



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



मुख्यालय
Headquarters'
पंचदीप भवन सी०आई०जी रोड, नई दिल्ली-110002
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-110 002
Phone: 011-23604700 Email : dir-gen@esic.nic.in
Website : www.esic.nic.in / www.esic.in

No. A-22/1/2022-MED-VI

Date:16.12.2024

To,

1. All Officers/ Employees of ESI Corporation.
2. PPS/ PS to Hon'ble Minister for Labour & Employment/ Chairman, ESIC, New Delhi.
3. PPS/ PS to Hon'ble Minister of State (L&E)/ Vice-chairman, ESIC, New Delhi
4. PPS/ PS to Secretary (L&E), Social Security Division – I, MoL&E, New Delhi.
5. PPS/ PS to DG/ FC/ CVO, Headquarters, ESIC, New Delhi.
6. PPS/ PS to all Divisional Heads, Headquarters, ESIC, New Delhi.
7. Insurance Commissioner (NTA), Dwarka, New Delhi.
8. All Zonal Medical Commissioners, ESIC.
9. All Zonal Insurance Commissioners, ESIC
10. All Additional Commissioners & Regional Directors/ Deputy Director (I/C)/ Joint Director, Establishment Branch - V, Headquarters, New Delhi
11. Directorate (M) Noida/ Directorate (M) Delhi
12. Joint Director (OL), Headquarters/ RO, Delhi/ Tamil Nadu
13. Deputy Director (OL), Headquarters / RO, Maharashtra/ Punjab
14. All Medical Superintendents of ESIC Hospitals & ESIC Model Hospitals
15. All Deans of Medical Colleges/ PGIMSR/ Dental Colleges/ Principal, Nursing Colleges.
16. Deputy Director/ Assistant Director, Zonal Vigilance/ Zonal Training Institutes/Finance & Accounts Divisions.
17. Website Content Manager for uploading on the website of ESIC for information of all concerned.
18. Hindi Branch/ Librarian/ Guard file/ spare copies.

Subject: Policy for Transfer/ posting of Medical Officers to Administrative and Clinical posts in Employees' State Insurance Corporation

Sir/Madam,

The Policy for Transfer/ posting of Medical Officers to Administrative and Clinical posts in Employees' State Insurance Corporation is forwarded herewith for information of all concerned.

This transfer/posting policy is issued with the approval of Hon'ble Minister of Labour & Employment /Chairman, ESI Corporation and shall come into force with immediate effect. All the transfers and postings will henceforth be regulated in terms of this policy till further orders. This policy may be brought to the notice of all officers/ employees working under your control.

Yours faithfully,

Signed by Kamlesh Harish

Date: 17-12-2024 13:51:33

Medical Commissioner (MA)

Policy for Transfer/Posting of Medical Officers to Administrative and Clinical Posts in Employees' State Insurance Corporation

1. Introduction:

- a. The Employees' State Insurance (ESI) Act, 1948 is "An Act to provide for certain benefits to employees in case of sickness, maternity and 'employment injury' and to make provision for certain other matters in relation thereto". As per the provisions of this Act, Insured Persons (IPs) and their dependants are entitled to certain mandatory benefits. For the administration of the scheme, ESI Corporation is established in accordance with the provisions of this Act.
- b. The hospitals and dispensaries that are established by ESI Corporation (ESIC) and administered through respective State Governments are known as ESI Scheme (ESIS) hospitals and ESIS dispensaries. As per Section 59A of the Act, there is provision of medical benefit by the Corporation, in lieu of State Government. The Corporation has established hospitals and dispensaries that are run directly by it are known as ESIC hospitals and ESIC dispensaries. Apart from this, in order to improve the quality of medical care, the Corporation may establish medical colleges, nursing colleges and training institutes for its para-medical staff and other employees, in accordance with Section 59B of the Act.
- c. Accordingly, there is a cadre of Medical Officers, along with various other cadres of Nursing and Paramedical staff, to manage the day-to-day functions of medical establishments under ESIC. Certain posts within these establishments are designated as administrative posts. Medical officers serving in clinical roles are required to be rotated to ensure career progression and provide them with diverse professional experiences. Therefore, a policy is necessary to govern the rotation of Medical Officers across both administrative and clinical posts. This policy document pertains to the transfer and posting of Medical Officers, whether they hold clinical or administrative positions. An indicative list of the administrative posts within ESIC is given in Annexure I. This transfer policy supersedes the policies previously circulated by ESIC vide its letters dated 30.05.2022 and 20.06.2022.

2. Principles:

- a. To provide accessible and best medical care to the Insured Persons (IP's) and their dependents.
- b. Maintain equitable distribution of Medical Officers across institutions to ensure optimal functioning.
- c. To provide a satisfying career progression and varied exposure to the officers, it is desirable that officers are suitably rotated among various assignments and locations, wherever applicable. Accordingly, all Medical Officers can be transferred anywhere within the country.

- d. Organizational interest shall be given highest consideration during the transfer and posting exercise. Transfer to a particular unit cannot be claimed as a matter of right.
- e. Seniority, performance and integrity will be the broad parameters for posting of Medical Officers to administrative posts.
- f. No Medical Officer shall claim any right in respect of any posting or retention in a particular post; and administrative exigencies would have overriding priority.

3. Definitions:

- a. **Competent Authority:** The Chairman, ESI Corporation.
- b. **Medical Officer:** General Duty Medical Officers (GDMOs), Specialists, Super-Specialists, Teaching Faculties, Dental Surgeons, Homeopathic and Ayurveda Medical Officers.
- c. **Medical Establishments of ESIC:** ESIC Hospitals, PGIMSR, Medical Colleges, Dispensaries and Offices.
- d. **UNIT:** For the purpose of this policy, the Units are ESIC Hospital, PGIMSR, Medical College and DMD/DMN (in the case of Delhi &NCR).
- e. **Zone:** For the purpose of this policy, the Zones are defined as same as those established for Zonal Medical/ Insurance Commissioners issued vide ESIC Headquarters OM A-11013/ 4 /2022-E-III dated 03.11.2022 (Annexure- V).
- f. **Annual General Transfer (AGT):** Transfers made by the ESIC annually by inviting applications through the online ESIC portal.
- g. **Transfer year:** The year in which the AGT takes place. The transfer year in ESIC coincides with the financial year of Govt. of India.
- h. **Controlling Officer:** Head of the respective medical establishment and/ or in-charge of the office where the Medical Officer is posted. In case of Medical Superintendents / Deans / Directors, the controlling officer is the Medical Commissioner/Zonal Medical Commissioner (ZMC) concerned.
- i. **Temporary Transfer:** Any transfer for a period upto four months (SR 6 and various clarifications/rulings given thereunder) at a time made with the approval of the Director General (DG), ESIC to meet urgent needs, such as transfers made for opening of new hospital/ dispensary/ office or any other public exigency etc. Such temporary transfer will be the as per the extant DoPT instructions/ guidelines.
- j. **Transfer Committee:** A committee comprising senior officials of ESIC, tasked with recommending transfers and postings in accordance with the parameters outlined in this policy.

4. Tenure:

- a. In respect of administrative and other sensitive posts, the tenure shall be up to three years, or as otherwise directed by the instructions issued by the Central Vigilance Commission (CVC) from time to time.
- b. Apart from (a) above, for the rest of the clinical posts, the tenure for a Medical Officer at an ESIC medical establishment shall be up to ten years. However, as far

as possible, in the interest of continued availability of clinical care, the total number of transfers to be carried out in a transfer year in the clinical cadre will be limited up to 10% of total in-position strength of Medical Officers in a unit.

- c. Any transfer before completion of minimum tenure of three years or retention beyond the maximum prescribed tenure may be considered by the competent authority based on the recommendations of the respective ZMC. In all such cases, the concerned ZMC shall submit the case(s) with justification before the DG, ESIC. Such cases may be considered during the implementation of the AGT, if administratively feasible.
- d. The cut-off date for computing the tenure of Medical Officers shall be the date of commencement of the transfer year in which the transfer was ordered, irrespective of the date of joining. Further, periods of training/ study leave/ maternity leave/child care leave or any other long leave shall be included while computing the tenure.

NOTE: -Notwithstanding anything contained in this policy, any Medical Officer can be transferred at any time during the year on account of public interest or administrative exigency with the approval of competent authority.

5. Criteria and experience: Criteria and experience for posting against various administrative posts are given at Annexure-II.

6. General criteria for transfer/posting:

- a. All Medical Officers will be eligible for consideration for posting under this policy, provided they have completed minimum three years of service at the present place of posting.
- b. The request for transfer by newly recruited Medical Officers will be considered only after the completion of minimum three years of posting at the initial allotted place of posting. The guidelines for initial place of posting for newly recruited Medical Officers is attached as Annexure-III.
- c. The transfer/posting under the Annual General Transfers (AGT) will be conducted once in a year and shall be implemented in two rounds as indicated in clause 8. of this policy.
- d. The Transfer Committee shall ensure compliance with the relevant DoPT guidelines issued from time to time to the extent possible while recommending transfers/ postings.
- e. As far as administratively feasible, the committee shall recommend transfers within the zones. However, the transfer committee can recommend transfer anywhere across the country taking into account functional and administrative requirements. The transfers within zone shall not be treated as a matter of right by the Medical Officers. The zones for transfer/ postings are same as those established for the Zonal Medical/ Insurance Commissioners of ESIC and issued by ESIC Hqrs vide OM dated 03.11.2022 (Annexure- V).

- f. As this policy mandates an online mechanism to deal with the transfer/ posting requests, physical applications/screenshots of online options applied, email etc. will not be accepted. The controlling officer is to ensure the compliance of this direction.

7. Steps for posting to administrative posts:

- a. A list of all vacant posts including those posts that are likely to be vacant during the ensuing 12 months to be prepared and published before opening of the AGT portal (Timelines given at Annexure-IV).
- b. Based on the published vacant posts, Medical Officers seeking transfer/ posting to administrative posts must submit their order of preference for all vacant posts. It shall be the sole responsibility of the Medical Officer to keep track of the AGT process online and subsequently no representation to the effect that he / she was not aware of the process shall be entertained. A Medical Officer can either submit his/ her order of preference for listed vacancies against administrative posts or against the clinical posts; but not for both. The Medical Officers are expected to carefully opt their order of preference for vacant posts, as once submitted, it cannot be modified.
- c. Based on the required criteria and experience for the post and the order of preference for vacant posts submitted by the Medical Officers, the transfer committee will recommend the posting against the vacant administrative posts. All things being equal, if more than one similarly placed Medical Officer's order of preference for vacant post is found to be same, the principle of seniority shall be applied by the transfer committee constituted for the purpose.
- d. If any Medical Officer who is senior in the applicable cadre and has not filled order of preference for vacant administrative posts, will be posted as per administrative requirement and subsequently no representation in this regard shall be entertained.
- e. If after taking action as per steps a. to d. above of this clause, some administrative posts still remain vacant, the committee can examine cases of eligible and senior Medical Officers who are found fit to hold such administrative posts and recommend their postings in public interest. Still, if some posts of Medical Superintendent (MS) are not filled, such posts of MS may be filled up on deputation (including short term contract) basis by eligible medical officers from other organizations/ departments of the Central/ State Governments and Medical Officers of the Defences Forces/ Para-Military Forces.

8. Steps for posting to clinical posts: The transfer/ posting to clinical posts shall be done in two rounds.

8a. Steps for First Round:

- a. A list of vacant clinical posts to be made available during the AGT cycle, speciality wise and cadre wise, will be prepared in the following manner before opening of the AGT Portal: -A committee comprising three Medical Commissioners to be

nominated on each occasion by DG, ESIC to prepare the list on the basis of the number of vacant posts to be filled under the AGT at various ESIC health facilities based on available vacancies, functional requirements vis-à-vis number of available Medical Officers as per the length of their tenure. The list so prepared will be submitted to DG, ESIC and upon receipt of the approval, the same shall be published before opening the AGT Portal. The senior most among the three Medical Commissioners shall chair the committee meeting.

- b. After opening of the transfer portal, the ERP will prompt all medical officers completing the prescribed maximum tenure at institution/ station to mandatorily fill order of preference against all vacant posts for transfer/ posting. Those who have not submitted their order of preference against vacant posts despite of having completed the prescribed maximum tenure will be transferred as per administrative requirements and subsequently no representation in this regard shall be entertained.
- c. Based on published vacancies, eligible medical officers must submit their order of preference against all published vacant clinical posts. It shall be the sole responsibility of the Medical Officer to keep track of the AGT process online and subsequently no representation to the effect that he/ she was not aware of the process shall be entertained. A Medical Officer can either submit his/ her order of preference for vacancy against administrative post or against clinical posts, but not for both. The medical officers are expected to carefully submit their options. Options once submitted cannot be modified. In case, a Medical Officer submits a request for a post that is not published in the particular transfer year's vacancy list, that request will be treated as invalid and shall be ignored.
- d. 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 speciality/ health facility; or any other functional ground.
- e. PG Medical Officers preferably be posted in ESIC Hospitals/ Medical Colleges and must submit their order of preference accordingly.
- f. As far as possible, in the interest of continued availability of clinical care, the total number of transfers to be carried out in a transfer year in the clinical cadre will be limited up to 10% of total in-position strength of Medical Officers in a unit.
- g. Based on the functional requirements at medical establishment, the number of vacant posts to be filled, submitted order of preference for vacant clinical posts and length of tenure at the present place, the transfer committee (members defined in clause 10 below) will recommend the transfers for clinical postings.
- h. If after taking action as per steps a. to g. above of this clause, some clinical posts still remain vacant, the transfer committee can consider cases of employees who have completed the prescribed maximum tenure and found fit to hold such vacant posts. The committee may recommend their transfer/ postings in public interest.

8b. Steps for 2nd Round: After issuing AGT orders, there could be a second round to consider any new vacancy that might have arisen due to transfers in 1st round that may impact the clinical services. Additionally, requests of Medical Officers interested in mutual transfers shall be considered in this round.

- a. **Vacancy Review:** ZMC will review vacancies arisen from the first round of AGT and recommend publishing those that may affect clinical services.
- b. **Publication:** Posts recommended by ZMC will be published after obtaining the approval of the DG ESIC.
- c. **Applications:** Interested Medical Officers may submit one preferred option on online portal for the published vacancy.
- d. **Transfer Recommendations:** The transfer committee will recommend such transfers, if administratively feasible, based on organizational needs.
- e. **Mutual Transfers:** Medical Officers seeking a mutual exchange of postings may submit request on online portal specifying the employee ID and name of the Medical Officer with whom they wish to exchange. The Medical Officer they wish to exchange with must also submit a similar request online, specifying the employee ID and name of the other Medical Officer involved in the mutual exchange.
- f. Officers who have been transferred in the same year AGT and have joined their place of posting shall be eligible to be considered under mutual request ground in the following years' AGT.
- g. Mutual Transfer Requests may be considered on case-to-case basis keeping in view the administrative requirements, vacancies and other constraints. The requests from both the officers should have been recommended by the respective Head of the Offices.
- h. The Transfer Committee shall recommend for posting against the vacant posts published during 2nd round and mutual exchanges.
- i. As this is a request-based round, no CTG, TA/DA claims are allowed. The committee will either accept or reject requests.

Note: If a medical officer has not completed the prescribed maximum tenure and/ or incorrect details are given in the ERP and ERP is wrongly prompting to fill order of preference for vacant posts, the same may be brought to the notice of the controlling officer, who will get it reconciled with the ICT/ Medical Administration division at ESIC headquarters. Also, if ERP is not prompting and medical officer has completed the maximum tenure, it shall be the responsibility of the concerned medical officer to fill order of preference either for clinical or administrative posts and bring it to the notice of the controlling officer for corrective action accordingly. In case of non-compliance, such Medical Officers may be posted as per administrative requirements and situations like not being prompted by the ERP shall not be considered as a ground for not considering the case for transfer.

9. Updating records of past transfer/ posting details in online portal/ERP:

- a. Transfer/ posting details shall be updated mandatorily by the individuals. The details must be verified by the controlling officer. These details shall be the basis

for ascertaining the tenure of an officer at an institution for the purpose of this policy. The controlling officer shall ensure that the details of all medical officers are updated on the portal.

- b. The controlling officer shall ensure that all the medical Officers update their past posting details as per the requirements. If the details are not updated by the medical officer due to non-access to ID or any other unavoidable circumstances, the controlling officer shall ensure that past posting details of medical officer concerned are inserted by his/ her office as per Service Book/ Service Card records of medical officer concerned. The controlling officer shall thereafter approve/ freeze the details.
- c. In no case, the posting details of medical officers should be left pending for update under any circumstances. The controlling officer shall ensure its strict compliance as per the timeline mentioned in Annexure IV.

10. Transfer Committee: There shall be the following three Transfer Committees for making recommendations, one each for posting of Medical Commissioners, posting against administrative posts and posting against clinical posts as under:

- a. Transfer Committee for recommending transfer/ posting in the cadre of Medical Commissioner:

Sr. No.	Designation	Responsibility
1.	Director General, ESIC	Chairperson
2.	Finance Commissioner, ESIC	Member
3.	Insurance Commissioner (P&A)	Member

- b. Transfer Committee for recommending transfer/ posting for administrative posts:

Sl. No.	Designation	Responsibility
1.	Director General, ESIC	Chairperson
2.	Medical Commissioner (Medical Administration)	Member
3.	Medical Commissioner (Medical Education)	Member

- c. Transfer Committee for recommending transfer/ posting for clinical posts

Sl. No.	Designation	Responsibility
1.	Director General, ESIC	Chairperson
2.	Medical Commissioner (Medical Administration)	Member
3.	Medical Commissioner (Medical Services)	Member

11. External influence: No medical officer shall bring or attempt to bring any kind of outside influence relating to his/ her transfer/ posting. In case of violation, action may be taken against the officer as per provisions under extant conduct/disciplinary rules.

12. Miscellaneous:

- a. Once a transfer order of a Medical Officer is issued by the Competent Authority, the Medical Officer concerned shall stand relieve from his place of posting. Upon relief, the officer is free to avail the prescribed joining time.
- b. In case a transfer is made in mid-academic session on account of administrative exigencies, an option to retain the Corporation accommodation/ leased accommodation up to the end of the academic session will be allowed to the officer by the authority controlling the accommodation, if any child is studying at that station or the spouse is employed at that station.
- c. No representations will be considered as the criteria for transfer/posting to both clinical and administrative postings have been objectively defined.
- d. The competent authority shall have full powers to approve/ reject or modify the recommendations of the Transfer Committee and shall have the powers to post/ transfer any medical officer even without the recommendation of the Transfer Committee.
- e. The competent authority shall also have powers to make specific exceptions for transfers/ posting on any of the conditions/ guidelines of this policy, on administrative ground or exigencies or public interest, including in compliance to CVC instructions and/or verified complaint.

13. Powers to remove difficulty: In case of any doubt regarding any of the provisions of this transfer policy, the matter shall be placed before the Director General for taking final decision with the approval of Chairman, ESIC. This decision shall be treated as FINAL.

14. Powers to relax: The Chairman, ESIC shall be competent authority to relax any of the provisions of this policy for the smooth functioning of the Corporation. The decision of the competent authority shall be informed to the concerned medical officers through the online portal.

Enclosed: 1) Annexure I, II, III, IV & V

Indicative list* of administrative posts in establishments of ESI Corporation

- 1. ESIC headquarters:**
 - a. Deputy Medical Commissioners
 - b. OSD (Officer on Special Duties)
- 2. Offices of Zonal Medical Commissioners:**
 - a. Deputy Medical Commissioners
 - b. OSD
- 3. Regional Offices:**
 - a. State Medical Officer (SMO)
 - b. Medical Vigilance Officer (MVO)
 - c. Medical Referee (MR)
- 4. ESIC Hospital & Medical/ Dental Colleges/ PGIMSR:**
 - a. Dean
 - b. Medical Superintendent (MS)
 - c. Deputy Medical Superintendent (DMS)
 - d. In-charge, Medical Stores
- 5. ESIC Hospitals**
 - a. MS
 - b. DMS
 - c. In-charge, Medical Stores
- 6. Directorate (Medical) Delhi:**
 - a. Director (Medical) Delhi (DMD)
 - b. Additional Director (Dispensary)
 - c. Additional Director Inspection
 - d. Medical Officer In-charges for ESIC Dispensaries
 - e. In-charge, Stores
- 7. Directorate (Medical) Noida:**
 - a. Director (Medical) Noida (DMN)
 - b. Medical Officer In-charges for ESIC Dispensaries
- 8. Dispensary cum Branch Office (DCBO):**
 - a. DCBO In-charge
- 9. Director Family Welfare**
- 10. Director NTA**

* ESIC reserves the final rights for designating any office/ post as administrative, from time to time, depending on the requirement of work.

Note: Medical officers in-charge of Dispensaries and DCBOs will, in addition to administrative functions, continue to perform clinical work as well.

Criteria and experience for posting against various administrative posts

Sl. No.	Administrative Post	Criteria / Experience
1	Medical Superintendent / Director(Medical)Delhi/ Director(Medical)Noida/ Director Family Welfare/ Director National Training Academy(NTA)	(A) For MS in ESIC Medical/Dental College: Teaching Faculties will be considered, as per the norms laid down by National Medical Commission/Dental Council of India. (B) For MS of other institutions including PGIMSR, Director(Medical)Noida, Director Family Welfare and Director NTA: (i) CMO (SAG) and Specialist (SAG) (ii) CMO (NFSG) with 20 years of service in ESIC (iii) Specialist Grade I with 13 years of service in ESIC (C) For Director(Medical)Delhi: (i) CMO (SAG) (ii) CMO (NFSG) with 20 years of service in ESIC
2	Deputy Medical Superintendent (DMS)/ Deputy Medical Commissioners (DMC)/ Medical Officer In-Charge Store (MO I/c Store)	(A) For DMS of Medical College and DMC of Medical Education Division/ MO I/c Stores: (i) Minimum of seven years of teaching experience as Associate / Assistant Professor in clinical department, out of which at least four years should be as Associate Professor (ii) CMO (NFSG) and above (iii) Specialist Grade I and above (B) For DMS of other ESIC institutions/ DMC of other Medical Divisions/ MO I/c Stores: (i) CMO (NFSG) and above (ii) Specialist Grade I and above
3	State Medical Officer (SMO)	General Duty Medical Officer with minimum 09 years of regular service in ESIC.
4	Medical Referee (MR)/ Medical Vigilance Officer (MVO)	General Duty Medical Officer with minimum 04 years of regular service in ESIC.
5	DCBO In-charge	All General Duty Medical Officers

Note: Medical officers possessing additional qualifications in hospital management will be given due preference for administrative posting.

Guidelines for Posting of Newly Recruited Medical Officers in ESIC

1. General Provisions:

- a. The posting of newly recruited Medical Officers (MOs) within the Employees' State Insurance Corporation (ESIC) shall be conducted by the Medical Administration Division at ESIC Headquarters.
- b. The posting process will adhere strictly as per the guidelines outlined below, ensuring transparency, merit and alignment with the operational needs of ESIC.

2. Criteria/ norms for initial posting:

- a. Organizational requirement will be the priority while allocating the posting.
- b. A committee comprising of three Medical Commissioners nominated by DG, ESIC will recommend the initial postings.
- c. The Medical Administration division, headquarters will process the recommendations of the committee & submit the file for the approval of the competent authority.
- d. The Committee should ensure compliance with the relevant DoPT guidelines issued from time to time to the extent possible when recommending initial postings.

3. Steps to followed by the committee:

- a. The number of medical officers to be posted at various ESIC health facilities will be decided based on vacancies, functional requirements & number of newly recruited medical officers available.
- b. A list of available vacant posts to be filled as decided above by the committee shall be made available to all new recruits.
- c. All new recruits must submit their order of preference for all listed vacant posts. It shall be the sole responsibility of newly recruited medical officer to fill order of preference for vacant posts for initial allotment of posting and subsequently no representation to the effect that he / she was not aware of the process shall be entertained.
- d. Based on the number of medical officers to be posted in various ESIC establishments, their order of merit and order of preference for vacant posts submitted by them, the committee will recommend the initial postings.

4. Minimum Tenure for fresh recruits:

- a. The fresh recruits will be posted for a minimum tenure of three years at initial place of posting.
- b. No transfer request will be considered before completion of minimum tenure. However, transfers may be done before completion of normal tenure on administrative exigency or functional requirement.

5. Approval Process: The competent authority for final approval is Chairman, ESIC.

Timeline for the Annual General Transfers

Date by which action to be taken	Activity
1st Round	
By November 30	Updating records of past transfer/ posting details in online portal/ERP
December 1 to 15	Publication of Vacancies on ESIC website and Calling of option(s) through online portal
December 15 to 31	Presentation of ZMCs before the DG, ESIC as per clause 4.c.
February 1 to Feb 28/29	Transfer Committee to recommend Annual General Transfer for 1 st Round.
By March 31 of the relevant year.	Orders for Annual General Transfer (1 st Round) to be issued.
2nd Round	
April 15 to 30	ZMCs to recommend the vacancies to be published for 2 nd round. The list shall be published on approval by the DG, ESIC
May 1 to 15	Publication of Vacancies on ESIC website and Calling of option(s) through online portal including requests for mutual transfers
May 15 to 31	Transfer Committee to recommend Annual General Transfer for 2 nd Round.
By June 30 th	Orders for Annual General Transfer (2 nd Round) to be issued.

Annexure V

Sl. No.	Name of the Zone	Areas included in the Zone
1	North Zone	UT-J&K, H.P., Punjab, Uttarakhand, Haryana, Delhi, UT-Chandigarh and Ladakh
2	East Zone	Uttar Pradesh, Bihar, Jharkhand, Odisha, Chhattisgarh
3	West Zone	Gujrat, Maharashtra, Goa, Rajasthan, M.P.
4	South Zone	Karnataka, Kerala, Tamilnadu, A.P., Telengana, UT-Puducherry, A&N and Lakshadweep
5	North East Zone	West Bengal, Assam, Arunachal Pradesh, Meghalaya, Mizoram, Nagaland, Tripura, Manipur & Sikkim