



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



**मुख्यालय/HEADQUARTERS**  
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File No. A-22/1/2022-MED-VI

Date- .03.2025

To,

1. All Officers/Employees of ESIC Corporation
2. PPS/PS to all Divisional Heads, Headquarters, ESIC, New Delhi
3. Insurance Commissioner (NTA), Dwarka, New Delhi
4. All Zonal Medical Commissioners, ESIC
5. All Zonal Insurance Commissioners, ESIC
6. All Additional Commissioners & Regional Directors/ Joint Director (I/C)/ Joint Director,
7. Establishment Branch- V, Headquarters, New Delhi
8. Directorate(M) Noida/ Directorate(M) Delhi
9. Joint Director (OL), Headquarters/ RO Delhi/ Tamil Nadu
10. Deputy Director (OL), Headquarters/ RO Maharashtra/ Punjab
11. All Medical Superintendents of ESIC Hospitals& ESIC Model Hospitals
12. All Deans of Medical Colleges/ PGIMS/ Dental Colleges/ Principal, Nursing Colleges
13. Deputy Director/ Assistant Director, Zonal Vigilance/ Zonal Training Institutes/Finance & Accounts Divisions
14. Website Content Manager for uploading on the website of ESIC for information of all concerned.
15. Hindi Branch/ Librarian/ Guard File/ spare copies

**Subject:** Submission of options for transfer/posting through online module for Annual General Transfer-2025.

Sir,

As per transfer policy dt.17.12.2024, all Medical Officers in the cadre of AYUSH (Ayurveda and Homeopathy) are required to submit their options for place of posting through online portal deployed for this purpose. The online portal for submission of options for posting is scheduled to open from **11.03.2025, 00:01 Hrs.** The closing date for submission of options is scheduled as **17.03.2025, 23:59 Hrs.** All the requests so received shall be forwarded through proper channel by the concerned Head of Office (HoO), after verification of the details mentioned therein and uploaded supporting documents, through online mode. Head of Offices, before approving/forwarding the online transfer application shall ensure that the concerned Medical Officer fulfils the required eligibility criteria for posting as per the policy. Head of Offices are also directed to ensure forwarding the online transfer application, shall ensure that officer concerned has completed prescribed tenure as per applicable Transfer Policy, for further necessary action at Headquarters in time bound manner, on or before **19.03.2025.** HOO shall ensure that no transfer request remains pending on their part after the due date

i.e. **19.03.2025**. In case non receipt of options from Medical Officers, they will be considered for transfer as per administrative requirements, if they fall under the mandatory clause or their tenure is complete.

2. The options will be considered as per the approved policy and keeping in view the functional requirement. Mere submission of options by a Medical Officer shall not entitle any Medical Officer for posting to the chosen institution/location.

Attention is also invited to **clause 6(f)** of the policy dated **17.12.2024**, wherein 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 doctors. Medical Superintendent/Controlling Officers/ Head of the Office shall ensure the compliance of this direction.

2. Any query/ issue related to 'Transfer Module', if any, may be taken up with the ICT Division, Headquarters through e-mail at [jivnath.jha@esic.nic.in](mailto:jivnath.jha@esic.nic.in) and [med6-hq@esic.nic.in](mailto:med6-hq@esic.nic.in). All the Controlling Officers are also advised to bring this Circular to the notice of all the concerned Medical Officers under proper acknowledgment.

This issues with the approval of Competent Authority.

Asst. Director(MA)