



क.रा.बी.नि.
E.S.I.C.

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



सत्यमेव जयते

मुख्यालय/HEADQUARTERS

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No. Z-11011/9/2024-MED-VI (ई-849968) (Med.-7) दिनांक - .01.2025

परिपत्र / CIRCULAR

Subject: Activation of Online Portal for Nursing Cadre Officers/Employees (Group A & B) in ESIC for Annual General Transfers- 'Transfer Year 2025' Reg.

The attention of all Nursing Cadre Officers/Employees (Group 'A' & 'B') in the Employees' State Insurance Corporation (ESIC) is drawn to the transfer/posting policy issued vide letter number **Z-11011/9/2024-MED-VI (Comp. No. 849968)**, dated 17.12.2024. This policy outlines a portal-based online mechanism for submitting the order of preference, by the Nursing Cadre Officers/Employees, for vacancies approved by the competent authority.

Online transfer requests (order of preference) received through the portal will be considered and decided by the Transfer Committee in accordance with the provisions prescribed in the transfer/posting policy dated 17.12.2024.

The online portal will remain active from **24.01.2025 to 30.01.2025** for all concerned officers/employees to submit their requests.

The concerned Head of Offices (HOOs) must verify and forward the online requests in accordance with the provisions of the transfer policy by **5:00 PM on 03.02.2025** without fail to facilitate timely action by the Headquarters.

Head of Offices are directed not to forward the requests of officers who are yet to join at the ordered place of posting in compliance of transfer orders issued by this office till date in r/o Nursing Cadre Officers/Employees.

In case of technical issues with the 'Transfer Module', officers should immediately contact the IT Helpdesk using their official email, attach a screenshot of the issue, and request resolution within the portal's active period (24.01.2025 to 03.02.2025). A copy of the request should also be sent to **jivnath.jha@esic.nic.in**. The ICT Division at Headquarters will ensure timely resolution of these issues so that officers can submit their requests within the stipulated timeframe.

As per **clause 5(f)** of the transfer/posting policy dated 17.12.2024, **physical applications, screenshots of online submissions, emails, etc., will not be accepted.** The HoO must ensure strict compliance and refrain

from forwarding any applications in physical form. Only requests submitted via the prescribed online portal will be considered.

All Controlling Officers (Head of Offices) are instructed to bring this circular into the notice of all the concerned officers/ officials under proper acknowledgment.

सहायक निदेशक (चिकित्सा प्रशासन)

प्रति / To :-

1. Joint Director (ICT), Hqrs for necessary action and with the request to deploy the module as per this Circular and requirement of transfer policy. Further, it may be ensured that online transfer applications based on minimum/maximum tenure as on 31st March, 2025 as described above is validated by the system accordingly, under the Transfer Module for information of Transfer Committee.
2. क.रा.बी.निगम के सभी नर्सिंग संवर्ग अधिकारी/कर्मचारी All Nursing Cadre Officers/Employees of ESI Corporation.
3. क.रा.बी. निगम अस्पतालों और ईएसआईसी मॉडल अस्पतालों के सभी चिकित्सा अधीक्षक All Medical Superintendents of ESIC Hospitals & ESIC Model Hospitals.
4. मेडिकल कॉलेजों/पीजीआईएमएसआर/डेंटल कॉलेजों/प्रिंसिपल, नर्सिंग कॉलेजों के सभी डीन All Deans of Medical Colleges/ PGIMSR/ Dental Colleges/ Principal, Nursing Colleges.
5. ईएसआईसी, मुख्यालय के सभी प्रभागीय प्रमुख के पीपीएस/पीएस PPS/PS to all Divisional Heads, ESIC Headquarters Office.
6. बीमा आयुक्त (एनटीए), द्वारका, नई दिल्ली Insurance Commissioner (NTA), Dwarka, New Delhi.
7. सभी जोनल चिकित्सा आयुक्त, क.रा.बी. निगम All Zonal Medical Commissioners, ESIC.
8. सभी जोनल बीमा आयुक्त, क.रा.बी. निगम All Zonal Insurance Commissioners, ESIC.
9. सभी अतिरिक्त आयुक्त और क्षेत्रीय निदेशक/संयुक्त निदेशक (स्वतंत्र प्रभार) संयुक्त निदेशक All Additional Commissioners & Regional Directors/Joint Director (I/C)/ Joint Director.
10. निदेशालय (चिकित्सा) नोएडा/ निदेशालय (चिकित्सा) दिल्ली Directorate(M) Noida/ Directorate(M) Delhi.
11. वेबसाइट सामग्री प्रबंधक को सभी संबंधितों की जानकारी हेतु ईएसआईसी की वेबसाइट पर अपलोड करने के लिए/ Website Content Manager for uploading on the website of ESIC for information of all concerned.
