



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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No.A-33/19/IRT/PA/2022 E-II

Dated: - 27-11-2025

### **CIRCULAR**

**Subject: - Seeking Option for choice stations through online module from Personal Assistant 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 the post of Personal Assistant. At the outset, it is reiterated that the organisational / administrative requirement will be given top priority.

In this context, it is intimated to all concerned that a circular was issued under reference of even number dated 31/1/2025 whereby applications/options for choice of stations(s) were called for through online HRMS Module from the cadre of PA for AGT for the transfer Year-2025. But due to administrative reasons the said AGT process could not be processed as per the time schedule for the transfer year AGT-2025. As the present year is coming to end, any transfer at this stage may cause inconvenience to the Personal Assistant concerned.

Keeping in view of above and the administrative exigencies, the Competent Authority has decided that online transfer applications submitted for the Transfer Year-2025 are not to be acted upon.

Now, attention of all Personal Assistants are invited towards transfer/posting 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 Officials.

(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 Personal Assistants 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) Accordingly, concerned officials may submit their requests for choice stations through online module from **05.12.2025 to 12.12.2025**. 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 by uploading supporting documents, if any, as per para 5.3 read with clause 4 of the transfer policy.

(4) All Head of the offices are directed to update the posting details of officials

under the their control in ERP since their joining in ESIC and to ensure its correctness by **04/12/2025**.

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

(6) Head of the offices are also directed to ensure forwarding of the online transfer applications by **17/12/2025** without fail in order to ensure further necessary action at Headquarter in time bound manner. The (HOO) shall ensure that no transfer request remains pending on their part after **17/12/2025**.

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

(8) In case of technical issue in 'Transfer Module' while submitting online transfer request, 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 (**05.12.2025 to 12.12.2025**) 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 as only online applications are to be considered.

(9) 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. Controlling Officers/ Head of the Offices shall ensure the compliance of this directions and not to forward any application in physical form or through email. **It is therefore, reiterated that only those transfer requests submitted through online module shall be entertained at this office.**

(10) All the Controlling Officers are advised to bring this circular to the notice of all the concerned Officers/Officials under proper acknowledgement.



**Joint Director (E-II)**

To,

1. All Personal Assistants/ Officers.
2. PPS/PS to DG/FC/CVO, Headquarter, ESIC, New Delhi
3. PPS/PS to all the Divisional Heads, Headquarters, New Delhi.

4. PPS/PS to Insurance Commissioner (ICT)/ Deputy Medical Commissioner (ICT)
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/All Zonal Insurance Commissioners/All Zonal Medical Commissioners /Zonal Training Institutes.
7. All Additional Commissioners & Regional Directors/Regional Directors/Joint Director (I/c) / Joint Director, Establishment Branch -V, Headquarter, New Delhi.
8. Directorate (M) Delhi/Directorate (M) Noida.
9. Joint Director (OL), Headquarters/RO, Delhi /Tamil Nadu.
10. All Medical Superintendent of ESIC Hospital.
11. All Deans of Medical Colleges/ PGIMSR/ Dental Colleges/ Principal, Nursing Colleges.
12. Concerned Deputy Director/Assistant Director, Zonal Vigilance/Concerned Finance and Account Divisions.
13. Website Content Manager for uploading this circular on the website of ESIC for information of all concerned.
14. Hindi Branch/Librarian/guard file /spare copies.

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