. with the request to provide upto date copies of final seniority list of Assistant/Head Clerk to this Branch.
2. WCB, Hqrs. with the request to upload the same in the website.

Sharma

DEPUTY DIRECTOR-DPC CELL