

**REPORT OF THE TRANSFER COMMITTEE FOR INTRA SUB REGION TRANSFER /
POSTING OF NON-MEDICAL STAFF IN THE CADRE OF ASSISTANT, UDC, LDC AND
MTS FOR ANNUAL GENERAL TRANSFER WITHIN THE SUB REGIONAL OFFICE
KOZHIKODE FOR THE TRANSFER YEAR – 2026**

In pursuance of Headquarters, ESI Corporation letter No Pt-A-33/19/2/Transfer Policy/2022-E-II dated 10.01.2025 read in conjunction with Circular No Pt-A- 33/19/2/Transfer Policy/2022-E-II-Part (2) dated 05.12.2025, the Joint Director has ordered to constitute Transfer Committee for SRO Kozhikode, for transfer/posting of Officials on the administrative side of ESI Corporation drawing scale of pay corresponding to Group 'C' officials of the Central Government up to the Cadre of Assistant (Assistant, Upper Division Clerk, Lower Division Clerk, Multitasking Staff, etc.) as detailed below:-

<u>Sl No</u>	<u>Name</u>	<u>Designation</u>	<u>Role</u>
1	Sri. Vignesh Prabhu S	Deputy Director, (Revenue) SRO Kozhikode	Chairman
2	Dr. Derin T P	Medical Referee, Regional Office Thrissur	Member
3	Sri. Girish C	Assistant Director, (Administration) SRO Kozhikode	Member Secretary

Pursuant to the orders the committee discussed in detail the guidelines issued by ESIC Headquarters in accordance with the approved Transfer Policy for Transfer/Posting of Non-Medical Staff in the Cadre of Assistant, Upper Division Clerk, Lower Division Clerk and MTS posted under SRO Kozhikode for Annual General Transfer for the Transfer year 2026.

With respect to Para 5.2 of the Transfer Policy, the following cases were considered by the Transfer Committee :-

<u>Sl No</u>	<u>Category</u>	<u>No of Cases</u>
1	Request Transfer – (Online requests with options)	31
2	Officials Transferred to SRO vide Annual General Transfer Order of Regional Office- Kerala	03
3	Tenure Completion Transfer Cases (As on 31.03.2026)	01
4	Cases of Rotation of officials in sensitive/ non-sensitive posts with respect to CVC guidelines	01
TOTAL		36

The Committee examined all cases keeping in view the following principles laid down in the policy:

- (a) Organizational interest and administrative requirements were accorded paramount importance in all decisions.
- (b) Transfer to any particular station/office was not treated as a matter of right and was considered only subject to administrative feasibility.
- (c) Efforts were made to ensure equitable distribution of officials on the Administrative side across various offices within the Sub Region for optimal functioning.
- (d) Due consideration was given to availability of vacancies and requirement of officials with varied experience and domain expertise.
- (e) All requests for choice postings were considered location/ station-wise in the order of preference opted by the officials.
- (f) In compliance with the guidelines of the Central Vigilance Commission, rotation of officials from sensitive to non-sensitive posts (and vice versa, wherever required) has been ensured. Officials who have completed prescribed tenure in sensitive assignments have been identified and recommended for appropriate rotation.

In adherence to the above guidelines given in the Transfer Policy, the committee submits its recommendations as *Annexure* to this report.

The recommendations of the Committee have been made strictly in accordance with the approved Transfer Policy, giving highest consideration to organizational interest and administrative requirements. Individual preferences have been considered only to the extent feasible and subject to vacancy position and functional necessity.

The Committee submits the enclosed recommendations for approval of the Competent Authority.

(Dr. Derin T P, MR)
Member

(Sri. Girish C, AD)
Member Secretary

(Sri. Vignesh Prabhu S, DD)
Chairman