



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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सं No. 51-A-22(15)-T.Posting(Nursing&Paramed)/2022/Admn-Part(6)

दिनांक Date: 09.07.2025

परिपत्र CIRCULAR

विषय Sub: Online submission of options for transfer/posting in respect of Paramedical Group 'C' employees within Tamil Nadu region for the year 2025 – Reg.

संदर्भ Ref: ESIC Headquarters Letter & Policy No. Z-11/11/1/Misc/2021-Med.VI-Part(3), Date: 28.12.2024

Kind attention to all Paramedical cadre employees of Group 'C' of Tamilnadu region is drawn to ESIC Headquarters circular mentioned at reference ibid available at console No. 19284/2024 dated: 30.12.2024 of ESIC Headquarters website.

With reference to the Transfer Policy Group 'C' Paramedical cadre employees within the Region mentioned above, the Head of the Offices are requested to ensure that the past transfer/posting details of all the Paramedical employees are correct and up to date in the ERP module.

All the concerned Group 'C' Paramedical cadre employees are requested to go through the said Policy for Transfer/Posting of Paramedical officers/employees issued by ESIC Headquarters vide letter dated 28.12.2024 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 **09.07.2025 – 15:00 Hrs** and the closing time and date for submission of options is scheduled at **23:59 Hrs. on 16.07.2025. Option with supporting documents submitted through ERP module only 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 18.07.2025**. 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 **18.07.2025**.

Any issue related to "Transfer Module" may be taken up with the ICT Division, Headquarters through e-mail @ **ithelpdesk@esic.nic.in**.

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

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

उपनिदेशक (प्रशासन)
Deputy Director (Admin)

To

1. The Medical Commissioner, SZ, ESIC R.O Bangalore – for information.
2. The Insurance Commissioner SZ, ESIC R.O Bangalore – for information.
3. The Dean, ESIC Medical College and Hospital, KK Nagar,
4. The Medical Superintendent, ESIC Hospital, KK Nagar
5. The Medical Superintendent, ESIC Hospital, Tirunelveli
6. The Medical Superintendent, ESIC Hospital, Tiruppur
7. SRO I/c of – Salem/Coimbatore/Madurai/Tirunelveli
8. ICT Branch, ESIC R.O Chennai – for uploading in website.