



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



क्षेत्रीय कार्यालय / Regional Office
पंचदीप भवन, सेक्टर 19-ए, मध्य मार्ग, चण्डीगढ़
PANCHDEEP BHAWAN, SECTOR 19-A,
MADHYA MARG CHANDIGARH
Phone-0172-2544126, Email: rd-punjab@esic.nic.in
Website: www.esic.nic.in

No. A-22012/41/2022-प्रशा(चिकित्सा). / Admin (Medical)-Part(2) Dated: हस्ताक्षर तिथि

Circular

Sub: Online submission of options for transfer/posting in respect of Paramedical (Group 'C') cadre employees of ESIC Corporation for the year 2025 – reg.

Ref: ESIC Headquarters Letter No. C. No.: 779649 File No.: Z-11/11/1/Misc/2021-Med.VI-Part (3) Date: 28.12.2024.

Kind attention to Group 'C' Paramedical cadre employees of Punjab region (**Pharmacist cadre only**) is drawn to ESIC Headquarters letter dated 28.12.2024 available at Headquarters website.

All the concerned Group 'C' Paramedical cadre employees (**Pharmacist cadre only**) are requested to go through the Policy for Transfer/ posting of Paramedical Officers/Employees in Employees' State Insurance Corporation dated 28.12.2024 and submit their options for transfer posting. The online portal for submission of options for transfer / posting is scheduled to **open from 23.04.2025** and the closing time and date for submission of options is scheduled **at 23:59 Hrs. on 28.04.2025**. Option with supporting documents submitted through ERP module will only be considered as per policy.

Respective Head of Office's (HoO) are requested to forward all the requests so received to Regional Director after due verification of the details mentioned and uploaded supporting documents therein, through online mode by **23:59 Hrs on 01.05.2025**. Head of Offices, before approving / forwarding the online transfer / posting application shall ensure that the concerned employees fulfills the required eligibility criteria for transfer / posting as per the policy. HoO shall ensure that no transfer request remains pending on their part after **01.05.2025**.

Any issue related to "Transfer Module", if any, may be taken up only with the ICT Division, Headquarters through e-mail ithelpdesk@esic.nic.in.

All the Controlling Authorities are requested to bring this Circular to the notice of all the employees concerned.

This issues with the approval of the Competent Authority.

Digitally signed by
SEEMA RAWAT
Date: 21-04-2025
16:40:09

(Seema Rawat)
Assistant Director (M.A.)

Copy to: -

1. The Medical Commissioner (NZ), ESIC, Chandigarh.
2. The Medical Superintendent, ESIC, Model Hospital, Ludhiana.
3. The SMO, Regional Office, Punjab.
4. The IMO (I/c), DCBO, Rajpura / Barnala / Firozpur.
5. PR Cell, R.O., Punjab, to upload on ESIC website.