



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



मुख्यालय/HEADQUARTERS
पंचदीप भवन, सीआईजी मार्ग, नई दिल्ली-110002
Panchdeep Bhawan, CIG Marg, N.D.- 02
Phone: 011-23215489, VOIP: 10011074
Email: med6-hq@esic.nic.in
Website: www.esic.nic.in / www.esic.in

Dated: 20.06.2022

To,

1. All Officers/ Employees of ESI Corporation.
2. PPS/ PS to Hon'ble Minister for Labour & Employment/ Chairman, ESIC, New Delhi
3. PPS/ PS to Hon'ble Minister of State (L&E)/ Vice-chairman, ESIC, New Delhi
4. PPS/ PS to Secretary (L&E), Social Security Division – I, MoL&E, New Delhi.
5. PPS/ PS to DG/ FC/ CVO, Headquarters, ESIC, New Delhi
6. PPS/ PS to all Divisional Heads, Headquarters, ESIC, New Delhi
7. Insurance Commissioner (NTA), Dwarka, New Delhi.
8. All Additional Commissioners & Regional Directors/ Deputy Director (I/C)/ Joint Director, Establishment Branch - V, Headquarters, New Delhi
9. Directorate (M) Noida/ Directorate (M) Delhi
10. Joint Director (OL), Headquarters/ RO, Delhi/ Tamil Nadu
11. Deputy Director (OL), Headquarters / RO, Maharashtra/ Punjab
12. All Medical Superintendents of ESIC Hospitals & ESIC Model Hospitals
13. All Deans of Medical Colleges/ PGIMSR/ Dental Colleges/ Principal, Nursing Colleges.
14. Deputy Director/ Assistant Director, Zonal Vigilance/ Zonal Training Institutes/ Finance & Accounts Divisions.
15. Website Content Manager for uploading on the website of ESIC for information of all concerned.
16. Hindi Branch/ Librarian/ Guard file/ spare copies.

Subject: Transfer/ posting policy for clinical postings of doctors in ESI Corporation

Sir/Madam,

The transfer/ posting policy for clinical postings of doctors in ESI Corporation is forwarded herewith for information of all concerned.

2. This transfer/posting policy is issued with the approval of Hon'ble Minister for Labour & Employment / Chairman, ESI Corporation and shall come into force with immediate effect. All the transfers and postings will henceforth be regulated in terms of this policy till further orders. This policy may be brought to the notice of all officers/ employees working under your control.

Yours faithfully,

(Dr. Deepak Kumar Sharma)
Medical Commissioner (MA)

Transfer/ posting policy for clinical postings of doctors in ESI Corporation

Vision

To have optimal number of doctors across the country in ESIC Medical Institutions / Other Offices for delivery of medical services to stakeholders / beneficiaries.

Objectives

1. To meet organizational requirement of doctors with varied experience and job knowledge.
2. To provide an opportunity to all doctors to improve their proficiency, self-development and career path.
3. To groom officers for taking positions in higher rank and utilise their experience earned with age and position.
4. To conform to various DoPT/ Government guidelines/ Supreme Court directions, as far as possible.
5. To implement Central Vigilance Commission (CVC) guidelines regarding rotation of doctors at clinical postings and in sensitive posts.
6. To have right person at right position and place.
7. To have transparency in transfer and posting.

1. Introduction

At present, transfer/ posting of doctors is governed by the transfer/ posting policy issued *vide* this office letter no. A-22/11/1/2018-Med.VI dated 10th August, 2018. This policy for transfer/posting for doctors of ESIC has been revised as per the directions of Ministry of Labour & Employment, Government of India, New Delhi issued *vide* OM No. Z-11025/01/2022-Admn.I dated 04.02.2022.

2. Definitions

- 2.1 **Choice Station:** The place where a doctor desires to be posted, not necessarily his home station.
- 2.2 **Station:** Any city/ town (including its suburban area) where ESIC Hospital(s) and other Medical Institutions like SMO Office / DCBO / Medical Referee Offices of ESIC are located e. g. Delhi NCR, Mumbai, Bengaluru, Ahmedabad, Nagpur.
- 2.3 **Less Preferred Stations:** The stations for which nil or least number of options for choice postings are received online during the Annual General Transfer. The number and names of such stations will be finalized by the Transfer Committee keeping in view the vacancy available there and number of options submitted by doctors for transfer/postings to that station.

2.5 **Tenure:** Continuous stay at a station/office/institution for a specific period, irrespective of the post / offices / institution(s) within the same station.

2.4 **Transfer year:** The year in which the Annual General Transfer takes place.

3. Applicability

3.1. This policy shall be applicable to all cadres of medical officers such as GDMOs, Specialists including super specialists, teaching faculties, Dental, Ayurveda and Homeopathy performing non-administrative/ clinical functioning, referred to as 'Doctor' in this policy. Director General, ESIC will be empowered to include or exclude any cadre of medical officers for specific reasons.

3.2 All doctors of ESI Corporation shall be covered and will to be liable for transfer and posting anywhere in India under this policy. However, for the purpose of posting on transfer under this policy, they will be considered in the following priority: -

3.2.1 At the institution of their choice, failing which

3.2.2 At any of the institution situated at the station of their choice/posting, failing which

3.2.3 At any of the institution situated within the zone in which the medical officer is posted, failing which,

3.2.4 In the contiguous zones to the zone in which the medical officer is posted, failing which,

3.2.5 At any location where the vacancy is created/available.

3.3 The zone-wise grouping of states is as under:

S. No.	Zone	States
1.	I	Jammu & Kashmir, Ladakh, Himachal Pradesh and Punjab
2.	II	Delhi and National Capital Region (including Noida and Sahibabad), Haryana (including Gurgaon, Faridabad and Manesar) and Rajasthan (including Bhiwadi).
3.	III	Uttar Pradesh (excluding Noida and Sahibabad); Uttarakhand, Bihar and Jharkhand.
4.	IV	Madhya Pradesh and Chhattisgarh
5.	V	West Bengal; Assam & Entire NEZ and Odisha
6.	VI	Maharashtra, Goa and Gujarat
7.	VII	Andhra Pradesh, Telangana, and Karnataka
8.	VIII	Tamil Nadu, Puducherry and Kerala

3.4 Director General, ESIC will be empowered to add new states/UT to new zones and/or reorganize the zones for specific reasons.

3.5 As far as possible, services of GDMOs with PG Qualification will preferably be utilized in ESIC Hospitals. However, they can also be transferred/posted at any other ESIC Institution / Institution as per administrative requirements.

4. Annual General Transfers

4.1 Annual General Transfers would be normally ordered once a year in the month of March for which the online process through the portal would be initiated during the month of December of the preceding year.

4.2 Annual General Transfers shall consist of following three categories:

i) **Tenure Completion Transfers** - Transfers of doctors who have completed or will be completing the prescribed maximum tenure at an institution as on 31st March of the transfer year;

ii) **Request Transfer** - Request Transfer on account of family issues including medical grounds of self or family members, compassionate grounds, choice stations etc. in respect of doctor(s) who has/have completed or going to complete the prescribed minimum tenure at an institution as on 31st March of the transfer year and seek posting at his/ her choice institution/station;

iii) **Transfers on Compassionate Ground requiring deviation from the norms/criteria and tenure prescribed under this policy** – Individual requests for transfer/ posting requests received from doctors through the online portal requiring deviation from the norms/ criteria and tenure prescribed under this policy on various compassionate grounds.

4.3 Doctors under any of the clause of 4.2 [(i), (ii) & (iii)] may file their online applications through the online portal for transfer to institution and/or station(s) of their choices duly approved by Medical Superintendent/Head of the Office indicating 5 institution and/or station(s) in the order of preference. It shall be the responsibility of the Heads of the Office to ensure the veracity of the online service details/ request data and the uploaded supporting documents therein.

4.4 All cases of transfers will be dealt and decided keeping in view the weightage points secured under 'Priority Matrix' enclosed in Annexure – I of this policy. Cases of Compassionate Ground Transfers shall be considered once in a year on case-to-case basis keeping in view the weightage points secured as per Annexure I with total number of decided cases restricted to 5 *percent* of the total transfer [under clause 4.2 (i) & (ii)]. Transfer on Compassionate Grounds shall not be a matter of right and shall be subject to administrative feasibility.

4.4 Compassionate ground transfer orders covered under clause 4.2 (iii) shall be ordered at own cost of Officer concerned and TA/ DA/ JT etc. shall not be admissible to

him/ her if he/ she has not completed minimum tenure of three years at his/ her present station.

4.5 Promotion to the posts of Associate Professor, Professor and Director Professor may attract transfer if there is no vacancy in the promoted post at the concerned medical/dental college where the concerned teaching faculty is posted and there is vacancy available in the promoted post at any other medical/dental college of ESIC. While doing so, options for transfers/postings submitted online by the concerned teaching faculties will be considered by the transfer committee. However, transfer/postings will be based on the administrative requirement, vacancies available and subject to other provisions of this transfer policy as applicable.

5. Other Transfer/ Posting during the year

5.1 Transfer/ Posting orders under this clause shall cover mid-term transfers required on account of administrative exigencies to run medical institutions of ESIC smoothly, retirement of doctors, opening of new institutions, promotion, complaints, vigilance cases, public interest etc.

5.2 Transfer/ posting orders on account of administrative requirements (under clause 5.1) may be ordered by the Competent Authority prescribed as per the requirement in public interest at any time during the year.

5.3 Transfer/ posting orders in deviation of norms/ criteria prescribed in this transfer policy may also be done at any time by the Competent Authority prescribed for the purpose in larger public interest by recording the reasons on the file.

6. Transfer Committee

6.1 There shall be a Transfer Committee to deal and dispose the online applications for transfer/ posting received from the doctors under clause 4.3. The online applications shall be placed before the said Transfer Committee, which shall examine all such online requests and make its recommendations as per this transfer policy. The committee will be able to devise its own mechanism for recommending names for transfer/posting.

6.2 Transfer Committee shall consist of following Officers of ESI Corporation:

Sl. No.	Designation	
(I)	Medical Commissioner (MA)	Chairperson
(II)	Medical Commissioner (MS)	Member
(III)	Medical Commissioner (ME)	Member
(IV)	Insurance Commissioner (To be nominated by DG-ESIC)	Member

6.3 Recommendations for the Annual General Transfer in respect of cases covered under clause 4.2 (i) and 4.2 (ii) shall be made by the Transfer Committee as per criteria/ norms prescribed in this transfer policy, keeping in view the administrative requirements. The recommendations of Transfer Committee would be subject to the approval of the Competent Authority prescribed in this transfer policy. After the approval of Competent Authority, relevant transfer/ posting orders shall be issued.

6.4 Recommendations for the 'Compassionate Ground Transfer' in respect of cases covered under clause 4.2 (iii) shall be made by the Transfer Committee on case-to-case basis on merit keeping in view the administrative requirements and staffing pattern. The recommendations of Transfer Committee would be subject to the approval of the Competent Authority prescribed in this transfer policy. After the approval of Competent Authority, relevant transfer/ posting orders shall be issued.

6.5 Transfer Committee shall record reasons for its recommendations. These recommendations would be made available on the online portal.

6.6 In cases where the prescribed Competent Authority does not accept the recommendation of Transfer Committee, the reasons for such decision will be recorded and the same would be made available in the online portal.

6.7 Time schedule for various procedure/ actions related to the 'Annual General Transfer' under clause 4.3 above shall be as prescribed in the Annexure – II enclosed with this policy.

7. Norms/ Criteria for transfers/ postings

7.1 Mere existence of a vacancy at an institution/station shall not entitle a doctor to remain posted at that institution/station or doctor serving outside that institution/station to be posted to his/ her choice institution/station.

7.2 All requests received for choices postings will be considered subject to administrative feasibility and availability of vacancies.

7.3 It shall be the endeavour of the Office to alternate postings between various units of Corporation to ensure exposure to all the doctors to different facets of its functioning.

7.4 The seniority of the doctor(s) in the institution and/or station from which such transfer is being proposed shall be the primary criteria for selecting Doctor(s) for transfer. In other words, Doctors(s) posted at an institution and/or station for a longer period shall be considered for transfer out first. Doctors posted for the longest period at an institution and/or station will be considered first for posting to less preferred institution and/or station in the zone of his posting.

7.5 A doctor posted at a less-preferred stations gains 20 points for being considered to a posting of his/her choice after completing his 3 years' tenure at such station. Similarly, a doctor who has served for full tenure of 3 years or more on an administrative post will be given 20 points so that he/she has higher probability of getting posting to a choice institution/station on clinical assignment.

7.6 In case, the number of online applications for a particular institution and/or station is more than the vacancy or requirement available, tenure rendered by such doctor at that institution and/or station earlier shall also be a criterion for consideration of his/ her application(s) for such institution and/or station and the doctor who has rendered lesser tenure at that institution and/or station shall be considered first for that particular institution and/or station.

7.7 Doctors who are due for retirement on superannuation within a year may not be considered for transfer in general. However, if exigency of service requires such a transfer, orders thereof will be issued after recording the reasons in writing.

7.8 Requests of doctors who wish to be transferred at their home station within 3 year of their retirement after completing the age of 62 shall be considered on priority. To facilitate this, such doctors would be eligible to claim 20 points.

7.9 Posting consideration of Persons with Disability, Doctors who have differently abled dependents and doctors posted in North East, Andaman & Nicobar Islands, Hilly Areas, Jammu & Kashmir and Ladakh shall be governed as per extant guidelines of DoPT in the matter(s).

7.10 Posting consideration of Husband and Wife shall be governed as per guidelines of DoPT in the matter.

8. Tenure

8.1 All clinical postings of doctors shall normally be for a period of six years provided there is no serious complaint of misconduct against the doctor or it is expedient in public interest to transfer him/ her before completion of the minimum tenure. This may be extended by the competent authority with specific reasons for a further period of three years.

8.2 A medical officer including the newly appointed doctors, however, can apply for transfer/posting to another institution/station after 3 years of posting at an institution.

8.3 A medical officer posted to an administrative post can be transferred/posted to any other institution/clinical assignment as per administrative requirement/exigencies without completion of the normal tenure by the competent authority.

8.4 No doctor shall remain attached to a sensitive portfolio for more than three years as per Central Vigilance Commission (CVC) and Vigilance Division, Headquarters instructions in the matter issued from time-to-time. Compliance of rotation between sensitive and non-sensitive portfolio shall be ensured by the Controlling Officers/ Head of the Office.

8.5 The period of absence on account of EOL/Study Leave/Un-authorized absence from duty/Maternity Leave/Child care leave/EL/Commutated leave will be deducted while calculating tenure under the term head "Tenure".

9. Updation of past transfer/ posting details under online portal/ ERP

9.1 Every Doctor of the Corporation shall have to go through the details available in the ERP system related to his/ her transfer/ posting details and mandatorily add/ update/ modify his/ her past posting details since joining services under ESI Corporation, by 1st November of each year in the online portal/ ERP application developed by the ICT Division. Updated/ modified posting details would be provisional and shall be verified and approved/ freezed by the concerned Head of the Office by 15th November of concerned year from the Service Book/ Service Card of Officer concerned. Head of the Office shall be accountable for the correctness of approved/ freezed information.

9.2 It may be noted that the online transfer/ posting details, which are required to be updated mandatorily shall be the basis of ascertaining the tenure of an Officer at an Office/ station for the purpose of this policy.

9.3 Head of the Office shall ensure that all the medical officers update their past posting details as per the requirement under clause 9.1. If the details are not updated by the medical officer due to non-access to ID or any other unavoidable circumstances, Head of the Office shall ensure that past posting details of medical officer concerned are inserted by his/ her Office as per Service Book/ Service Card records of medical officer concerned. Head of the Office shall thereafter approve/ freeze the details.

9.4 In no case, updated posting details in respect of medical officers posted at an institution shall remain pending. Head of the Office shall ensure the compliance of this direction.

10. Rotation of Doctors among various institutions/ Offices/ station

In order to ensure all-round development of manpower and to equip the doctors to handle senior assignments, all the doctors are expected to work both in the Hospitals/ Dispensaries and in clinical/administrative assignments.

11. External influence

No doctor shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/ her interest in respect of matters pertaining to his/ her service including transfer in the Corporation. Any violation shall attract actions including disciplinary action as per the provisions of Rule 20 of CCS (Conduct) Rules, 1964. Any request/ representation received, indirectly viz. from parents, friends, relatives etc., shall also be treated similarly under the same rule.

12. Redressal of Transfer Grievances

12.1 There shall be a Transfer Grievance Redressal Committee to deal and dispose the online grievances received from the doctors arising out of transfer/ posting orders issued on the recommendations of Transfer Committee under clause 6 above.

12.2 All the grievances from the Officers shall be received through online portal developed by the ICT Division, Headquarters for the purpose.

12.3 Transfer Grievance Redressal Committee shall consist of following members of ESI Corporation:

Sl. No.	Designation	
(I)	Financial Commissioner	Chairperson
(II)	Medical Commissioner (RC)	Member
(III)	Insurance Commissioner (To be nominated by DG-ESIC)	Member

12.4 Committee shall look into the grievances of doctors as per the provisions of this transfer policy and dispose the grievances with the approval of the Competent Authority.

12.5 The decision of the Committee shall be made public to the doctor concerned through the online portal.

12.6 Time schedule for various procedure/actions related to the 'Redressal of Transfer Grievances' shall be as prescribed in the Annexure – II enclosed with this policy.

13. Miscellaneous

13.1 After completion of Maximum Tenure and at an institution, the online ERP portal shall prompt the doctor concerned to compulsorily give option for choice of institution/station posting as per the provisions of this transfer policy. A list of such doctors due for mandatory transfer shall also be made available through online module.

13.2 Relieving shall be indicated in the transfer order itself. Pay & Allowances shall not be drawn beyond 30 days after the relieving date specified in the transfer order by the relieving office.

13.3 In case a transfer is made in mid-academic session on account of administrative exigencies, an option to retain the Corporation accommodation/ leased accommodation up

to the end of the academic session will be allowed to the officer, if any child is studying at that station or her spouse is employed at that station.

13.4 Once a transfer order of a doctor has been issued by the prescribed Competent Authority, the doctor concerned will not be granted leave of any kind by his controlling authority. All requests for leave of any kind thereafter will be sent, through proper channel, to Medical Commissioner (MA) through email only.

13.5 The doctors may also be ordered to be stand relieved from the date of issue of order and ordered to join at the ordered place of posting without availing joining time as per administrative requirement. In such cases, the doctors will be entitled to avail joining time after joining at the ordered place of posting or get the unavailed joining time credited to their leave account as per rules.

13.6 As this 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. Controlling Officers/ Head of the Office shall ensure the compliance of this direction.

13.7 Directly Recruited Insurance Medical Officers (IMO Gr. II)/specialists /teaching faculty shall be posted in ESIC Hospitals / Institutions based on their merit after considering transfer requests from the serving medical officers of Corporation from stations where these Doctors are proposed to be posted subject to the provisions of this transfer policy.

14. Competent Authority

14.1 The Competent Authority for the purpose of this transfer policy shall be Chairman, ESIC.

14.2 Chairman, ESI Corporation shall be competent to modify the recommendations of Transfer Committee and shall have the powers to transfer any doctor on the recommendations of Director General without the recommendation of the Transfer Committee.

15. Power to remove difficulty

In case of any doubt regarding any of the provisions of this transfer policy, the matter shall be placed before the Director General for consideration. The decision of Director General in consultation with Chairman, ESIC shall be final in regard to the matters thus referred.

Encls. 1) Annexure – I
2) Annexure – II

ANNEXURE - I

[Under transfer/ posting policy of doctors for Clinical Postings in ESIC issued *vide* Hqrs. letter no. E-file No. A-22011/1/2022-MED-VI dated 20.06.2022]

PRIORITY MATRIX TO CONSIDER OPTIONS SUBMITTED FOR TRANSFERS

Sl. No.	Criteria	Weightage Point
1.	Doctors aged who have attained the age of 62 in completed years as on 31 st March of the transfer year.	20
2.	Single Woman doctor	10
3.	Single Parent	10
4.	Spouse ground (defined as per DoPT guidelines)	10
5.	Life threatening/ terminal disease – Self/ Spouse/ Children/ Dependent Parents*	20
6.	Doctors with children appearing in Class X/XII Board Examination for the academic year starting in transfer year.	10
7.	Completed 3 years of service at a less-preferred station on public interest and/or on an administrative post	20

Note 1: **Criteria for Officers with disability (PH) or Officers who have differently abled dependent children:** Transfer/ posting of Officers covered under criteria prescribed in this Note shall be recommended by the Transfer Committee for decision by the prescribed Competent Authority on case-to-case basis as per extant DoPT instructions. Transfer Committee shall consider the percentage of disability of PH Officer. Transfer Committee shall consider the percentage of disability of dependent children in respect of doctors who have differently abled dependent children.

Note 2: Maximum weightage points secured by an Officer under various criteria against one or more reasons of the above Priority Matrix shall be restricted to 30 points only.

*Note 3: Medical ailments as included in Annexure-I of OM No. Z-16024/01/2020-CHS.V dt. 10th December, 2021. In such cases, Director General, ESIC may constitute a Medical Board to ascertain the genuineness of case.

ANNEXURE - II

[Under transfer/ posting policy of doctors for Clinical Postings in ESIC issued *vide* Hqrs. letter no. E-file No. A-22011/1/2022-MED-VI dated 20.06.2022]

Date by which action to be taken	Exercise
December 1	Preparatory work of Annual General Transfer. List of doctors who are due for mandatory transfer to be made available in the online portal.
December 15 to 31	Calling of option(s) by 31 st December through online portal in respect of doctors (a) having completed or completing minimum/ maximum tenure as prescribed at a station as on 31 st March of transfer year; and (b) seeking 'Compassionate Ground Transfers under clause 4.2(iii)' of transfer policy.
February 10	Transfer Committee to recommend Annual General Transfer.
February 25	Orders for Annual General Transfer to be issued.
March 2 – 5	Online grievance representation by those aggrieved by the Annual General Transfer order(s).
March 10	Comments of Transfer Grievance Redressal Committee to be submitted before Competent Authority prescribed for the purpose.
March 15	Disposal of online grievances.

Note 1: Reference to a date in this table shall be taken as the next working day in case the indicated date happens to be a public holiday or a weekend.

Note 2: For the Annual General Transfer for the year 2022, time lines shall be circulated separately.
