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

No. A-33/12/1/2011 Med- VI (FC)

Dated: 31/10/2011

To,

**The Dir(Med) Delhi / Noida &
All M.S's of ESIC Hospitals.**

Sub:- Regarding Recruitment & posting of staff in Greenfield hospitals only.

Sir/Madam,

With reference to the Inter Region Transfer Policy for Nursing / Paramedical staff of ESIC issued vide letter no. A-33/12/1/09/Med-VI dated 21/10/2010 (available on ESIC web-site, at Sl. No. 303 of 2010), the Director General has approved that in the cases of recruitment of staff in future for Greenfields Hospital of the Corporation before starting direct recruitment process the following guidelines may strictly be followed:

- 1- The Incharge of State for the purpose of combined recruitment (M.S. of Model Hospital / Dir(Med) Delhi) may call for the request for transfer from all ESIC Institutions (hospitals/dispensaries/ medical colleges etc.) for filling up of vacant posts of Greenfield hospital only from those employees who have completed their probation period. It may however be made clear to the individual that materlisation of his/her request for IRT is solely at the discretion of the competent authority depending upon the work exigency/requirement.
- 2- All applications may be forwarded as per IRT Policy & on prescribed proforma.
- 3- The incharge of the concerned Greenfield hospital will forward a proposal for Inter Region Transfer to Hqrs. Office for consideration of requests.
- 4- On receiving Inter Region Transfer order, the M.S. of the Greenfield Hospital concerned will issue the advertisement for remaining vacant post, if any.
- 5- Other terms & condition of IRT Policy remain unchanged.

Yours faithfully,

(Harbir Singh)
Jt. Director (M.A)

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. Insurance Commissioner w.r.t. his note dated 23/09/2011.
5. PS to DG/ FC /MC/ AC(P&A)/ All DMCs of Hq. office.
6. System Division with the request to upload the above information on web-site.
7. Guard file / spare copy.

Jt. Director (M.A)