



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



क्षेत्रीय कार्यालय मुंबई/क्षेत्रीय कार्यालय मुंबई/Regional Office
Mumbai
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No.: 31-A-33/16/LDCE(HC-Astt.)/Estt.II/2025

Date: 07-11-2025

OFFICE ORDER NO. 294(A) OF 2025

In pursuance to this Office Order No.276 (A) of 2025 dated 17.10.2025 issued under reference No. 31-A/36(11)/LDCE/2024/Estt.II dated 17/10/2025 and communication of Confidential Branch, RO Mumbai dated 07.11.2025, the Regional Director (In- Charge), Maharashtra, has approved the promotion of the following official who have qualified in the Limited Departmental Competitive Examination held on 5th July, 2025 for the vacancy year 2020 to the cadre of Assistant/ Head Clerk in Level – 6 of Pay Matrix of Part A of the Schedule of the CCS (RP) Rules, 2016.

Sr. No.	Name (Shri /Smt/Kum.), Design.	Empl. ID	Categ.	Category against which selected	Present Place of posting	Ordered Place of Posting
Vacancy Year 2020						
1	SHAKTI RANJAN JENA, Astt.	172003	UR	UR	RO Mumbai	RO Mumbai

1. The declaration by the official regarding the acceptance or otherwise of the promotion offered should be communicated by **10/11/2025**. In the absence of any communication, it will be presumed that they have not accepted the promotion and no correspondence in future will be entertained in this matter.
2. The official should join at the present place of posting, provided he accept the promotion.
3. The aforesaid officials who are promoted from Upper Division Clerk to Assistant / Head Clerk shall exercise their option for fixation of pay within one month from the date of promotion under FR 22(I)(a)(1) and option once exercised will be final.
4. The promotees who have been promoted to the post of Assistant / Head Clerk through LDCE as well as DPC have the option to accept the promotion from either of the mode of promotion and the option once exercised will be final.
5. The regular promotion has been made subject to the terms and conditions of service as applicable to the similar class of employees as laid down in the ESI Corporation (Staff and Conditions of Service) Regulations, 2023 as amended from time to time.
6. The promotion and posting of the officials is ordered in public interest and they are entitled for TA/DA and Joining Time as per rules.
7. The inter-se seniority of the officials shall be determined according to the relevant Rules, in due course.
8. The promotion in respect of officials who have been ordered against reserved vacancy will be subject to satisfactory verification of their caste certificate from

Competent Authority.

9. The official declining regular promotion will not be considered for regular promotion for a period of one year and will also be passed over, resulting in loss of seniority, as per rules. Moreover, the financial upgradation under MACP scheme of such official shall also be deferred to the extent of period of debarment due to the refusal.
10. The custodian of the Service Book shall make necessary entry/ record in the Service Book regarding acceptance/ refusal of such promotion.
11. Necessary relieving and joining report may be submitted to all concerned immediately.
12. The promotion shall be subject to further orders by the Hon'ble Supreme Court as mentioned in DOPT, O.M.No. 36012/11/2016-Estt.(Res-I) {Pt-II} dated 15/06/2018.
13. Hindi version will follow.

(Rohan Azad)
Dy. Director (Admn.)

Copy to:

1. Person concerned.
2. The Director General, E-I, Hqrs. Office, New Delhi.
3. The Medical Superintendent, ESICMH Andheri/ESICH Kolhapur/Bibvewadi/
4. The Dean, PGIMSR Andheri.
5. Jt. Director (I/c), SRO Nagpur/Marol/Thane/Pune/Nasik/Aurangabad.
6. The Director, Dept. Enquiry (WZ)/Dy. Director, Vigilance (WZ)/ZTI (WZ).
7. Rajbhasha Shakha, RO Mumbai for translation in Hindi.
8. Estt. Br. I/III/Cash Branch-DDO/Fin. A/c Branch, R.O. Mumbai.
9. The General Secretary, ESIC Officers' Association, RO Mumbai.
10. The General Secretary, ESIC Employees' Union, Mumbai.
11. The Secretary, ESIC Employees' Co-op. Credit Society, Mumbai.
12. The Secretary, ESIC SC/ST/OBC Employees' & Officers' Welfare Association, Mumbai
13. SC/ST Cell, RO Mumbai/ O.O. File/ Personal file.
14. P.S. to RD(I/c)
15. ICT Branch, RO Mumbai, to upload on ESIC website.