



गुजरात क्षेत्रीय कार्यालय  
GUJARAT REGIONAL OFFICE  
कर्मचारी राज्य बीमा निगम

**ESIC-2.0**  
Chinta Se Mukti

EMPLOYEES' STATE INSURANCE CORPORATION

श्रम एवं रोज़गार मंत्रालय, भारत सरकार / Ministry of Labour & Employment, Govt. of India

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## CIRCULAR

**Subject:- Indicative Draft Transfer Policy**

1. Employees will be transferred in such a way that they get exposure to work in Revenue, Benefit, General Branch, Administration, Fin. & A/Cs and Co-ordination branches and also to work in Branch Offices/Hospitals/SMC Office for at least two years during the period, in the cadre of UDC and Assistant put together.
2. Regional Seniority should be strictly followed for promotions and transfers.
3. Employee who is going to retire in two years may be exempted from policy, if possible.
4. Duration of out station rotational transfer should not exceed one and half year, with both sides in public interest. In case of requests, it will be at own cost but not before one year.
5. Employee staying in Staff Quarters may be allowed to retain staff quarter during the period of their stay at out station on transfer, as per extant Govt. Rules.
6. Female staff members in UDC and Assistant cadre will not be transferred outside their choice station (Ahmedabad, Vadodara, Surat etc.) except where disciplinary action is involved.
7. Physically Handicapped employees who are unable to move without help should be kept at nearest place to their residence as far as possible.
8. Posting of officials under Meritorious Sports Quota may be posted nearby to their training center, as per Hqrs Office instructions.
9. For officials who seek transfer from one accounting unit to another may be done by calling options every year and should be done with the consent of transfer committee which includes one member from that accounting unit.

However, transfer/posting of officials will be finalized as per administrative exigencies, on the merit of each case.

This issues with the approval of Regional Director.

(Praveen Sehgal)  
Dy. Director (Admin)

**Note:-** (1) This is an indicative draft policy which is being circulated among all staff members.  
(2) Feedbacks, Changes or Suggestions, if any, are invited and may be submitted within one month from the date of this circular.