



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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Date: .05.2025

To,

1. All Zonal Medical Commissioners, ESIC
2. All Zonal Insurance Commissioners, ESIC
3. All Additional Commissioners & Regional Directors/ Joint Director (I/C)
4. Directorate(M) Noida/ Directorate(M) Delhi
5. All Medical Superintendents of ESIC Hospitals & ESIC Model Hospitals
6. All Deans of Medical Colleges/ PGIMSR/ Dental Colleges/ Principal, Nursing Colleges
7. Website Content Manager for uploading on the website of ESIC for information of all concerned.
8. Hindi Branch/ Librarian/ Guard File/ spare copies

Subject: Submission of options by Medical Officers for transfer/posting through online module for Annual General Transfer-2025 second round for Mutual Transfers (Clinical posts only) along with vacant Administrative posts reg.

Sir,

As per transfer policy dt.17.12.2024, all Medical Officers seeking Mutual transfers (Clinical posts only) may submit their request for exchange of posting through online portal deployed for this purpose.

2. Medical Officers in the cadre of Teaching Faculty (including designated teaching faculty) in the specialties of Anatomy, Physiology, Pharmacology, Forensic Medicine, and Community Medicine, may apply for Clinical Posting at the ten newly established medical colleges. Such requests will be considered based on organizational requirements.

3. Additionally, Medical Officers may also submit their options for vacant Administrative posts through online portal.

4. The online portal for submission of options for posting is scheduled to open from **30.05.2025, 00:01 Hrs.** The closing date for submission of options is scheduled as **05.06.2025, 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 for further necessary action at Headquarters in time bound manner, on or before **09.06.2025.** HOO shall ensure that no transfer request remains pending on their part after the due date i.e. **09.06.2025.**

5. Medical Officers seeking a mutual exchange of postings may submit request on online

portal specifying the employee ID and name of the Medical Officer with whom they wish to exchange. The Medical Officer they wish to exchange with must also submit a similar request online, specifying the employee ID and name of the other Medical Officer involved in the mutual exchange, as per Clause 8b. of the transfer policy.

6. Medical Officers holding Administrative posts are not eligible for mutual exchange of postings. Mutual transfers shall be carried out in respect of Medical Officers holding Clinical posts only.

7. Medical Officers who have been transferred in AGT 2025 shall be excluded from Mutual Transfers. Medical Officers who have been transferred in preceding years' AGT and joined their ordered place of posting shall be eligible to apply for mutual transfers. Such requests may be considered on case-to-case basis keeping in view the administrative requirements.

8. 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.

9. 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 and 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.

Digitally signed by
Rajesh Prasad Gupta
Date: 30-05-2025
16:28:21
Assistant Director (MA)