



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

पंचदीप भवन, सीआईजी मार्ग, नई दिल्ली-110002
Panchdeep Bhawan, CIG Marg, N.D.- 02
Phone: 011-23215489, VOIP: 10011074
Email: med6-hq@esic.nic.in
Website: www.esic.gov.in

F.No. A-22011/2/2022-Med.VI (E-file No.5709)/Med-7 Dated: .12.2025

परिपत्र / Circular

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 2026' – 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) (ई779649) 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 **09.12.2026 to 13.12.2026** for all Paramedical 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 15.12.2026** without fail to facilitate timely action by the Headquarters.

Further to inform all the concerned that as per transfer policy Clause 6a(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 specialty/ health facility; or any other functional ground."

In case of technical issues with the 'Transfer Module,' employees concerned should immediately contact the ICT Division in email: - jivnath.jha@esic.gov.in using their official email, attach a screenshot of the issue, and request resolution within the portal's activation. 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 Heads of Offices 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.

This issues with the approval of the Director General, ESIC.

Digitally signed by
Pramod Kumar
Date: 09-12-2025
11:09:21
सहायक निदेशक (चि.प्र.)

प्रतिलिपि / Copy 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. List of Vacancy is attached for necessary action.
2. All Paramedical Cadre Officers/Employees of ESI Corporation.
3. PPS/PS to all Divisional Heads, Headquarters, ESIC, New Delhi.
4. Insurance Commissioner (NTA), Dwarka, New Delhi.
5. All Zonal Medical Commissioners, ESIC.
6. All Zonal Insurance Commissioners, ESIC.
7. All Additional Commissioners & Regional Directors/Joint Director (I/C)/ Joint Director.
8. Establishment Branch- V, Headquarters, New Delhi.
9. Directorate(M) Noida/ Directorate(M) Delhi.
10. Joint Director (OL)/ Hindi Branch Headquarters for needful.
11. All Medical Superintendents of ESIC Hospitals& ESIC Model Hospitals.
13. All Deans of Medical Colleges/ PGIMSR/ Dental Colleges/ Principal, Nursing Colleges.
14. Website Content Manager for uploading on the website of ESIC for information of all concerned.
