



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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No. A-33/19/5/2024-Estt-II

Dated: 02-03-2026

CIRCULAR

Subject: Seeking online applications for processing change of Region requests from employees in the Non-Medical Administrative side of ESIC in the cadre of UDCs, Stenographers and MTS-reg.

Attention is invited to this office letter No. A-33/19/5/2024-Estt-II dated 28/07/2025 wherein the SOP/ policy for **processing change of Region requests from employees in the Non-Medical Administrative side** in the cadre of UDC/ MTS/ Stenographer Cadres was circulated with the approval of the Competent Authority. The said SOP/policy for shifting of officials from one Cadre Controlling Authority (CCA) to another Cadre Controlling Authority envisages portal based online mechanism for calling change of region at own request in the cadre of UDC, MTS and Stenographer through HRMS module.

All the officials in the cadre of UDC, MTS and Stenographer who fulfill the eligibility criteria along with other criteria as on **31/3/2026** as specified in the said SOP/policy and are interested to apply for change of Region/ CCA may log in to the HRMS Module and apply online for such change at their own request. Regular LDCs, Assistants and Personal Assistants are not eligible for applying under the SoP/policy for change of region. However, Adhoc LDCs, Adhoc Assistants and Adhoc PAs can apply for the change of region as per said SoP/policy against the DR vacancy in the respective category. In case the applicant wishes to submit any document, the same should be scanned and uploaded on the HRMS module.

The officials who are interested and eligible to apply for the change of Region/ Cadre Controlling Authority at their own request, may apply through online module which will be available from **05/03/2026** to **13/03/2026(23.59.59 hrs)**. For concerned officials who intend to withdraw the said request, the same is allowed to be withdrawn within the above specified time period.

All the Controlling Officers are directed to bring this Circular to the notice of all Officials under their control and also to ensure to forward only the online applications in respect of eligible officials as per the said SOP/ policy for change of region through online HRMS module as per procedure laid down the said SOP to Hqrs. Office by **18/3/2026** completed in all respects along with **applicable category wise vacancy position of the recipient region as laid down in the ibid SOP**, so that processing of the same can be done at Hqrs Level expeditiously.

In this connection all RDs/Director-V, Hqrs. office of receiving regions are

hereby advised to update the actual vacancies available in the respective category as on **31/3/2026** as applicable in the cadre pertaining to SOP (i.e. UDC/ MTS/ Steno) in the online portal.

It is further clarified that only online applications which are submitted within the due date shall be forwarded by the Controlling Authority as above and no offline application shall be entertained.

Any query/issue related to "Transfer Module" for **Non-Medical Administrative side posts (Group-C)** in the cadre of UDC/ MTS/ Stenographer, if any, may be taken up with the ICT Division, Hqrs. through e-mail at ithelpdesk@esic.gov.in and ict-hqrs@esic.gov.in. As regards, clarification/query, if any on the referred SoP/ Policy, the same may be referred to Estt. Branch-II, Hqrs, vide E mail at jd-admin2@esic.gov.in.

This issues with the approval of Competent Authority.

Digitally signed by
Arindam Bhaumik
Date: 02-03-2026
10:35:41
Joint Director (E-II)

To:-

1. All Additional Commissioners & Regional Directors/Regional Directors/Joint Director (I/C), ESIC, Regional Offices/JD I/Cs, SRO, ESIC.
2. IC(NTA)/Zonal Training Institutes.
- 3.IC/CTO, ICT Division, Hqrs. Office.
4. All Medical Superintendents, ESI Hospitals.
5. All Deans of ESIC Medical Colleges/ PGIMSR/ Dental Colleges/ Principal, Nursing Colleges.
6. Director/ Joint Director (Estt- V & I), Hqrs Office.
7. Directorate (Medical) Delhi/ D(M)D Noida.
8. JD/DD/AD(ICT), Hqrs. with the request to deploy the said IRT module as per requirement of SOP for change of region/ policy and operationalize the link of calling online options with effect from **05/03/2026** and close the same on **13/03/2026(23.59.59 hrs)** on the part of applicants.
9. Hindi Branch/ Librarian/ Guard File/ spare copies.
10. DD, WCM, Hqrs. with the request to upload the circular on the website of ESIC.