



કર્મચારી રાજ્ય વીમા નિગમ
(શ્રમ અને રોજગાર મંત્રાલય, ભારત સરકાર)
કર્મચારી રાજ્ય વીમા નિગમ
(શ્રમ एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



પ્રાદેશિક કચેરી / ક્ષેત્રીય કાર્યાલય / Regional Office
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No.37/A/22/11/IntraRegion/2025-Estt

Date:-18-03-2025

C I R C U L A R

Subject: Seeking options for choice stations through online module from the officials on the administrative side of ESI Corporation drawing scale of pay corresponding to Group-C officials of the Central Government upto the cadre of Assistant for Annual General Transfer within the region (Intra Region) for the Transfer Year 2025.

In reference to Hqrs. Office Circular No. A-33/19/2/Transfer Policy /2022-E-II-Part(2) dated 16.03.2025 (copy attached) on the above cited subject, it is informed that all the concerned officers / officials may submit their request for choice of stations through online module from **19.03.2025 to 26.03.2025** and intimate ERP Transaction number branch wise to Administration Branch, RO-Ahmedabad through mail.

Since 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 officials. Only those transfer requests which are submitted through online module shall be entertained.

In case of technical issue in 'Transfer Module' while submitting online transfer requests, the ITHelpdesk may immediately be contacted through official e-mail to ithelpdesk@esic.nic.in with a copy to jivnath.jha@esic.nic.in, by attaching a screenshot, with the request to resolve the same within the window period (**19.03.2025 to 26.03.2025**).

All the Controlling Officers are advised to bring this circular to the notice of all the concerned officials.

This issues with the approval of the Regional Director.

Encl: As above.

Deputy Director

To

1. The Medical Commissioner - West Zone, Office of MC, ESIC, Ahmedabad
2. The Insurance Commissioner - West Zone, Office of IC, ESIC, Ahmedabad
3. The Dy. Director(I/c), Sub Regional Office, ESIC Corporation, Vadodara / Surat - for necessary action at your end.
4. The Medical Supdt., ESIC Model Hospital, Bapunagar / Naroda / Ankleshwar

/ Vapi - for necessary action at your end.

5. All Branch Officers, SMO, MVO, MR, GRO, ESIC, Ahmedabad.
6. All the Branch Managers of B.O. under jurisdiction of R.O. Ahmedabad -to bring into the notice of all Officials working under their control.
7. D.D (IT Br.) Website content manager with request to upload on Regional Website.
8. Rajbhasha Shakha for Hindi version.
9. O.O file/ P.A Section