



தொழிலாளர் அரசு காப்பீட்டுக் கழகம்
(தொழிலாளர் மற்றும் வேலை வாய்ப்பு
அமைச்சகம், இந்திய அரசு)
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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செ.நா. 51-A-22.15/24/2025-ADMN

दिनांक Date: 12.12.2025

परिपत्र CIRCULAR

विषय Sub: Online submission of options for transfer/posting in respect of Group 'C' employees on the administrative side (upto cadre of Assistant)

संदर्भ Ref: 1) ESIC Headquarters Letter & Policy No. Pt-A-33/19/2/TransferPolicy/2022-E-II dated 10.01.2025
2) ESIC Headquarters office circular no. Pt-A-33/19/2/TransferPolicy/2022-E-II-Part (2) dated 05.12.2025

Kind attention of officials on administrative side of Group 'C' (upto the cadre of Assistant) is drawn to Transfer/Posting policy of Group C officials mentioned in reference (1) above ibid available at console no. 19485/2025 and Headquarters Circular regarding seeking option for choice stations mentioned in reference (2) above ibid available at console no. 23636/2025.

With reference to the captioned Transfer Policy Group 'C' employees on the Administrative side (upto the cadre of Assistant) within the Region, the Head of the Offices are requested to ensure that the past transfer/posting details of all the concerned employees are correct and up to date in the ERP module.

All the concerned Group 'C' employees on administrative side (up to the cadre of Assistant) are requested to go through the said Policy captioned in reference (1) above and submit their options for transfer/posting in accordance with the aforementioned policy. The online portal for submission of options for their transfer/posting is opened on **12.12.2025** – **23:59 Hrs** and the closing time and date for submission of options is scheduled at **23:59 Hrs. on 22.12.2025**. **Option with supporting documents submitted through ERP module only will be considered as per policy.**

Respective Head of Office (HoO) are requested to forward all the requests so received to Regional Director after due verification of the details mentioned and uploaded supporting documents therein, through online mode by **23:59 Hrs on 26.12.2025**. Head of Offices, before approving/forwarding the online transfer/posting application shall ensure that the concerned employee fulfills the required eligibility criteria for transfer/posting as per the policy. HoO shall ensure that no transfer request remains pending on their part after **26.12.2025**.

Any issue related to "Transfer Module" may be taken up with the ICT Division, Headquarters as mentioned in Headquarters office circular cited in reference (2) above, through e-mail @ ithelpdesk@esic.gov.in by attaching a screenshot within the window period with a copy to jivnath.jha@esic.gov.in

All the Controlling Authorities are requested to bring this Circular immediately to the notice of all the employees concerned.

This issues with the approval of the Regional Director In-charge.

K. Shony
12/12/25
उपनिदेशक (प्रशासन)
Deputy Director (Admin)

To

1. SRO I/c of – Salem/Coimbatore/Madurai/Tirunelveli
2. The Dean/Medical Superintendent – ESIC Hospital(s) – KK nagar, Tiruppur, Tirunelveli
3. Branches/Branch offices under RO/SRO(s)/ESICH(s)
4. PR Branch, ESIC R.O Chennai – for uploading in website.