



**HEADQUARTERS
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, CIG MARG, NEW DELHI-110002**

No. A-22/15/1/2018-E.I

Dated :- 03.12.2018

To

All AC & Regional Directors,
Director (E-V), Hqrs,
ESI Corporation.

Sub:- DPC for promotion to the post of SSO/ Manager Gr.II/ Supdt.

Sir,

In order to hold the meeting of the Departmental Promotion Committee for promotion to the post of SSO/ Manager Gr.II/ Supdt. 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 2012 (2011-12) strictly in the following proforma. In addition, particulars of regular Assistant/ Head Clerk belonging to the reserved category viz. Scheduled Caste upto the year 2012-13 and Scheduled Tribe, PWD Officials who have rendered 03 years of regular service in the grade as on 31.03.2016 may also be sent separately in the proforma.

Sl. No.	Employee No. (6 digit)	Sl. No. & year in the All India Seniority list	Name of the Assistant / Head Clerk	Date of Birth (verified from service record)	Category	Date of regular promotion in the cadre of Assist./ H.C.	Whether officiating as SSO or not	Vigilance Clearance alongwith details of penalty, if any rendered	Present place of posting (RO/ SRO/ Hosp etc)	Remarks
1	2	3	4	5	6	7	8	9	10	11

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 who Vol. Retd./ Expired/ Resigned during the year 2017 & 2018 may also be intimated in a separate sheet.

The aforesaid information alongwith updated APAR Dossiers may be forwarded to the undersigned latest by **15.12.2018**.

The information in above mentioned proforma may also be sent through e-mail at dinesh.lal@esic.nic and sudhir.sharma@esic.nic.in urgently.

Yours faithfully,


(DINESH)
ASSISTANT DIRECTOR.E-I