



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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F.NO:Pt-A-33/19/2/TransferPolicy/2022-E-II-Part(2)

Dated:05-12-2025

### CIRCULAR

**Subject: Seeking options for choice stations through online module from the officials on the administrative side of ESI Corporation drawing scale of pay corresponding to Group 'C' officials of the Central Government upto the cadre of Assistant for Annual General Transfer within the region (Intra Region) for the 'Transfer Year - 2026'-reg.**

Attention of all officials on the administrative side of ESI Corporation drawing scale of pay corresponding to Group 'C' officials of the Central Government up to the cadre of Assistant (Assistant, Upper Division Clerk, Lower Division Clerk, Multi-Tasking Staff, Stenographer etc.) is invited towards transfer/ posting policy issued vide letter number Pt -A-33/19/2/TransferPolicy/2022- E-II dated 10.01.2025. Said transfer policy envisages portal based online mechanism for calling options for choice stations from the concerned Officials to be transferred within the region (Intra-Region).

Online transfer requests (options for choice of stations, within the region, in order of preference) through HRMS module are, therefore, called for the '**Transfer Year - 2026**' from the officials on the administrative side of ESI Corporation drawing scale of pay corresponding to Group 'C' officials as on 31/3/2026 in terms of aforesaid transfer policy dated 10/01/2025 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 10.01.2025. Officials, while giving their options for choice station, are advised to follow due diligence as the consideration for a particular station will be considered among the officials with reference to the preferences given for the said station. If no option is received from officials due for transfer as per the transfer policy, such officials shall be transferred/posted as per administrative requirements.

Accordingly, concerned officials may submit their requests for choice stations through online module from **12.12.2025 to 22.12.2025** along with uploaded supporting documents, if any, as per para 5.3 read with clause 4 of transfer policy. All the online requests along with uploaded documents (if any) so received shall be verified by the concerned RD/SRO I/c(HoO) and before approving the online transfer application(s) as per transfer policy, shall ensure that official concerned has completed Maximum or Minimum tenure as on 31/3/2026 and complete the

AGT process strictly as per guidelines of the policy.

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

Attention is also invited to clause 12.2 of the aforesaid transfer/ posting policy dated 10.01.2025 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 officials. Controlling Officers/ Head of the Offices shall ensure the compliance of this direction and not to forward any application in physical form or through e-mail. It is, therefore, reiterated that only those transfer requests submitted through online module shall be entertained.

In case of technical issue in 'Transfer Module' while submitting online transfer requests, the **ithelpdesk@esic.gov.in** may immediately be contacted through official e-mail of official concerned, by attaching a screenshot, with the request to resolve the same within the window period (**12.12.2025 to 22.12.2025**) with a copy to **jivnath.jha@esic.gov.in**. The ICT Division, Hqrs. shall ensure that such tickets are resolved within the window period itself and official is informed timely to able him/ her to submit online request during the said period as only online applications are to be considered.

On completion of AGT by RO concerned, SROs under ROs concerned shall start AGT within their jurisdiction as per time schedule as envisaged in the policy vide circular dated 10.01.2025. **All ROs and SROs may strictly ensure that the entire transfer process within their jurisdiction in respect of AGT 2026 is completed by March 31, 2026.**

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

This issues with the approval of Competent Authority.

ASSISTANT DIRECTOR(E-II)

To,

1. Concerned officials through respective Controlling Officer/RDs/SRI I/cs.
2. IC, NTA/All Additional Commissioners & Regional Directors/ Regional Directors/ Joint Director (I/C)/ Joint Director, Establishment Branch - V, Headquarters, New Delhi.
3. Directorate (M) Noida/ Directorate (M) Delhi.
4. All Medical Superintendents of ESIC Hospitals & ESIC Model Hospitals.
5. All Deans of Medical Colleges/ PGIMSR/ Dental Colleges/ Principal, Nursing Colleges.

6. Joint Director (ICT), Hqrs with the request to deploy the module as per requirement of transfer policy and operationalize the link of calling online options with effect from 12.12.2025 and close the same on 23:59:59 hrs of 22.12.2025 on the part of applicants. It may be ensured that online transfer applications based on minimum/ maximum tenure as on 31st March, 2026 as described above is validation by system accordingly.
7. Joint Director/ Deputy Director (Zonal Vigilance)/ Finance & Accounts Divisions.
8. Website Content Manager for uploading this Circular on the website of ESIC for information of all concerned.
9. Hindi Branch/Librarian/ guard file/ spare copies.

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