



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. A-22/13/AGT/SSO/1/20255-E.I

Date:07-11-2025

C I R C U L A R

Subject: Seeking options for choice stations through online module from Social Security Officers/ Managers Grade-II/Superintendents for Annual General Transfer for the 'Transfer Year-2026' - regarding.

Attention of all Social Security Officers/Managers Grade-II/Superintendents is invited towards transfer/posting policy issued vide HQ letter Number A-22/13/1/2022(1)-E.I dated 18.12.2024. Said transfer/posting policy envisages portal based online mechanism for calling options for choice stations from the concerned officers. However, it may be noted at the first instance only, that the organizational need or the administrative requirement will be the first priority for consideration of any kind of transfers as per the provisions of the above said transfer policy.

(2) Online transfer requests options for choice of stations in order of preference through HRMS module are, therefore, called for the '**Transfer Year-2026**' from Social Security Officers/Managers Grade-II/Superintendents as on 31st March, 2026 in terms of aforesaid transfer policy dated 18.12.2024 for Tenure Completion Transfer and Request Transfer as per clause 5.2 of policy read with clause 4 of the policy.

(3) 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 18.12.2024. Officers, 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 officers with reference to the preferences given for the said station. If no option is received from officers due for transfer as per the transfer policy, such officers shall be transferred/posted as per administrative requirements.

(4) Accordingly, concerned officers may submit their requests for choice stations through online module from **13.11.2025 to 22.11.2025**. All 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.

(5) All Head of the Offices are directed to **update the posting details** of officers under their control in ERP since their joining in ESIC and to ensure its correctness, by **12.11.2025**.

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

(7) Head of the Offices are also directed to ensure forwarding the online transfer applications **by 29.11.2025** without fail in order to ensure further necessary action at Headquarters in time bound manner. The HOO shall ensure that no transfer request remain pending on their part **after 29.11.2025**.

(8) Officers 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 officers are advised to adhere to the prescribed timeline for submitting online transfer request.

(9) In case of technical issue in 'Transfer Module' while submitting online transfer requests, the IT Help Desk 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 (13.11.2025 to 22.11.2025) 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.

(10) Attention is also invited to clause 12.2 of the aforesaid transfer/posting policy dated 18.12.2024 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. The 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 at this office.**

(11) All the Controlling Officers are advised to bring this circular to the notice of all the concerned officers/officials under proper acknowledgment.


07/11/2025

Deputy Director (EI)

To,

1. All Social Security Officers/Manager Grade-II/Superintendents.
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 Insurance Commissioner (ICT)/Deputy Medical Commissioner.
5. Insurance Commissioner (NTA), Dwarka, New Delhi/Zonal Insurance Commissioners/Zonal Medical Commissioners/Zonal Training Institutes.
6. All Additional Commissioners & Regional Directors/Regional Directors/Directorate (M) Noida/Directorate (M) Delhi.
7. Joint Director I/c/Joint Director, Establishment Branch - V, Headquarters, New Delhi/Joint Director (OL), Headquarters.
8. 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.

9. All Medical Superintendents of ESIC 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.