



ALL INDIA ESIC SC/ST OFFICERS' & EMPLOYEES' FEDERATION

PANCHDEEP BHAWAN, CIG ROAD, NEW DELHI - 110002.

EMAIL : heera@myesic.com & mahinder@myesic.com

www.myesic.com

(Regd.No. S/27858 of 1995)

WORKING PRESIDENT
JALIM SINGH AHIRWAL

SR. VICE-PRESIDENT
MAHESH KUMAR

SECRETARY GENERAL
HEERA SINGH

SECRETARY (PUB. RELATION)
ANIL KUMAR

SECRETARY (FOR NCR)
JAGDISH

FOUNDER MEMBER
SHRI BHAGWATI PRASAD
RETD. INS. COMMISSIONER

ADDL. SECY. GENERAL
B. GNANA KUMAR

SECY. FINANCE
RAJ KUMAR

ASSISTANT SECY. FINANCE
UMESH KUMAR

VICE-PRESIDENTS
MAHINDER SINGH (N.ZONE)
G. SELVA KUMAR (S. ZONE)
RAJENDRA TUDU (E. ZONE)
M. G. SORTE (W. ZONE)

ASST. SECY GENERAL
ANITA SURESH (N.ZONE)
G. NARAYAN SWAMY (S. ZONE)
R. N. MALLICK (E. ZONE)
SUNIL KR. DEDE (W. ZONE)

JOINT SECRETARY
KULDEEP KUMAR (N. ZONE)
D. Y. GIRI (S. ZONE)
VIDHYANAND DAS (E. ZONE)
JAGDISH SALVE (W. ZONE)

LIAISON SECRETARIES
GOVERDHAN DAS (N. ZONE)
K. SATYANARAYANA SWAMY
(S. ZONE)
SUDIP KUMAR SARKAR
(E. ZONE)
RAM CHANDRA JATIA
(W. ZONE)

INTERNAL AUDITORS
KULDEEP KUMAR
KAJLASH CHAND

F.No. AIESIC.SC/ST.FED. 2015-5.

Dated 17th June, 2015.

To,

The Director General,
Employees' State Insurance Corporation,
Panchdeep Bhawan,
CIG Road, New Delhi -110002.

Subject: Representation regarding violation of transfer and posting policy of ESIC with respect to officers of Group A - Case of Shri Tri Rattan, Assistant Director (OL), SRO, Okhla.

Respected Sir,

With due regard, I would like to bring to your kind knowledge the transfer/posting case of Shri Tri Rattan, Assistant Director (OL), SRO, Okhla who has recently been promoted to the post of Deputy Director (OL) RO, West Bengal vide Office Order No. 107 of 2015 dated 02-06-2015 under file No. A-33/13/DD (OL)/2014/E-I enclosed as Annexure - A.

In this regard, I am enclosing representation of Shri Tri Rattan, AD (OL) dated 03-06-2015 and 04-06-2015 enclosed as Annexure - B and Annexure - C in which he have indicated his personal problems on the basis of which he has sought compassionate posting in NCR of Delhi.

Further to above, I would like to invite your kind attention on Transfer Posting Policy of ESIC with respect to Group 'A' and Group 'B' Officers working in Administration Side a copy of which is enclosed as Annexure - D. It has been observed that the Management has been unfair to members of SC/ST and allocated posting by violating norms as laid down in transfer policy. Following gross violation of transfer policy was observed :



Contd. Page No. 2/-

etc

1. All the 4 officers who have been allocated posting vide above Office Order has completed their tenure of three years in present place of posting and hence were liable for transfer. However, three of the officers have been transferred and one has been adjusted in present place of posting.
2. While transferring officer to distant location the policy of first come first go policy was not followed. As a result officer who has got longest stay in NCR and was never subject to uncomfortable transfer earlier was again adjusted in NCR. Whereas officers who had already completed tenure of 8 to 10 years in uncomfortable postings are again made subject to uncomfortable posting.
3. The management has followed 4th guideline of transfer policy with respect to all General Category Officers whereas the same was not followed in the case of Shri Tri Rattan, AD (OL) who was neither adjusted in NCR nor in North Zone consisting of States of J & K, H.P., Punjab, Chandigarh, Haryana, Uttaranchal, Delhi & U.P.
4. The management has followed 7th guideline of transfer policy with respect to only three officers whereas one officer was kept out of ambit of this guideline.
5. The management has ignored following facts also which could have also been considered while deciding the posting of our member :
 - i) ESIC Hqrs Office has got sanctioned post of Director (OL), Joint Director (OL), Deputy Director (OL) and Assistant Director (OL) out of all these posts only one post of Deputy Director (OL) is filled and rest are still vacant in Headquarters Office. Hence, three Sr. Most officers are required in Headquarters Office. Only one officer is posted in headquarters office against these three posts. The man who is posted here is Sr. Most and will become Joint Director (OL) and Director (OL) in due course and will remain in NCR for whole of his service career.
 - ii) The posts of AD (OL) of Regional Office, Delhi, Regional Office, Faridabad, Director (Medical) Delhi and National Training Academy, Dwarka are also vacant.

The matter was brought to the notice of Sr. Officers personally who have clearly shown their inability to follow transfer policy. The matter was also discussed personally with the then Director General, Shri Anil Aggarwal also who assured to examine the case but has not taken any cognizance of these gross violations. We have made sufficient efforts to seek justice but the grievance redressal mechanism of ESIC which has totally collapsed.

Before raising these issues before other grievance redressal forums, I would again like to take this opportunity to seek justice for our member through your good office.

In view of above facts, I humbly submit before your good-self to kindly be considerate on grievance of our aggrieved member and adjust him in NCR of Delhi.

Yours faithfully,



(Heera Singh)
Secretary General

Enclosed: as above.



HEADQUARTERS
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN, C.I.G. ROAD, NEW DELHI- 110002
<http://esic.nic.in>

Annexure - A

No. A-33/13/DD (OL)/2014/E-I

Dated: 02.06.2015

OFFICE ORDER NO. 107 OF 2015

The Competent Authority is pleased to order the regular promotion of the officers in the cadre of Assistant Director (Official Language) to the post of Deputy Director (Official Language) on the recommendations of the DPC / UPSC as under:-

Sl. No.	Name of Officer S/Sh.	Present posting	Posting Ordered on Regular Promotion
1	Sham Sunder Kathuria	ESIC Hqrs., New Delhi	ESIC Hqrs., New Delhi
2	Shyam Kumar	SRO, Noida	Regional Office, Punjab
3	Surya Prakash	S.R.O., Pune	Regional Office, Maharashtra
4	Tri Rattan	S.R.O., Okhla	Regional Office, West Bengal

The regular promotion of the officers will be effective from the date they assume charge of the promoted post.

The pay on promotion will be fixed in PB-3 Rs. 15600 - 39100/- with grade pay of Rs. 6600/- as per the provisions of FR22(1)(a)(1). The officers shall exercise their option for fixation within one month from the date of issue of this order.

Officers at sl. no. 2, 3 and 4 are entitled for T.A. / D.A. / Joining Time as per rules.

The charge report of the officers may be sent to all concerned.

Hindi version will follow.


(MANISH GUPTA)
DEPUTY DIRECTOR

1. The officers concerned.
2. P.S.s / P.A.s. of all Divisional Heads, Hqrs. Office.
3. The Secretary, UPSC w.r.t. their letter no. F.No. 1/39(1)/2015-AP2 dated 19.05.2015.
4. Insurance Commissioner (NTA)
5. All the Regional Directors/Directors/Joint Director /c
6. Director (M) Delhi/Director (M) Noida
7. All the Medical Superintendents of ESIC Hospitals & ESIC Model Hospitals / Dean, Medical Colleges / Dental College
8. All officers Hqrs.
9. Director / Jt. Director, Zonal Vigilance
10. Concerned Dy. Director (F) / Asstt. Director (F)
11. W.C.M. for uploading the order on the website.
12. Hindi Cell Hqrs. for Hindi version / Personal File / Guard File / Spare copy.

⑥ सैबी मैत्र पचास के आसपास पहुँच गई है। मैंने भी अपने जीवन को कष्टों में डेरा है। मेरी तबीयत निरंतर ठीक नहीं रहती है। मुझे जोड़ों में दर्द रहता है। इसके बावजूद मैंने कई सफल प्रयोग किए हैं और सहज जाकर काम भी किया है। लेकिन इन दिनों मेरी अस्वास्थ्य प्रतिक्रिया की स्थिति/हालत बहुत दयनीय है। ऐसे में दिल्ली से बाहर दूर आकर उपचार करने पर विचार करती हूँ।

विषय - राजभाषा आधुनिकीकरण के लिए उच्च शिक्षण क्षेत्र में अंग्रेजी माध्यम से अध्यापन को प्रोत्साहित करने का निर्णय।
पूर्वक अभिवादन करते हुए मेरा स्थानांतरण नई दिल्ली स्थित निगम कार्यालयों/
ग्रहोपस्थितियों / राष्ट्रीय उद्घरण प्रकाशनी (दिल्ली) में करनी की कृपा करें।

निवेदन है कि आपके दिनांक 28/05/2024 के पत्र सं. ए-33/13/डीडी(राज्य)/आप/ई के तहत मेरी पदोन्नति करते हुए मेरा स्थानांतरण उ० क्षेत्र का०, ओखला से क्षेत्रीय कार्यालय ग्रुप रियल एस्टेट ग्रुप में किया गया है। क्षेत्रीय कार्यालय पश्चिमी बंगाल में स्थानांतरण किए जाने से मेरे पारिवारिक जीवन पर संकट आ गया है। मुझे सबसे ज्यादा दूर स्थानांतरित करने मेरे सरकारी कार्य स्थलों (Places of Employment) की अनदेखी की गई है। सरकारी सेवाओं के दौरान सबसे ज्यादा स्थानांतरित होना है और पारिवारिक जीवन को भी दुख पहुँचाया है। मैं अपनी स्थिति निम्नलिखित प्रकार से समझा रहा हूँ जिसका प्रयोग इस प्रकार है -

स्वामी ने कई शिक्षा कायलिय में कार्यभार ग्रहण गुवाहाटी में किया। वहाँ चार साल रहा। इसके बाद कानपुर गया। कानपुर साढ़े पाँच साल रहा। इसके बाद महाराष्ट्र के सतारा में स्थानांतरण हुआ। सतारा ११६ मास रहा। इसी बीच ईएसआई में तैनाती होने पर चेन्नै स्थित क्षेत्रीय कायलिय में स्थानांतरण पर चला गया। चेन्नै में मैंने आठ साल पूरे किए। इसके बाद बड़े परेशानी भरे दिनों को सेलते हुए मेरा स्थानांतरण उ० क्षेत्र का० ओरवला में किया गया। यहाँ कुछ वर्ष बीत जाने के बाद मेरा स्थानांतरण पुनः इतनी दूर कर दिया गया है कि मैं बहुत व्यथित हूँ। तैनाती का-यजन करते वक़्त इस बात की अनदेखी की गई है।

② मेरी पत्नी की तबीयत पिछले 10 वर्षों से खराब चल रही है। मैं हर्डिजेशन में रहती हूँ। मेरी पत्नी और छोटे बच्चों की देखभाल करने वाला और कोई नहीं है। मेरे मातापिता भी बहुत असहाय हैं।

③ मेरे माता-पिता भी बहुत बुजुर्ग हैं। मेरी माताजी हाई प्रेसॉन्ट हैं। शूगर के साथ-साथ जोड़ों के दर्द से पीड़ित रहती हैं। अचानक तबीयत बिगड़ जाने पर तुरंत अस्पताल में भर्ती करा पड़ता है। उधर मेरे पिताजी भी मुझपर आश्रित हैं। अस्पताल लाने-ले जाने के लिए मैं स्वयं मदद करता हूँ। मेरे दूर चले जाने पर वे भर आएंगे।

(4) हाल ही में, मेशी पत्नी की छोटी बहन का अचानक देहांत हो गया है। उनकी मानसिक स्थिति बहुत खराब चल रही है। बहुत गहरा खदमा लगने से डिप्रेशन में है। मेशी पत्न के माता-पिता भी बहुत बुजुर्ग हैं। पिताजी को आंखों से दिखाई नहीं देता है। उनकी तबीयत खराब होने पर मैं ही उनकी मदद के लिए आगे आता हूँ। मेरे दूर चले आने पर उनपर भारी संकर आ जाएगा।

मेरे बच्चे अभी सुशपर आश्रित है। बड़ी लड़की कॉलेज में पढ़ रही है। वह भी बीमार रहती है। दूसरी लड़की की अगले वर्ष बोर्ड परीक्षा है। तीसरा बच्चा (लड़का) नौवीं कक्षा में पढ़ रहा है उसके जीवन में भी आठ दिन टूट आता रहता है उसे भी अस्पताल में भर्ती करना पड़ता

सेवा में,

महानिदेशक
कर्मचारी राज्य बीमा निगम
मुख्यालय
कोटला रोड
नई दिल्ली-110002

विषय-मुख्यालय के कार्यालय आदेश सं.-107/2015 के दिनांक 02.06.2015 के संबंध में अभ्यावेदन

महोदय,

निवेदन है कि मुख्यालय से जारी पत्र के अंतर्गत मेरी उप निदेशक (राजभाषा) के पद पर पदोन्नति के कार्यालय आदेश के तहत मेरा स्थानांतरण उप क्षेत्रीय कार्यालय, ओखला से क्षेत्रीय कार्यालय, पश्चिम बंगाल कर दिया गया है। इसी क्रम में मैंने दिनांक 03.06.2015 को अपनी पारिवारिक समस्याओं का हवाला देते हुए पुनर्विचार हेतु अभ्यावेदन प्रस्तुत किया गया है। मैं अपनी सरकारी सेवाओं की स्थिति एवं निजी व्यथा को पुनः अगली कार्यवाही हेतु प्रस्तुत कर रहा हूँ जिसका ब्योरा इस प्रकार है-

(1) सरकारी सेवाओं की स्थिति-

क्र.सं.	विभाग	पदनाम	तैनाती स्थान	तैनाती वर्ष
1	हिंदी शिक्षण योजना, (राजभाषा विभाग, गृह मंत्रालय)	हिंदी प्राध्यापक	गुवाहाटी (नियुक्ति)	वर्ष नवंबर, 1994 से आरंभ
2	-वही-	-वही	कानपुर	वर्ष सितंबर, 1999 से आरंभ
3	-वही-	-वही	सतारा	वर्ष मई, 2004 से आरंभ
4	क.रा.बी.निगम (श्रम एवं रोगजार मंत्रालय)	सहायक निदेशक (रा.भा)	चेन्नई (नियुक्ति)	वर्ष अक्टूबर, 2004 से आरंभ
5	-वही-	-वही	उ.क्षे.का., ओखला	वर्ष फरवरी, 2011 से आरंभ
6	-वही-	उप निदेशक (रा.भा)	क्षे.का., प. बंगाल	स्थानांतरण आदेश (जून 2015 से आरंभ)

तैनाती का चयन करते समय उपर्युक्त तथ्यों की अनदेखी की गई है।

(2) मेरी पत्नी की पिछले 10 वर्षों से तबीयत खराब रहती है। उनका दिल्ली में इलाज चल रहा है। (कागजात संलग्न है) मेरे तीन बच्चे पूर्ण रूप से मुझ पर आश्रित हैं। मेरी दो बड़ी लड़कियां हैं। एक कॉलेज में पढ़ रही है और दूसरी कॉलेज में आएगी। मेरा पुत्र अभी छोटा है। मेरे दूर चले जाने पर यहां के असुरक्षित वातावरण के कारण उनके जीवन में संकट आ जाएगा।

(3) मेरे माता-पिता दिल्ली में ही रहते हैं। वे बहुत बुजुर्ग हैं। मेरे पिता शूगर पेसेंट हैं और जोड़ों में दर्द से पीड़ित हैं। वे ज्यादा चलने-फिरने में असमर्थ रहते हैं। मेरी माताजी अनेक बीमारियों से घिरी हुई हैं। उनकी बाईपास हार्ट सर्जरी हुई है। वे शूगर की पेसेंट हैं तथा जोड़ों के दर्द से भी पीड़ित हैं। आए दिन उन्हें दिल्ली के अस्पताल में भर्ती कराना पड़ता है। वहां अस्पताल में मैं ही रुककर दिनरात उनकी देखभाल करता हूँ। मेरे दूर चले जाने से उनके शेष जीवन में संकट आ जाएगा। (कागजात संलग्न है)

(4) वर्तमान आदेश में ऐसे राजभाषा अधिकारी भी हैं जो अपनी नियुक्ति से ही दिल्ली या एनसीआर में लंबे समय से

हैं। उन्हें आज तक दिल्ली एवं एनसीआर के अलावा अन्य स्थानों में तैनाती नहीं दी गई है। स्थानांतरण के नीति एवं नियम के होने के बावजूद भी ऐसा होना न्यायसंगत नहीं है। जबकि मैंने निगम को दी गई सेवाएं (12 वर्ष) में से अधिकतम समय (07 वर्ष) दिल्ली एवं एनसीआर से बाहर (अर्थात् चेन्नई में) रहकर पूरी की हैं।

(5) मुख्यालय से जारी पत्र के अनुसार यदि ये आदेश वरिष्ठता के आधार पर किए गए हैं तो वरिष्ठ व्यक्ति को वृहत् क्षेत्रीय कार्यालय का कार्य दिया जाना चाहिए था, परंतु वर्तमान जारी आदेश में वरिष्ठ लोगों को सबसे कम कार्यभार, कम क्षेत्राधिकार, कम स्टाफ व कम शाखा कार्यालय वाले क्षेत्रीय कार्यालयों पर तैनाती आदेश दिए गए हैं, जबकि इस आदेश में सबसे कनिष्ठतम अधिकारी को सबसे वृहत् क्षेत्राधिकार, शाखा कार्यालय, वृहत् स्टाफ पर तैनाती के आदेश दिए गए हैं। यह किस नियम, नीति एवं धारा के आधार पर किया गया है। क्योंकि उपर्युक्त ब्योरे के आधार पर मुझे ऐसा प्रतीत होता है कि इस आदेश में किसी भी नियम, कानून और धारा का पालन नहीं किया गया है।

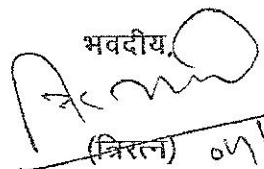
(6) मैं, अनुसूचित जाति से संबंध रखता हूँ। क्या ^{रसी} कारण उपेक्षाभाव रखते हुए मेरा स्थानांतरण दूर किया गया है ? उपर्युक्त तथ्यों को देखते हुए आप यह निष्कर्ष निकाल सकते हैं कि मैं सदैव प्रताड़ित हुआ हूँ।

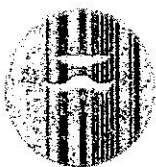
(7) मुख्यालय से जारी पत्र के अनुसार नई दिल्ली एवं मुख्यालय में उप निदेशक (राजभाषा) का पद सृजित नहीं किया गया है। लेकिन वर्तमान में फिर भी वहां पर (मुख्यालय में) तैनाती के आदेश दिए गए हैं। यदि स्थानांतरण/पदोन्नति की नीति इसी प्रकार है तो आपसे से विनम्र अनुरोध है कि उपरोक्त तथ्यों को ध्यान में रखते हुए मेरी नियुक्ति भी दिल्ली एवं एनसीआर में कर दी जाए।

अतः अनुरोध है कि मेरी परिस्थितियों एवं निगम को मेरी आज तक दी गई सेवाओं को ध्यान में रखते हुए मेरी नियुक्ति दिल्ली एवं एनसीआर में कर दी जाए।

मैं आपका सदैव आभारी रहूंगा।

संलग्न-यथोपरि

भवदीय,

(निरल) 04/6/17
सहायक निदेशक (राजभाषा)



HEAD QUARTERS
EMPLOYEES STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN: C.I.G. ROAD; NEW DELHI-110002

No:-A-22(13)1/2014-E.I

Dated: - 2.12.2014

To,

- 1) All the Regional Directors.
- 2) The Joint Director, Admn -V, Hqrs Office,
- 3) All the Director/Joint Director In-charges of SROs.
- 4) Director (Medical) Delhi/Director ((Medical) Noida/Director ESIC Hospital, K.K. Nagar,
- 5) All the Medical Superintendents of ESIC Hospital.
- 6) All the Medical Superintendents of ESIC Model Hospital.
- 7) Dean, ESIC Medical Colleges/Dental Colleges

Sub: - Transfer/posting policy of Group 'A' & 'B' Officers on the Administrative side.

Transfer policy for effecting transfers and postings of Group 'A' & 'B' officers of ESIC on the administrative side was last circulated vide this office letter No. A-22(13)1/2002-E.I. dated 17.3.2005. In view of the DoP&T communication vide No. 11013/10/2013-Esrt. A dated 26.12.2013 and MoL&E letter No. A-11017/03/2014-SS.I dated 18.3.2014 and also present needs of the organisation, in supersession of the previous policy in this regard the Transfer Policy of Group 'A' & 'B' Officers on the Administrative side is being revised. Accordingly, the following guidelines will be adopted while considering the transfers and postings of officers of these categories:-

- (1) **Transfer liability:** - All Group 'A' & Group 'B' Officers would continue to be liable for transfers and postings anywhere in India.
- (2) **General Transfers:** General Transfers would normally be made in the months of March, April or May every year, keeping in view the commencement of academic sessions so that the hardship caused to the employees in securing admission for their wards in educational institutions is minimized. However the transfer/postings orders may be done at any time in exceptional cases on account of administrative exigencies, in public interest or in case of promotion to higher grade. Complaints, vigilance cases etc. against the serving Officers and administrative requirements like job requirement, skill and experience shall also be taken into account while deciding transfers/postings.
- (3) **Tenure:** - All postings of Group 'A' & Group 'B' officers shall normally be for not less than two years, provided there is no serious complaint of misconduct against the Officer or it is expedient in public interest to transfer him/her before completion of the minimum tenure. Any transfer/posting of Officers before completion of minimum tenure will be made only after the reasons for such transfer/posting are examined by the Transfer Committee and its recommendations are approved by the Competent Authority. Only the active service in a particular tenure will be counted for determining the duration of the tenure. If an officer is to be transferred before the completion of the normal tenure of two years, the reasons therefore will be recorded in file while ordering the transfer. 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, if any child is studying at that station. The maximum tenure for every Group 'A' & 'B' officer in a particular post/establishment in respect of officers posted in Regional Office, Sub-Regional Office and Divisional Office would be 3 years and the same at one station would be 6 years. In respect of officers posted in the rest of offices, the maximum tenure in a particular post/establishment and at one station would be 4 and 8 years respectively. Any exception to this tenure posting can be allowed only in exceptional circumstances on account of administrative exigencies with the approval of the Competent Authority.

(4) **Option:** - Officers in the cadre of Assistant Directors and Deputy Directors are as far as possible accommodated in one of the five geographical zones of their choice. Option will be called for from the existing officers in these cadres to indicate three zones of their choice in order of priority and attempts will be made to post them in the zone(s) of their choice subject to availability of posts. In the event of non-availability of posts in the first zone, they will be considered for postings in the zones of their second or third choice.

The zones for this purpose would be as given below:-

Zone	States
North Zone	Jammu & Kashmir, Himachal Pradesh, Punjab, Chandigarh, Haryana, Utrakhnad, Delhi and Uttar Pradesh.
East Zone	West Bengal, Orissa, Bihar, Jharkhand, Sikkim & North Eastern States.
West Zone	Maharashtra, Gujrat, Rajasthan and Goa.
South Zone	Karnataka, Kerala, Tamil Nadu, Andhra Pradesh, Telangana and Pondicherry.
Central Zone	Madhya Pradesh and Chhattisgarh.

(5) **Request for transfers:** - All the requests for transfers should be sent by the officers of Group 'A' & Group 'B' through proper channel, so as to reach the Hqrs. Office before the 31st December of the preceding year. The requests should be for transfer/posting at Stations of his/her choice but not for transfer/posting to a particular post (s). Such requests for choice posting will be considered subject to administrative feasibility and availability of vacancies. No representation for transfer/posting will be entertained after orders for annual transfer/postings are issued.

(6) **Special Consideration for husband and wife :-** As far as possible attempts will be made to post the husband and wife, if they are both working in the ESIC, at the same station subject to availability of posts and their suitability.

(7) **Rotation of officers in various posts and stations:** - In order to ensure all round development of manpower and to equip the officers to handle senior assignments, all the officers up to the level of Joint Directors are expected to work both in the field and in secretarial assignments. They will be rotated among the Regional Office, Sub-Regional Offices, Offices of the State Senior Medical Commissioners, Offices of the State Medical Commissioners, ESIC Hospital, ESIC Model Hospitals, ESIC Medical Colleges, ESIC Dental Colleges and the Hqrs Office.

(8) Officers due for retirement: - A person in the last year of service would not normally be transferred from where he/she is posted. If exigencies of services require such a transfer, orders thereof will be issued by the competent authority after recording the reasons therefor.

(9) Leave after transfer:- Once a transfer order of an Officer has been issued by the competent authority, the officer 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 the authority which has issued the orders of transfer.

(10) Outside influence/political influence: - No officer shall bring outside influence/political influence to further his request for posting of his choice as enumerated in Rule 20 of CCS (Conduct) Rules, 1964 which prescribe that "No Government Servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under Government". Any violation of the said Rule will be viewed seriously and stern action including disciplinary action will be taken against such delinquent Officers under the provision of Conduct Rules.

(11) Transfer Committee: - There will be a Transfer Committee for the Non-Medical Personnel of ESIC to recommend the transfer/postings of the officers/staff having All India transfer liability, as per extant transfer policy. The order constituting the Transfer Committee would be issued with due approval of the Director General. Such orders would be formally notified as well as placed in the public domain. The representations concerning transfer/posting orders issued by the Hqs Office, or for cadre change under IRT, will also be considered by the Transfer Committee.

(12) The recommendations of the Transfer Committee would be subject to the approval of the Director General, ESIC who is the Competent Authority.

(13) On administrative grounds and in exigencies of public work, the competent authority may make deviation from the above guidelines for transfer by recording on the file the reasons in writing.

I request you to kindly ensure that all the officers working under you are informed of the contents of this letter.

Yours faithfully



(A.K. SINGHA)

ADDITIONAL COMMISSIONER
FOR DIRECTOR GENERAL



मुख्यालय
HEADQUARTERS OFFICE

Annexure - E

कर्मचारी राज्य बीमा निगम
EMPLOYEES STATE INSURANCE CORPORATION
(An ISO 9001:2008 certified organisation)

पंचदीप भवन, सी.आई.जी. मार्ग, नई दिल्ली-2

PANCHDEEP BHAWAN C.I.G MARG NEW DELHI-2

Website: esic.nic.in/ Ph. 011-23234092

No. A-27/17/1/Vth/2008-E.III

Date: 09.08.2011

MEMORANDUM

SUB: Creation of posts in the Official Language hierarchy of the ESI Corporation.

Consequent upon the approval of the Corporation in its meeting held on 29.07.2011 sanction of the Director General is hereby communicated for the creation of the following posts in accordance with the directions of the Ministry of Labour for Cadre Formation of Official Language hierarchy in ESI Corporation.

Sl. No.	Name of the post	Pay structure			No. of Posts
		Pay band	Corresponding pay in the PB	Grade pay	
01	Director (Official Language)	PB-4	37400-67000	8700	01
02	Joint Director (Official Language)	PB-3	15600-39100	7600	02
03	Dy. Director (Official Language)	PB-3	15600-39100	6600	04

The post at Sl. No.1 is earmarked for ESIC Hqrs office and the post at Sl. No.2 are created one each for North & South Zones. The post at Sl. No.3 are created for the regions of Tamilnadu, Maharashtra, West Bengal and Punjab.

(S.P. PANDEY)

ASSISTANT DIRECTOR

To

1. PPS to Director General/PS to FC/IC/Commissioner (P&A) for information.
2. PS to Commissioner (NTA)/ Commissioner (ICT)/ Commissioner (Rect.) for information.
3. All Regional Directors/ Dir.(M) Delhi/ Jt. Director (OL)/Jt. Director I/II/V (Hqrs.)/Directors/Joint Directors (I/c)/ All Jt. Director/ Dy. Director (fin).
4. Joint Director-I, Hqrs office for information and necessary action regarding Recruitment Rules.
5. Director (Fin.), ESIC, Hqrs. Office for information.
6. Joint Director (Official Language), Hqrs office for information and necessary action.
7. Assistant Director (System) with the request to upload this Memorandum on the web site of ESIC.
8. Raj Bhasha Cell for information and necessary action.
9. Guard File/ Spare copies.

ASSISTANT DIRECTOR