



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



मुख्यालय/HEADQUARTERS
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फाइल क्रमांक:- **Z-11/11/1/Misc/2021-Med.VI-Part(3) (ई-779649)**
(Med-7) दिनांक - **10.02.2025**

प रि प त्र / C I R C U L A R

Subject: Activation of Online Portal for Paramedical employees in the Cadres of Physiotherapist, Occupational Therapist, Dental Hygienist, Dietician, Sr. Dietician, Medical Record Officer, STA (Radiology) & STA (ECG) in ESIC for Annual General Transfers – 'Transfer Year 2025' – Regarding.

Attention of all Paramedical employees in the cadres mentioned under subject above in Employees' State Insurance Corporation (ESIC) is drawn to the transfer/ posting policy issued vide letter number **Z-11/11/1/Misc/2021-Med.VI-Part(3)(ई-779649)** dated 28.12.2024. This policy outlines a portal-based online mechanism for submitting the order of preference by paramedical employees in the cadres mentioned under subject above, against the 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 28.12.2024.

The online portal will remain active from **10.02.2025 to 20.02.2025** for all para medical employees in the said cadres to submit their transfer requests/ options.

The Heads of the Office concerned must verify and forward the online requests in accordance with the provisions of the transfer policy by **5:00 PM on 24.02.2025** without fail to facilitate timely action by the Headquarters.

Heads of the Office are directed not to forward the

requests of employees who are yet to join at the ordered place of posting in compliance of transfer orders issued by this office till date in respect of the said para medical cadres.

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

As per **clause 5(g)** of the transfer/posting policy dated 28.12.2024, **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 (HoO) are instructed to bring this circular to the notice of all concerned under proper acknowledgement.

Digitally signed by
Sanjay Kumar Gupta
Date: 10-02-2025
15:18:50

सहायक निदेशक (चिकित्सा शाखा-7)
चिकित्सा प्रशासन

प्रतिलिपि :

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. 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 पैरामेडिकल सवगे आधेकारो/कमेचारी All Paramedical Cadre Officers/Employees of ESI Corporation.
3. सभी प्रभाग प्रमुख, मुख्यालय, क.रा.बी. निगम, नई दिल्ली के पीपीएस/पीएस PPS/PS to all Divisional Heads, Headquarters, ESIC, New Delhi.
4. बीमा आयुक्त (एनटीए), द्वारका, नई दिल्ली Insurance Commissioner (NTA), Dwarka, New Delhi.
5. सभी जोनल चिकित्सा आयुक्त, क.रा.बी. निगम All Zonal Medical Commissioners, ESIC.
6. सभी जोनल बीमा आयुक्त, क.रा.बी. निगम All Zonal Insurance Commissioners, ESIC.
7. सभी अतिरिक्त आयुक्त और क्षेत्रीय निदेशक/संयुक्त निदेशक (स्वतंत्र प्रभार) संयुक्त निदेशक, All Additional Commissioners & Regional Directors/Joint Director (I/C)/ Joint Director.
8. स्थापना शाखा - V. मुख्यालय, नई दिल्ली Establishment Branch- V, Headquarters, New Delhi.
9. निदेशालय (चिकित्सा) नोएडा/ निदेशालय (चिकित्सा) दिल्ली Directorate(M) Noida/ Directorate(M) Delhi.
10. संयुक्त निदेशक (राज भाषा)/ हिंदी शाखा/पुस्तकालयाध्यक्ष, मुख्यालय/क्षेत्रीय कार्यालय, दिल्ली/ तमिलनाडु Joint Director (OL)/ Hindi Branch/ Librarian Headquarters/ RO Delhi/Tamil Nadu.
11. उप निदेशक (राजभाषा), मुख्यालय/ क्षेत्रीय कार्यालय, महाराष्ट्र / पंजाब Deputy Director (OL), Headquarters/RO Maharashtra/ Punjab.
12. क.रा.बी. निगम अस्पतालों और ईएसआईसी मॉडल अस्पतालों के सभी चिकित्सा अधीक्षक All Medical Superintendents of ESIC Hospitals& ESIC Model Hospitals.
13. मेडिकल कॉलेजों/पीजीआईएमएसआर/डेंटल कॉलेजों/प्रिंसिपल, नर्सिंग कॉलेजों के सभी डीन All Deans of Medical Colleges/ PGIMSR/ Dental Colleges/ Principal, Nursing Colleges.
14. उप निदेशक/सहायक निदेशक, आंचलिक सतर्कता/आंचलिक प्रशिक्षण संस्थान/वित्त और लेखा प्रभाग Deputy Director/ Assistant Director, Zonal Vigilance/ Zonal Training Institutes/Finance & Accounts Divisions.
15. वेबसाइट सामग्री प्रबंधक को सभी संबंधितों की जानकारी के लिए ईएसआईसी की वेबसाइट पर अपलोड करने हेतु। Website Content Manager for uploading on the website of ESIC for information of all concerned.
