



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



स्थापना शाखा - 1/ ESTABLISHMENT BRANCH - 1
पंचदीप भवन, सी. आई. जी. मार्ग, नई दिल्ली-110 002
PANCHDEEP BHAWAN, CIG MARG, NEW DELHI - 110 002
Website: esic.nic.in/ esic.in

No. A-22/13/1/AGT/2026-E.I

Dated: 11-11-2025

C I R C U L A R

Sub: Seeking options for choice stations through online module from Group 'A' and Group 'B' Officers (including cadres of Official Language, Engineering and Personal Staff) on the Administrative side of ESIC for Annual General Transfer for the 'Transfer Year – 2026' – reg.

Competent Authority has ordered to invite fresh online options for choice stations for Annual General Transfer for Transfer Year – 2026 from Group 'A' and Group 'B' Officers on administrative side of ESIC.

At first instance, it is reiterated that while considering transfers and postings, organizational interest shall be accorded the highest priority, and administrative requirements shall remain paramount, in accordance provisions of existing transfer policy.

Attention of all officers (including cadres of Official Language, Engineering and Personal Staff) on the Administrative side of ESI Corporation drawing scale of pay corresponding to Group 'A' and Group 'B' officers of the Central Government is invited towards transfer/ posting policy issued *vide* letter number A-22/13/A&B/policy/2024-E.I dated 19.12.2024. Said transfer/ posting policy envisages portal based online mechanism for calling options for choice stations from the concerned Officers.

Online transfer requests (options for choice of stations in order of preference) through HRMS module are, therefore, called for the 'Transfer Year - 2026' from officers (including cadres of Official Language, Engineering and Personal Staff) on the Administrative side of ESI Corporation drawing scale of pay corresponding to Group 'A' and Group 'B' officers of the Central Government **as on 31st March, 2026** in terms of aforesaid transfer policy dated 19.12.2024 for tenure completion transfer and Request Transfer as per clause 5.2 of policy read with clause 4 of the policy.

Online transfer requests so received shall be considered and decided by the Transfer Committee in accordance with the provisions prescribed in the aforesaid transfer/ posting policy dated 19.12.2024. Officers while giving their options for choice station are advised to follow due diligence as the

preference for a particular station will be considered among the Officers with reference to the preferences given for the said station. If no options are received from Officers due for transfer as per the transfer policy, such Officers shall be transferred/ posted as per administrative requirements of the Corporation.

Accordingly, concerned Officers may submit their requests for choice stations through online module from 12.11.2025 to 21.11.2025. All the online requests so received shall be forwarded through proper channel by the concerned Head of the Office (HoO) after verification of the details mentioned therein and uploaded supporting documents, if any, as per para 5.3 read with clause 4 of transfer policy.

Head of the Offices are directed to not to forward the requests of officers who are yet to join at the ordered place of posting in compliance of transfer orders issued earlier by this office till date.

Head of the Offices are also directed to ensure forwarding the online transfer applications by 26.11.2025 without fail in order to ensure further necessary action at Headquarters in time bound manner. HoO shall ensure that no transfer request remain pending on their part after 26.11.2025.

Officer submitting online options for choice stations under this circular are advised to go through the provisions of aforesaid transfer policy and submit their options accordingly. All concerned Officers are advised to adhere to the prescribed timeline for submitting online transfer request.

In case of technical issue in 'Transfer Module' while submitting online transfer requests, the ithelpdesk may immediately be contacted through official e-mail of officer concerned, by attaching a screenshot, with the request to resolve the same within the window period (12.11.2025 to 21.11.2025) with a copy to jivnath.jha@esic.nic.in. The ICT Division, HQ shall ensure that such tickets are resolved within the window period itself and officer is informed timely to able him/ her to submit online request during the said period as only online applications are to be considered.

Attention is also invited to clause 12.2 of the aforesaid transfer/ posting policy dated 19.12.2024 whereby it has been prescribed that as policy mandates an online mechanism through online portal to deal with the transfer/ posting requests, physical applications/ screenshot of online options applied etc. shall not to be sent by post or email by the Officers. Controlling Officers/ Head of the Offices shall ensure the compliance of this direction and not forward any application in physical form. It is, therefore, reiterated that only online requests shall be entertained at this Office.

All the Controlling Officers are advised to bring this Circular to the notice of all the concerned Officers/ Officials under proper acknowledgment.

This issues with the approval of Director General.

Deputy Director (E.I)

To,

1. All Group 'A' and Group 'B' Officers (including cadres of Official Language, Engineering and Personal Staff) on the Administrative side of ESIC.
2. PPS/ PS to DG/ FC/ CVO, Headquarters, ESIC, New Delhi
3. PPS/ PS to all Divisional Heads, Headquarters, New Delhi.
4. PPS/ PS to Director (OL), Headquarters.
5. 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, 2026 as described above is validated by the system accordingly under the Transfer Module for information of Transfer Committee.
6. Insurance Commissioner (NTA), Dwarka, New Delhi/ Zonal Training Institutes.
7. All Additional Commissioners & Regional Directors/ Regional Directors/ Deputy Director (I/C)/ Director, Establishment Branch - V, Headquarters, New Delhi.
8. Directorate (M) Noida/ Directorate (M) Delhi.
9. All Medical Superintendents of ESIC Hospitals & ESIC Model Hospitals.
10. All Deans of Medical Colleges/ PGIMSR/ Dental Colleges/ Principal, Nursing Colleges.
11. Concerned Deputy Director/ Assistant Director, Zonal Vigilance/ Concerned Finance & Accounts Divisions.
12. Website Content Manager for uploading this Circular on the website of ESIC for information of all concerned.
13. Hindi Branch/ Librarian/ guard file/ spare copies.
