



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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**F.NO. A-33/19/5/2024-Estt-II**

**Dated : 28-07-2025**

To,

1. All Officials/Employees of ESI Corporation.
2. Insurance Commissioner (NTA), Dwarka, New Delhi.
3. All Zonal Insurance Commissioners/Zonal Medical Commissioners.
4. All Additional Commissioners & Regional Directors/ Regional Directors/ Joint Director (I/C) of all ROs/SROs
5. Joint Director, Establishment Branch - V, Headquarters, New Delhi.
6. Directorate (M) Noida/ Directorate (M) Delhi.
7. All Deans of Medical Colleges/ PGIMSR/ Dental College Principal, Nursing Colleges.
8. All Medical superintendents of ESIC Hospitals & ESIC Model Hospitals.
9. Joint Director (OL), Headquarters/ RO, Delhi/ Tamilnadu.
10. Deputy Director (OL), Headquarters / RO, Maharashtra/ Punjab/ W.B.
11. Deputy Director/ Assistant Director, Zonal Vigilance/ Zonal Training Institute/ Finance & Accounts officers of all field units.

**Subject:-Standard Operating Procedure (SOP) for processing change of Region requests from employees in the Non-Medical Administrative side of ESIC in pay levels corresponding to Group 'C' Employees of the Central Government.**

Sir/ Madam,

In supersession of all previous policies on Inter Regional transfer/posting policy, a Standard Operating Procedure (SOP) for processing change of Region requests on the subject cited above is forwarded herewith for information/ implementation, to all concerned.

This Standard Operating Procedure(SOP) for processing 'change of Region' requests from employees in the Non-Medical Administrative side of ESIC in pay levels corresponding to Group 'C' Employees of the Central Government is issued with the approval of Competent Authority and shall come in force with immediate effect.

Encl:- SOPs for processing change of Region requests for employees in respect of ministerial staff UDC/Stenographer/MTS cadre.

**Yours faithfully,**

**(Arindam Bhaumik)**  
**Joint Director (E - II)**

**Copy to :-**

1. PS to Hon'ble Minister for Labour & Employment Chairman, ESIC, New Delhi.
2. PS to Hon'ble Minister of State (L&E) Vice-chairman, ESIC, New Delhi.
3. OSD/PPS to Secretary (L&E), Social Security Division - I, MoL&E, New Delhi.
4. PPS to DG/ FC/CVO, Headquarters, ESIC, New Delhi.
5. PPS/ PS to all Divisional Heads, Headquarters, ESIC, New Delhi.
6. Website Content Manager for uploading on the website of ESIC for information of all concerned.
7. Hindi Branch - with request for Hindi translation/ Librarian/ guard file/ spare copies.

**Standard Operating Procedure for Processing Change of Region Requests from Employees in the Non-Medical Administrative side of ESIC in Pay Levels Corresponding to Group 'C' Employees of the Central Government.**

**Introduction:**

Employees in the Non-Medical Administrative side of the ESIC, drawing pay levels in the 7<sup>th</sup> CPC Pay Matrix corresponding to Group 'C' employees of the Central Government are recruited at the Regional level and their Cadre Controlling Authority (CCA) is the Regional Director (RD). As such, they can be transferred only within the Region in which they are recruited. Further, they have no claim to any transfer outside the jurisdiction of their CCA.

However, in order to cater to the genuine and exceptional personal requirements of the employees, this Standard Operating Procedure (SOP) is laid down for considering requests from Regional Cadre employees on the administrative (non-medical) side drawing pay levels in the 7<sup>th</sup> CPC Pay Matrix corresponding to Group 'C' employees of the Central Government for a change from the jurisdiction of one Regional CCA to another.

**General Conditions:-**

1. Requests for a change from the jurisdiction of one Regional CCA to another are exceptions and cannot be claimed as a matter of right. Such requests are allowed only once during an employee's entire service career and are considered solely on the request of the employee.
2. For the purpose of this SOP, the "Parent Region" refers to the Region where the employee is originally recruited; and the "Receiving Region" refers to the Region for which the employee has made the request for change.
3. Eligibility for a change from the jurisdiction of one Regional CCA to another is restricted to directly recruited employees in the Regional cadres who are in their entry grade and in posts where direct recruitment is one of the modes of recruitment viz *UDC, MTS & Stenographer. Officials in other Regional Cadres such as Lower Division Clerks & Assistant which are promotional cadres and have no direct recruitment element are not eligible to request for transfers to another region. However, adhoc LDCs, adhoc Assistants and adhoc PAs who have been recruited directly as MTS, UDC and Stenographer respectively can request for such transfer and they will be treated as regular MTS, UDC and Stenographer for the purpose.* Further, this is subject to the availability of vacancies as per the reservation roster and functional requirements in both the Parent and Receiving Regions.
4. Before making such a request, an employee should be fully aware that a change from the jurisdiction of one regional CCA to another tantamounts to joining as a fresh appointee under the Cadre Controlling Authority of the Receiving Region.

Accordingly, on the date of their joining in the Receiving Region, such employees shall be placed at the bottom of the seniority list of their grade in the cadre in the Receiving Region. Further:

- a. In cases where two or more employees from the same Parent Region are approved for the same Receiving Region, their inter-se seniority from the Parent Region will remain undisturbed while being placed at the bottom of the seniority list of their grade in the cadre in the Receiving Region on the date of their joining.
  - b. In cases where two or more employees from different Parent Regions are approved for the same Receiving Region, seniority shall be determined based on the year of recruitment. For employees recruited in the same year, seniority will be determined by the date of joining, date of birth, and alphabetical order of names.
5. Eligible employees can request for a change from the jurisdiction of one regional CCA to another only after completing three years of service, including the successful completion of probation period. Employees still on probation are not eligible for a change from the jurisdiction of one regional CCA to another of regional CCA.
  6. Employees need to be clear from vigilance angle for being eligible for change from the jurisdiction of one regional CCA to another regional CCA.
  7. Eligibility for promotion to the next higher grade in the cadre in the Receiving Region shall be reckoned based on the date of joining in the Receiving region. Claims for financial upgradation (MACP), pay protection, and pay fixation will be processed in accordance with the extant DoPT instructions.
  8. No TA/DA shall be provided to the employees for such change from the jurisdiction of one regional CCA to another. However, employees may apply for leave from their own account to cover their journey period.
  9. Change from one regional CCA to another regional CCA on own request by any official in the above cadres only i.e. regular Upper Division Clerk, Multi Tasking Staff and Stenographers shall be considered against the vacancies available under Direct Recruitment Quota in the respective cadres in the region to which transfer is sought for.
  10. Change from one regional CCA to another regional CCA of any official in the above cadres from one region to another may be considered only if vacancy exists in the desired region in the same category i.e. SC/ST/OBC/UR/EWS/PwBD under DR quota so that Reservation Roster is not disturbed in any manner owing to such transfer. In other words, transfer request may be considered for the region desired by the applicant subject to availability of the vacancies in the Direct Recruitment Quota in the desired Region. Further, the vacancy should exist in the same category (UR/SC/ST/OBC/EWS/PwBD) to which the applicant belongs.

11. Any request for Change from one regional CCA to another regional CCA does not confer any right upon the applicant for transfer but the same will be subject to exigency of services and administrative convenience.
12. There would be no change from one regional CCA to another regional among RO Delhi, D(M)D, & Hqrs. Office. Applicants from other Regions (i.e. other than RO Delhi, D(M)D, & Hqrs. Office) desirous of transfer to Delhi should submit request for Delhi only without specifying any particular unit. In the event of their transfer, they would be posted in any of these units in Delhi.

#### **Steps for Processing Requests:**

1. All such requests must be processed online. The detailed timeline for submission of such requests shall be published by ESIC Headquarters. Requests submitted through any other mode (e.g., email or hard copy) shall not be considered. Application for in the event of *change from one regional CCA to another regional CCA* should be submitted only after the Competent Authority decides to call for such requests and circular in this regard is issued.
2. The Personnel & Administration Division of ESIC Headquarters shall process requests from such employees drawing pay levels in the Pay Matrix corresponding to Group 'C' employees of the Central Government for a change from the jurisdiction of one Regional CCA to another.
3. An online portal will be opened in this regard by the P&A division, ESIC Headquarters as per module prepared by ICT Division, Hqrs with the approval of the Director General (DG), ESIC.
4. Employees must submit their requests to their respective CCA on the portal developed for the purpose stating the reasons for their requests and uploading supporting documents. Requests must be submitted after agreeing to all the conditions of the SOPs and providing an undertaking (Annexure- I) on the portal to the effect that:
  - a. Later on, they will make no claims for TA/DA, seniority, or repatriation to the Parent Region.
  - b. Acceptance of their placement at the bottom of the seniority list of their grade in the cadre of the Receiving Region on the date of joining.
  - c. Unconditional acceptance of terms & conditions of the Transfer from one region to another.
5. The concerned CCA shall review the request made on the online portal and submit their recommendation for each employee based on the functional requirements of the Parent Region as well as vigilance status.
6. Upon submission, the request will automatically be forwarded to the CCA of the Receiving Region, who shall provide comments regarding functional requirements and availability of vacancies in the Receiving Region.
7. The request will then be forwarded to ESIC Headquarters, where a committee shall recommend, in respect of each employee separately, whether to consider or not to consider the request of the employee concerned for change from the jurisdiction of one regional CCA to another based on number of requests, availability of vacancies as per the roster and the functional requirements of the

- a. ***Insurance Commissioner ( Senior most) – Chairperson***
- b. ***Medical Commissioner (Medical Administration) – Member***
- c. ***Insurance Commissioner (P&A ) – Member Secretary***

**Competent Authority:**

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*Annexure- I*

**UNDERTAKING**

I have read all the clauses of SOP and hereby agree to abide by all terms & conditions laid down in the SOP regarding transfer from one region to another at own request. I will not claim any benefit after my transfer to the requested region i.e. TA/ DA, joining time, Seniority, Grant of Promotion etc. which are not provided as per the SOP. Further, I will not claim repatriation to my present region and I will be ranked junior most to all the officials of the region in the respective cadre in the gradation list in the region to which I have requested for transfer.

Date:

Signature:  
Name:  
Designation:

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