



क.रा.बी.नि.
E.S.I.C.

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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CIRCULAR

Subject: Submission of requests related to transfer/posting.

It has been observed that several officials are submitting their requests for transfer/posting through e-mail, e-office, or by post to the Regional Office. In certain cases, such requests are also being forwarded by the respective Heads of Offices.

In this connection, attention is invited to Point No. 12.2 of the Transfer/Posting Policy of officials on the administrative side of ESIC issued vide Headquarters Letter No. Pt-A-33/19/2/TransferPolicy/2022-E-II dated 10.01.2025, which stipulates as under:

"12.2 As this policy mandates a mechanism through online portal to deal with the transfer/posting requests, physical applications/ screenshot of online options applied etc. shall not be sent by post or e-mail by the officials. Controlling Officers/ Head of the Office shall ensure the compliance of this direction."

Accordingly, all officials and Heads of Offices are hereby informed that no transfer or posting requests should be sent to the Regional Office through e-mail, e-office, or by post. Any such requests received through these means shall not be entertained under any circumstances.

It is further clarified that transfer/posting requests shall be invited only during the Annual General Transfer (AGT) process through the HRMS online portal, and such requests must be submitted through proper channel as per the provisions of the above-mentioned Transfer/Posting Policy.

All Heads of Offices are instructed to ensure strict compliance with these directions and to refrain from forwarding any physical or email-based transfer requests to the Regional Office. No action will be taken on the transfer requests received in offline mode till date and all the officials who have submitted requests in offline mode are advised to apply for transfer on online mode only during AGT 2026.

Non-compliance of these instructions shall be viewed seriously.

(Gajendra Singh)
Dy. Director (Admn)

Copy to: -

1. Dean, Medical College and Hospital, Jaipur/Alwar.
2. Joint Director, Sub Regional Office, Jodhpur/Udaipur/Alwar.
3. Medical superintendent, Esic Hospital, Udaipur/Kota/Bikaner/Bhiwadi.
4. All Branch Officers, Regional Office, Jaipur.
5. All Insurance Medical Officers-in-Charge, DCBO, under Regional Office, Jaipur.
6. All Branch Managers, Branch Offices, under Regional Office, Jaipur.
7. All Personnel, Regional Office, Jaipur.
8. Personal Assistant to Regional Director, PA Cell, Regional Office, Jaipur.
9. Notice Board.
10. Guard file.