



कर्मचारी राज्य बीमा निगम  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
(Ministry of Labour & Employment, Govt. of India)



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To,

1. All Officers/ Employees of ESI Corporation.
2. PPS/ PS to Hon'ble Minister for Labour & Employment/ Chairman, ESIC, New Delhi.
3. PPS/ PS to Hon'ble Minister of State (L&E)/ Vice-chairman, ESIC, New Delhi
4. PPS/ PS to Secretary (L&E), Social Security Division – I, MoL&E, New Delhi.
5. PPS/ PS to DG/ FC/ CVO, Headquarters, ESIC, New Delhi.
6. PPS/ PS to all Divisional Heads, Headquarters, ESIC, New Delhi.
7. Insurance Commissioner (NTA), Dwarka, New Delhi.
8. All Zonal Medical Commissioners, ESIC.
9. All Zonal Insurance Commissioners, ESIC
10. All Additional Commissioners & Regional Directors/ Deputy Director (I/C)/ Joint Director, Establishment Branch - V, Headquarters, New Delhi
11. Directorate (M) Noida/ Directorate (M) Delhi
12. Joint Director (OL), Headquarters/ RO, Delhi/ Tamil Nadu
13. Deputy Director (OL), Headquarters / RO, Maharashtra/ Punjab
14. All Medical Superintendents of ESIC Hospitals & ESIC Model Hospitals
15. All Deans of Medical Colleges/ PGIMSR/ Dental Colleges/ Principal, Nursing Colleges.
16. Deputy Director/ Assistant Director, Zonal Vigilance/ Zonal Training Institutes/Finance & Accounts Divisions.
17. Website Content Manager for uploading on the website of ESIC for information of all concerned.
18. Hindi Branch/ Librarian/ Guard file/ spare copies.

**Subject: Policy for Transfer/ posting of Paramedical Officers/Employees in Employees' State Insurance Corporation.**

Sir/Madam,

Policy for Transfer/ posting of Paramedical Officers/Employees in Employees' State Insurance Corporation is forwarded herewith for information of all concerned.

Policy for Transfer/ posting is issued with the approval of Hon'ble Minister of Labour & Employment /Chairman, ESI Corporation and shall come into

force with immediate effect. All the transfers and postings will henceforth be regulated in terms of this policy till further orders. This policy may be brought to the notice of all officers/ employees working under your control.

**Your faithfully**

**Signed by Kamlesh Harish**

**Date: 28-12-2024 11:53:32**  
Medical Commissioner (MA)

## **Policy for Transfer/Posting of Paramedical Cadre Staff in Employees' State Insurance Corporation**

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### **1. Introduction:**

- a. The Employees' State Insurance (ESI) Act, 1948 is "an Act to provide for certain benefits to employees in case of sickness, maternity and 'employment injury' and to make provision for certain other matters in relation thereto". As per the provisions of this Act, Insured Persons (IPs) and their dependants are entitled to certain mandatory benefits. For the administration of the Scheme, ESI Corporation is established in accordance with the provisions of this Act.
- b. The hospitals and dispensaries that are established by Corporation and administered through respective State Governments are known as ESI Scheme (ESIS) hospitals and ESIS dispensaries. As per Section 59A of the Act, there is provision of medical benefit by the Corporation, in lieu of State Government. The Corporation has established hospitals and dispensaries that are run directly by it are known as ESIC hospitals and ESIC dispensaries. Apart from this, in order to improve the quality of medical care, the Corporation may establish Medical colleges, Paramedical colleges and Training institutes for its para-medical staff and other employees in accordance with Section 59B of the Act.
- c. Accordingly, there are cadres of Medical Officers, Nursing and Paramedical staff, to manage the day-to-day functions of medical establishments under ESIC. The employees of paramedical cadre are in corresponding scales of pay of Group 'B' officers and Group 'C' employees of the Central Government. The employees of Paramedical cadre drawing scales of pay/pay level corresponding to Group 'B' Officers of the Central Government are liable for All India transfers. The Paramedical employees drawing scales of pay/pay level corresponding to group 'C' employees of the Central Government are recruited at the regional level and are liable to be transferred within the region.
- d. This transfer policy pertains to the: (i) transfer/posting of Paramedical employees drawing pay/ pay level corresponding to scale of pay/ pay level of Group 'B' officers of Central Government from one medical establishment to another on all India basis; and (ii) transfer/ posting of Paramedical employees drawing pay/ pay level corresponding to scale of pay/ pay level of Group 'C' employees of Central Government from one medical establishment to another within the region.
- e. This transfer policy supersedes all the policies previously circulated on this subject by ESIC vide letters dated 07-12-2022, 21-12-2022 and 24-12-2022.

## 2. Principles:

- a. To provide accessible and best medical care to the Insured Persons (IP's) and their dependents.
- b. Maintain equitable distribution of Paramedical Cadre employees across institutions to ensure optimal functioning.
- c. To provide a satisfying career progression and varied exposure to the Paramedical employees, it is desirable that employees are suitably rotated among various assignments and locations, wherever applicable.
- d. Organizational interests shall be given highest consideration during the transfer and posting exercise. Transfer to a particular unit cannot be claimed as a matter of right.
- e. No employee shall claim any right in respect of any posting or retention in a particular post; administrative exigencies would have overriding priority.

## 3. Definitions:

- a. **Competent Authority:** For Paramedical employees drawing corresponding scales of pay level drawn by Group 'B' officers of the Central Government, Director General (DG), ESIC is the competent authority; and for Paramedical employees drawing corresponding scales of pay/pay level drawn by Group 'C' employees of the Central Government, the competent authority is the concerned Regional Director (RD).
- b. **Medical Establishments of ESIC:** ESIC Hospitals, PGIMSR, Medical Colleges, Dispensaries and DCBOs.
- c. **UNIT:** For the purpose of this policy, the Unit includes ESIC Hospital, PGIMSR, Medical College and DMD/DMN (in the case of Delhi &NCR).
- d. **Zone:** For the purpose of transfer/ posting, the Zones are as defined in ESIC Headquarters OM A-11013/ 4 /2022-E-III dated 03.11.2022 (Annexure- III).
- e. **Region:** Such area in a State or Union Territory of India; or in multiple States and UT; or in multiple States, under the jurisdiction and functional control of the Regional Director/In-charge, where different ESIC medical and other institutions are situated.
- f. **Annual General Transfer (AGT):** Transfers made by the ESIC annually by inviting applications through the online ESIC portal.
- g. **Transfer year:** The year in which the AGT takes place. The transfer year in ESIC coincides with the financial year of Govt. of India.
- h. **Controlling Officer:** Head of the respective medical establishment and/ or in-charge of the office where the employee is posted.
- i. **Temporary Transfer:** The transfer for a period upto four months (SR 6 and various clarifications/rulings given thereunder) at a time made with the approval of DG, ESIC in case of Paramedical employees drawing corresponding scales of pay/pay level drawn by Group 'B' officers of the Central Government; and with the approval of the concerned Regional Director in the case of Paramedical employees drawing

corresponding scales of pay/pay level drawn by Group 'C' employees of the Central Government, to meet urgent needs, such as opening of new hospital/ medical college/ dispensary/ office or any other public exigency etc. Such temporary transfer will be as per the extant DoPT instructions/ guidelines.

- j. **Transfer Committee:** A committee comprising of senior officials of ESIC, tasked with recommending transfers and postings in accordance with the parameters outlined in this policy.

#### **4. Tenure:**

- a. In respect of administrative and other sensitive posts, the maximum tenure shall be up to three years, or as otherwise directed by the instructions issued by the Central Vigilance Commission (CVC) from time to time.
- b. Except (a) above, for the other posts, the normal tenure at a ESIC medical establishment for all paramedical employees shall be up to ten years.
- c. Any transfer before completion of minimum tenure of three years or retention beyond the maximum prescribed tenure may be considered by the competent authority in the following manner:
  - i. For Paramedical employees drawing corresponding scales of pay/pay level drawn by Group 'B' officers of the Central Government, the concerned ZMC shall submit the case(s) with justification before the DG, ESIC. Such cases may be considered during the implementation of the AGT, if administratively feasible.
  - ii. For Paramedical employees drawing corresponding scales of pay/pay level drawn by Group 'C' employees of the Central Government, the concerned authorities under whom the employee is working at that time, shall submit the case (s) with justification to Regional Director. Such cases may be considered during the implementation of the AGT, if administratively feasible.
- d. The cut-off date for computing the tenure shall be the date of commencement of the transfer year in which the transfer was ordered (irrespective of the date of joining; or the date on which employee joined on his appointment in ESIC. Further, periods of training/ study leave/ maternity leave/child care leave or any other long leave shall be included while computing the tenure.

**NOTE:** - Notwithstanding anything contained in this policy, any employee can be transferred at any time during the year in public interest or administrative exigency, with the approval of the competent authority.

#### **5. General criteria for transfer/posting:**

- a. All Paramedical cadre employees will be eligible for consideration for transfer/ posting under this policy, provided they have completed the minimum tenure of three years at the present place of posting.

- b. The request for transfer by newly recruited Paramedical employee will be considered only after the completion of minimum tenure of three years at the initially allotted place of posting. The guidelines for initial place of posting for newly recruited employees is attached as Annexure-I.
- c. The transfer/posting under the Annual General Transfers (AGT) will be conducted once in a year and shall be implemented in two rounds as indicated in clause 6 and 7 of this policy.
- d. The Transfer Committee shall ensure compliance with the relevant DoPT guidelines issued from time to time to the extent possible when recommending transfers/postings.
- e. As far as administratively feasible, the committee shall recommend transfers of paramedical employees drawing corresponding scales of pay/pay level drawn by Group 'B' officers of the Central Government within the zones. However, the transfer committee can recommend transfer of such employees anywhere across the country taking into account functional and administrative requirements. The transfers within zone shall not be treated as a matter of right by them. The zones for transfer/ postings are same as those established for the Zonal Medical/ Insurance Commissioners of ESIC by ESIC Hqrs vide OM dated 03.11.2022 (Annexure- III).
- f. Paramedical employees of ESIC drawing corresponding scales of pay/pay level drawn by Group 'C' employees of the Central Government are recruited at the Regional level and their Cadre Controlling Authority (CCA) is the Regional Director (RD). As such, they can be transferred only within the Region in which they are recruited. Accordingly, their transfer/ posting shall be done within the jurisdiction of their CCA.
- g. As this policy mandates an online mechanism to deal with the transfer/ posting requests, physical applications/screenshots of online options applied, email etc. will not be accepted. The controlling officer shall ensure the compliance of this direction.

**6. Steps for transfer/ posting of paramedical employees drawing corresponding scales of pay/pay level drawn by Group 'B' officers of the Central Government:** The transfer/ posting shall be done in two rounds.

**6a. Steps for First Round:**

- a. A list of vacant posts during the AGT cycle will be prepared before opening of the AGT portal. A committee comprising three Deputy Medical Commissioners to be nominated on each occasion by DG, ESIC shall prepare this list on the basis of number of vacant posts, functional requirements vis-à-vis number of available paramedical employees drawing corresponding scales of pay/pay level drawn by Group 'B' officers of the Central Government as per the length of their tenure. The list so prepared will be submitted to DG, ESIC for approval. After approval by DG, ESIC, this list shall be published before opening the AGT Portal.

- b. Based on the published vacant posts, the concerned paramedical employees may submit their order of preference for all vacant posts for transfer/posting. It shall be the sole responsibility of the employee to keep track of the AGT process online. Subsequently no representation to the effect that he/she was not aware of the process shall be entertained. The employees are expected to carefully opt their order of preference for vacant posts, as once submitted, it cannot be modified. In case an employee submits a request for a post that is not published in the particular transfer year's vacancy list, that request will be treated as invalid and shall be ignored.
- c. Mere availability of vacancy at a particular place will not bestow any right of being posted against that vacancy, if such a move jeopardizes the continued availability of services in that speciality/ health facility; or any other functional ground.
- d. As far as possible, in the interest of continued availability of clinical care, the total number of transfers to be carried out in a transfer year will be limited up to 10% of total in-position strength of paramedical employees drawing corresponding scales of pay/pay level drawn by Group 'B' officers of the Central Government in a unit.
- e. After opening of the transfer portal, the ERP shall prompt all concerned Paramedical employees completing the prescribed maximum tenure to mandatorily fill their order of preference against all vacant posts for transfer/ posting. Those who do not submit their options against vacant posts despite having completed the prescribed maximum tenure, will be transferred as per administrative requirements and subsequently no representation in this regard shall be entertained.
- f. Based on the sanctioned vis-à-vis in-position strength, functional requirement, length of tenure and the order of preferences submitted by the concerned paramedical employees, the transfer committee (members defined in Clause 9) will recommend the transfer against the vacant posts. All things being equal, if more than one similarly placed employees submit preference for the same post, the principle of length of tenure would be applied by the transfer committee constituted for the purpose. The employee having longer length of tenure will be considered first. If the post under consideration is an administrative or sensitive post, seniority, past performance and integrity of the employee shall be kept in view.
- g. If after taking action as per steps a. to f. above, some posts still remain vacant, the committee will examine cases of employees who have completed the prescribed tenure and found fit to hold such posts. Accordingly, the committee shall recommend their postings in public interest.
- h. The recommendations of the committee will be submitted for approval to the competent authority i.e. DG, ESIC.

**6b. Steps for 2<sup>nd</sup> Round:** After issuing AGT orders of paramedical employees drawing corresponding scales of pay/pay level drawn by Group 'B' officers of the Central Government,

there will be a second round to consider any new vacancy that might have arisen due to transfers in the 1<sup>st</sup> round that may impact the clinical services and to consider requests of employees interested in mutual transfers. For the second round, following procedures shall be followed:

- a. ZMC will review vacancies arisen from the first round of AGT and recommend publishing those that may affect clinical services.
- b. Vacant posts recommended by ZMC will be published after obtaining the approval of the DG ESIC.
- c. Interested employees may submit one preferred option on online portal for the published vacancy.
- d. The transfer committee shall recommend such transfers, if administratively feasible, based on organizational needs.
- e. Employees seeking a mutual exchange of postings may submit request on online portal specifying the employee ID and name of the employee with whom they wish to exchange. The employee they wish to exchange with must also submit a similar request online, specifying the employee ID and name of the other employee involved in the mutual exchange.
- f. Employee who have been transferred in the same year AGT and have joined their place of posting shall be eligible to be considered on mutual request ground in the following years' AGT.
- g. Mutual Transfer Requests may be considered on case-to-case basis keeping in view the administrative requirements, vacancies and other constraints. The requests from both the employee should have been recommended by the respective Head of the Offices.
- h. The employees seeking mutual transfers should be clear from vigilance.
- i. The Transfer Committee shall recommend for posting against the vacant posts published during 2<sup>nd</sup> round and mutual exchanges. The committee will either accept or reject requests.
- j. As this is a request-based round of transfer, no CTG, TA/DA claims shall be admissible.

**7. Steps for transfer/ posting of Paramedical employees drawing pay/ pay level corresponding to scale of pay/ pay level of Group 'C' employees of Central Government:**  
The transfer/ posting shall be done in two rounds.

**7a. Steps for First Round:**

- a. A list of vacant posts in the region to be made available during the AGT cycle, will be prepared in the following manner before opening of the AGT portal: - A committee comprising three members viz., one DMS, one Medical Referee (MR) and one ANS from the concerned region to be nominated on each occasion by the concerned ZMC to prepare the list on the basis of the total number of vacant posts to be filled in



various ESIC health facilities, functional requirements vis-à-vis number of available paramedical employees drawing corresponding scales of pay/pay level drawn by Group 'C' employees of the Central Government as per the length of their tenure/ completion of tenure at sensitive post. The list so prepared will be submitted to the concerned RD and upon receipt of the approval the same shall be published before opening the AGT Portal.

- b. Based on the published vacancies, the Group C employees may submit their order of preference for all vacant posts within the region. It shall be the sole responsibility of the employee to keep track of the AGT process online and subsequently no representation to the effect that he/ she was not aware of the process shall be entertained. The employees are expected to carefully opt their order of preference for vacant posts, as once submitted, it cannot be modified. In case an employee submits a request for a post that is not published in the particular transfer year's vacancy list, that request will be treated as invalid and shall be ignored.
- c. After opening of the transfer portal, the ERP shall prompt all Paramedical employees drawing pay/ pay level corresponding to scale of pay/ pay level of Group 'C' employees of Central Government completing the prescribed maximum tenure at institution to mandatorily fill order of preference against vacant posts for transfer/ posting. Those who have not submitted order of preference against vacant posts despite of having completed the prescribed maximum tenure will be transferred as per administrative requirements and subsequently no representation in this regard shall be entertained.
- d. Mere availability of vacancy at a particular place will not bestow any right of being posted against that vacancy, if such a move jeopardizes the continued availability of services in that speciality/ health facility; or any other functional ground.
- e. As far as possible, in the interest of continued availability of clinical care, the total number of transfers to be carried out in a transfer year will be limited up to 10% of total in-position strength of paramedical employees drawing corresponding scales of pay/pay level drawn by Group 'C' employees of Central Government in a unit.
- f. Based on the sanction vis-à-vis in-position strength in the region, functional requirement, length of tenure and the order of preference against vacant posts submitted by the concerned paramedical employees, the transfer committee (members defined in clause 9) will recommend the allocation of the institute. All things being equal, if more than one similarly placed employees' order of preference for the vacant post is found to be same, the principle of length of tenure in the present medical establishment could be applied by transfer committee, constituted for the purpose. The employee having longer length of tenure will be considered first. In case the post under consideration is administrative or sensitive post, the principle of seniority, past performance and integrity should be applied.

- g. If after taking action as per steps a. to f. above of this clause, some posts still remain vacant, the transfer committee can examine cases of employees who have completed prescribed maximum tenure and found fit to hold such vacant posts. The committee may recommend their postings in public interest.
- h. The recommendations of the committee will be submitted to the competent authority (RD) for approval.

**7b. Steps for 2<sup>nd</sup> Round:** After issuing AGT orders, there will be a second round to consider any new vacancy arisen due to transfers in 1<sup>st</sup> round that may impact the clinical services and to consider requests of employees interested in mutual transfers. For the second round, following procedures shall be followed:

- a. The concerned controlling authorities will review vacancies arisen from the first round of AGT and recommend publishing those that may affect clinical services.
- b. Vacant posts recommended by controlling authorities will be published after obtaining the approval of the concerned RD.
- c. Interested employees may submit one preferred option on online portal for the published vacancy.
- d. The transfer committee shall recommend such transfers, if administratively feasible, based on organizational needs.
- e. Employees seeking a mutual exchange of postings may submit request on online portal specifying the employee ID and name of the employee with whom they wish to exchange. The employee they wish to exchange with must also submit a similar request online, specifying the employee ID and name of the other employee involved in the mutual exchange.
- f. Employee who have been transferred in the same year AGT and have joined their place of posting shall be eligible to be considered under mutual request ground in the following years' AGT.
- g. Mutual Transfer Requests may be considered on case-to-case basis keeping in view the administrative requirements, vacancies and other constraints. The requests from both the employees should have been recommended by the respective Head of the Offices.
- h. The employees seeking mutual transfers should be clear from vigilance. The Transfer Committee shall recommend for posting against the vacant posts published during 2<sup>nd</sup> round and mutual exchanges. The committee will either accept or reject the requests.
- i. As this is a request-based round of transfer, no CTG, TA/DA claims shall be admissible.

**8. Updating records of past transfer/ posting details in online portal/ERP:**

- a. Transfer/ posting details shall be updated mandatorily by the individuals. The details need to be verified by the controlling officer. These details shall be the basis for ascertaining the tenure of an employee at an institution/region for the purpose of

this policy. The controlling officer shall ensure that the details of all Paramedical cadre employees are updated on the portal.

- b. The controlling officer shall ensure that all the Paramedical employees update their past posting details as per the requirements. If the details are not updated by the Paramedical employee due to non-access to ID or any other unavoidable circumstances, the controlling officer shall ensure that past posting details of the employee concerned are inserted by his/ her office as per Service Book/ Service Card records of the concerned employee. The controlling officer shall thereafter approve/ freeze the details.
- c. In no case the posting details of Paramedical employee should be left pending for update under any circumstances, the controlling officer shall ensure its strict compliance as per the timeline mentioned in Annexure II.

**9. Transfer Committee:** There shall be two Transfer Committees to deal and dispose of the online applications for transfer/posting requests received from the Paramedical cadre employees.

For transfer/ posting of Paramedical employees drawing corresponding scales of pay/pay level drawn by Group 'B' officers of the Central Government:

Sl. No.	Designation	
(I)	Medical Commissioner (MA)	Chairperson
(II)	Dy. Medical Commissioner (MS)	Member
(III)	Additional Commissioner (MA)/ Director (MA)/Joint Director (MA)/Dy. Director (MA)	Member

For transfer/ posting of Paramedical employees drawing corresponding scales of pay/pay level drawn by Group 'C' employees of the Central Government within the region:

Sl. No.	Designation	
(I)	Any MS / DMS from the region nominated by the concerned ZMC	Chairperson
(II)	State Medical Officer of the region; DMD in case of Delhi-NCR	Member
(III)	CNO/ NS/ ANS from the region nominated by the concerned ZMC	Member

**10. External influence:** No Paramedical cadre employee shall bring or attempt to bring any kind of outside influence relating to his/ her transfer/ posting. In case of violation, action may be taken against the officer as per provisions under extant conduct/disciplinary rules.

**11. Miscellaneous:**

- a. Mere availability of vacancy at a particular place will not bestow any right of being posted against that vacancy, if such a move jeopardizes the continued availability of services in that speciality/ health facility
- b. If an employee has not completed the prescribed maximum tenure and/ or incorrect details are given in the ERP and ERP is wrongly prompting to fill order of preference against vacant posts, the same may be brought to the notice of the controlling officer, who will get it reconciled with the ICT division at ESIC headquarters. Also, if ERP is not prompting and the employee has completed the maximum tenure, it shall be the responsibility of the concerned employee to fill order of preference against vacant posts and bring it to the notice of the controlling officer for corrective action accordingly. In case of non-compliance, such employees may be posted as per administrative requirements and situations like not being prompted by the ERP shall not be considered as a ground for not considering the case for transfer.
- c. In case a transfer is made in mid-academic session on account of administrative exigencies, an option to retain the Corporation accommodation/ leased accommodation up to the end of the academic session will be allowed to the officer by the authority controlling the accommodation, if any child is studying at that station or the spouse is employed at that station.
- d. No representations will be considered as the criteria for transfer/posting have been objectively defined.
- e. The competent authority shall have full powers to approve/ reject or modify the recommendations of the Transfer Committee and shall have the powers to post/ transfer any paramedical cadre employee even without recommendation of the Transfer Committee.

**12. Powers to remove difficulty:** In case of any doubt regarding any of the provisions of this transfer policy, the matter shall be placed before the Director General for taking final decision.

**13. Powers to relax:** The Chairman, ESIC shall be the competent authority to relax any of the provisions of this policy for the smooth functioning of the Corporation.

**Guidelines for Posting of Paramedical employees newly recruited in ESIC in  
pay level corresponding to scale of pay/ pay level of Group 'B' officers of  
Central Government**

**1. General Provisions:**

- a. The posting of these newly recruited Paramedical employees within the Employees' State Insurance Corporation (ESIC) shall be conducted by the Medical Administration Division at ESIC Headquarters.
- b. The posting process will adhere strictly as per the guidelines outlined below, ensuring transparency, merit and alignment with the operational needs of ESIC.

**2. Criteria/ norms for initial posting:**

- a. Organizational requirement will be the priority while allocating the posting.
- b. A committee comprising of MC-MA, DMC-MS and DMC-ME shall be constituted to recommend the initial posting for these Paramedical employees.
- c. The Medical Administration division, headquarters will process the recommendations of the committee & submit the file for the approval of the competent authority.
- d. All DoPT instructions regarding initial posting, issued from time to time, shall be taken into consideration as far as possible while implementing the transfer policy.

**3. Steps to be followed by the committee:**

- a. The number of Paramedical employees to be posted at various ESIC health facilities will be decided by the committee based on vacancies, functional requirements & number of newly recruited paramedical employees available.
- b. The listed vacancies shall be made available to all new recruits.
- c. The newly recruited paramedical employees must submit their order of preference against all vacant posts. It shall be the sole responsibility of newly recruited Paramedical employee to fill order of preference against vacant posts for initial allotment of posting and subsequently no representation to the effect that he/ she was not aware of the process shall be entertained.
- d. Based on the number of vacant posts to be filled, the merit of the individual paramedical employee and their submitted order of preference, the committee will recommend the initial posting.

**4. Minimum Tenure for fresh recruits:**

- a. The fresh recruits will be posted for a minimum tenure of three years at initial place of posting.
- b. No transfer request will be considered before completion of minimum tenure.

**5. Approval Process:** The competent authority for final approval is Director General, ESIC.

**Guidelines for Posting of Paramedical employees, newly recruited in pay/pay level corresponding to pay/ pay level of Group 'C' employees of the Central Government**

**1. General Provisions:**

- a. The posting of these newly recruited Paramedical Employees within the Employees' State Insurance Corporation (ESIC) shall be conducted by the concerned Regional Office.
- b. The posting process will adhere strictly as per the guidelines outlined below, ensuring transparency, merit and alignment with the operational needs of ESIC.

**2. Criteria/ norms for initial posting:**

- a. Organizational requirement will be the priority while allocating the posting.
- b. A committee constituted under chairpersonship of the DMS nominated by the concerned ZMC, SMO of the region and CNO/NS/ANS of the region nominated by the concerned ZMC as members will recommend initial posting for these Paramedical employees.
- c. The Regional office concerned will process the recommendations of the committee & submit the file for the approval of the competent authority.
- d. All DoPT instructions regarding initial posting, issued from time to time, shall be taken into consideration as far as possible while implementing the transfer policy.

**3. Steps to be followed by the committee:**

- a. The number of Paramedical employees to be posted at various ESIC health facilities will be decided by the committee based on vacancies, functional requirements & number of newly recruited Paramedical employees available.
- b. The listed vacancies shall be made available to all new recruits.
- c. The newly recruited paramedical employees must submit their order of preference against vacant posts. It shall be the sole responsibility of newly recruited Paramedical employee to fill order of preference against vacant posts

for initial allotment of posting and subsequently no representation to the effect that he/ she was not aware of the process shall be entertained.

- d. Based on the number of vacant posts to be filled, the merit of the individual paramedical employee and their submitted order of preference, the committee will recommend the initial posting.

**4. Minimum Tenure for fresh recruits:**

- a. The fresh recruits will be posted for a minimum tenure of 3 years at initial place of posting.
- b. No transfer request will be considered before completion of minimum tenure.

**5. Approval Process:** The competent authority for final approval is the concerned Regional Director

**Timeline for the Annual General Transfers**

<b>Date by which action to be taken</b>	<b>Activity</b>
<b>1<sup>st</sup> Round</b>	
By November 30	Updating records of past transfer/ posting details in online portal/ERP
December 1 to 15	Publication of Vacancies on ESIC website and Calling of option(s) through online portal
December 15 to 31	For Group B Paramedical employees: Presentation of ZMCs before the DG, ESIC For Group C Paramedical employees: Submission of recommendations of concerned controlling authorities to the concerned RD
February 1 to Feb 28/29	Transfer Committee to recommend Annual General Transfer for 1 <sup>st</sup> Round.
By March 31 of the relevant year.	Orders for Annual General Transfer (1 <sup>st</sup> Round) to be issued.
<b>2<sup>nd</sup> Round</b>	
April 15 to 30	For Group B Paramedical employees: ZMCs to recommend the vacancies to be published. The recommended vacant posts shall be published on approval by the DG, ESIC For Group C Paramedical employees: The concerned controlling authorities to recommend the vacancies to be published. The recommended vacant posts shall be published on approval by the concerned RD
May 1 to 15	Publication of Vacancies on ESIC website and Calling of option(s) through online portal including requests for mutual transfers
May 15 to 31	Transfer Committee to recommend Annual General Transfer for 2 <sup>nd</sup> Round.
By June 30 <sup>th</sup>	Orders for Annual General Transfer (2 <sup>nd</sup> Round) to be issued.



**Annexure III**

<b>Sl. No.</b>	<b>Name of the Zone</b>	<b>Areas included in the Zone</b>
1	North Zone	UT-J&K, H.P., Punjab, Uttarakhand, Haryana, Delhi, UT-Chandigarh and Ladakh
2	East Zone	Uttar Pradesh, Bihar, Jharkhand, Odisha, Chhattisgarh
3	West Zone	Gujrat, Maharashtra, Goa, Rajasthan, M.P.
4	South Zone	Karnataka, Kerala, Tamilnadu, A.P., Telangana, UT-Puducherry, A&N and Lakshadweep
5	North EastZone	West Bengal, Assam, Arunachal Pradesh, Meghalaya, Mizoram, Nagaland, Tripura, Manipur& Sikkim