



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

No. A-83/12/1/09 Med-VI

Dated: 21/10/2010

To,  
The Dir(Med) Delhi / Noida,  
All M.Ss, of ESIC Hospital,  
All SSMC / SMC.

**Sub:- Inter region transfer policy for nursing / paramedical staff of ESIC.**

Madam / Sir,

It has been decided to consider transfer of the paramedical staff from one hospital to the other on the basis of the newly framed transfer policy (subject to availability of post in that State) and Director General has approved the inter region transfer policy for the nursing /paramedical staff so as to make the procedure more transparent.

It is, therefore, requested that the transfer policy as enclosed may be circulated to all employees nursing / paramedical staff of your hospitals / Directorate with the information that the previous request, if any, will be given no cognizance and a fresh application be submitted latest by 5<sup>th</sup> Nov-2010 to the controlling authority which in turn, must reach this office by 8<sup>th</sup> Nov-2010.

Application / request received after stipulated date will not be entertained. As a one time measure the D.G has relaxed the condition of five years to 2 years as on 31/10/2010. The format forwarding for the applications/requests is enclosed herewith.

All applications may be forwarded in a single covering letter in the prescribed manner / format enclosed.

It is requested that the IRT policy be brought to the notice of all concerned.  
Acknowledgement of this communication be send by the FAX.

Yours faithfully,

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

Encl:- IRT policy / format of request / undertaking / information.

Copy to:-

1. Administration division / Account division of D(M)Delhi/ Noida, All ESIC Hospitals.
2. All Unions through Medical Superintendent / Dir(Med)Delhi & Noida.
3. Estt. Br.-II / Recruitment Cell for information.
4. PS to DG/ FC /IC/MC/ AC(P&A)/ All DMCs of Hq. office.
5. System Division with the request to upload the above information on web-site.
6. Rajbhasha Vibhag for translation.
7. Guard file / spare copy.

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

## Inter Region Transfer Policy for Nursing / Paramedical Staff

1. No requests to be entertained before completion of five years of service at the place of appointment / place of posting except in the cases of female employees who got married after joining ESIC.
2. The transferee to be placed at the bottom of the feeder cadre (entry cadre or say base cadre) in the new region, for example, an ANS on transfer to same cadre will be placed as Jr. Most Staff Nurse and the option will be considered for the State (not for Hospital) and the applicant will be liable to be transferred anywhere in the State, where S/he want to be transferred.
3. Where an employee, who sought transfer from one region to other region on IRT basis to the same post in which S/he was appointed on regular basis as a direct recruit and did not get any promotion in such cases, the services rendered in previous region may be counted for the grant of financial upgradation to the individual under ACP Scheme.
4. Where an employee has already availed promotion and got reversion to the base cadre in which S/he was recruited directly before her/his transfer to other region on IRT basis and availed benefit of pay protection/financial upgradation by virtue of her/his promotion to higher post in previous region such an Employee will not be entitled for the grant of financial upgradation under ACP Scheme since her/his reversion is due to her/his own volition.
5. While forwarding the proposal for inter region transfer it should be clearly mentioned that the contents of the above instruction has been clearly spelt out and communicated to the individual.
6. No TA/DA will be given to the transferee, however; the leave of the kind due, may be sanctioned to cover the journey period.
7. S/he will not claim any benefit / seniority/ lien in the region from where S/he has been transferred on IRT basis.
8. While forwarding such types of request by appointing authority i.e. (DMD for NCR and M.S for the State) a certificate may be given that no substitute is required if the request is to be considered and the services of the hospital will not be hampered due to non availability of above incumbent. (As the services of Nurses/paramedical staff are essential for the medical treatment of the beneficiaries).
9. In exceptional circumstances, fairness committee may relax/change any of the above.
10. The previous requests for Inter region transfer may not be considered, and fresh request may be submitted by the all in accordance with the guidelines.

