

RECOMMENDATIONS OF THE TRANSFER COMMITTEE, SRO ERNAKULAM FOR THE ANNUAL GENERAL TRANSFER OF UDCs and LDCs FOR THE YEAR 2025.

As constituted by the Competent Authority vide Circular number 47-A-22/15/01/2023-Adm dated 12.05.2025, the Transfer Committee consisting of the undersigned Officers met in Hybrid mode on 29.05.2025 and discussed in detail the instructions given in the ESIC Head Quarters Transfer/Posting policy of officials on the Administrative side of ESIC drawing scale of pay correspondence to Group 'C' officials of the Central Government.

ESIC Head Quarters Office, vide Circular No 18-A/22/12/2/2022-Estt dated 19.03.2025 had called for options for Choice Stations through online module from the official in the cadre of Non-Medical Staff up to the cadre of Assistant for Annual General Transfer within the region (Intra Region) for the Transfer Year-2025 and accordingly based on the online options received, ESIC Regional Office Kerala has issued Annual General Transfer orders for the year 2025 in respect of UDCs & LDCs issued vide Regional Office Order Numbers 128 of 2025 and 129 of 2025 respectively dated 20.05.2025. The Committee examined the said Office Orders along with the online options for Choice Stations submitted by the Officials, under SRO Ernakulam and the Officials transferred from another Region to SRO Ernakulam. The Committee also examined the posting details of Officials, along with their tenure in the current location, sanctioned strength/In- position of staff in various cadres at all the Offices under SRO Ernakulam, to consider the Administrative Requirements/ Exigencies to ensure the smooth running of the Offices.

After examining the above details the Committee has decided to proceed further to examine the Options/ Requests for Choice Stations and make recommendations based on the principles laid down in the Transfer Policy as below.

- a) To adhere to the directions given at Clause 5.2(i) and (ii) of the Transfer Policy with regards to the Tenure Completion Transfer and Request Transfer.
- b) To decide on options/ requests based on the broad directions/ principles given at Clause 7.1 to 7.7 of the Transfer Policy.
- c) The provisions given at clause 6.1 & 6.2 of TP with regard to Administrative Exigencies to ensure smooth functioning of Offices was given due considerations by the Committee while deciding on the options/requests. In cases where transfer out from a Station/Accounting Unit is recommended against their options or where no options are submitted, are decided based on the principles given at para 7.5 of the TP. Multiple requests for Transfer received to a particular Station/Office, in excess of existing vacancy/requirement, are decided based on the principles laid down at clause 7.5 and 7.6
- d) The provisions given at clause 4.2 of the Transfer Policy with regard to compliance of Central Vigilance Commission and Vigilance Division, Headquarters

instructions on the Rotation of staff in Sensitive Posts, has also been considered by the Committee

Duly considering the above principles/guidelines stipulated in the Transfer Policy and after due deliberations, the Transfer Committee recommendations on Annual General Transfer for the year 2025 under SRO Ernakulam for Non-Medical Ministerial Staff in the cadre of Multi Tasking Staff is enclosed herewith as **Appendix A**. Details of the Officials whose transfer requests has not been considered by the Committee, along with reasons thereof, are enclosed as **Appendix B**.

The recommendations of the Transfer Committee is hereby submitted to the Competent Authority for further necessary action

BHARADWAJ V.R.
(Deputy Director)
Member

Dr. Ambili V.M
(Medical Referee, SRO Ernakulam)
Member

AKHIL NAMBIAR
(Deputy Director)
Chairman

Appendix A

RECOMMENDATION FOR POSTING OF OFFICIALS UNDER SRO ERNAKULAM**UDCs & LDCs**

Sl.No	Name (Sri/Smt/Kum)	Employee ID	Posting ordered/ Present place of posting	Recommended place of posting	Remarks
1	Krishnapriya M N	171375	SRO Ernakulam (Under orders of transfer and posting from RO Thrissur)	UDC, SRO Ernakulam	As per Clause 7.2& 7.3
2	Aparna Prasad	181671	SRO Ernakulam (Under orders of transfer and posting from RO Thrissur)	UDC, BO Kottayam	As per Clause 7.2& 7.3
3	Anu Ambrose	110348	SRO Ernakulam (Under orders of transfer and posting from RO Thrissur)	UDC, BO Angamaly	As per Clause 7.2& 7.3
4	Aswathy M Asok	136567	SRO Ernakulam (Under orders of transfer and posting from SRO Kozhikode)	UDC, SRO Ernakulam	As per Clause 7.2& 7.3
5	Abhilash Paulose	136686	SRO Ernakulam (Under orders of transfer and posting from ESIC Hospital, Udyogamandal)	UDC, BO Perumbavoor	As per Clause 7.2& 7.3
6	Shiji A K	116904	SRO Ernakulam (Under orders of transfer and posting from ESIC Hospital, Udyogamandal)	UDC, BO Aluva	As per Clause 7.2& 7.3
7	Ranjana M R	173274	SRO Ernakulam (Under orders of transfer and posting from ESIC Hospital, Udyogamandal)	UDC, BO Aluva	As per Clause 7.2& 7.3
8	Vishnu Mohan	171379	UDC, BO Ettumanoor	UDC, BO Thodupuzha	As per Clause 5.2(ii) 7.2& 7.3
9	Renjith C R	17143	UDC, BO Perumbavoor	UDC, BO Angamaly	As per Clause 5.2(i), 7.2& 7.3
10	Divya Latha N Shenoy	171541	UDC, BO Ernakulam	UDC, SRO Ernakulam	As per Clause 5.2(i)& 7.1
11	Sathesh Kumar K O	139163	UDC, BO Kalamassery	UDC, BO Ernakulam	As per Clause 4.1 & 7.2, 7.3

12	Ramesh R	171492	UDC, SRO Ernakulam	UDC, BO Kochi	As per Clause 5.2(i), 7.2& 7.3
13	Bibin Joseph	173674	UDC, SRO Ernakulam	UDC, BO Tripunithura	As per Clause 5.2(i), 7.2& 7.3
14	Bineesh B	171238	UDC, BO Tripunithura	UDC, BO Kottayam	As per Clause 4.1, 5.2(i), 7.2& 7.3
15	Lissa Maria Joseph	173479	UDC, BO Kottayam	UDC, BO Ettumanoor	As per Clause 5.2(i), 7.2& 7.3
16	Athul M G	173256	SRO Ernakulam (Under orders of transfer and posting from SRO Thiruvananthapuram)	LDC, SRO Ernakulam	As per Clause 5.2(i), 7.2& 7.3
17	Midhun Subramanian	173725	SRO Ernakulam (Under orders of transfer and posting from ESIC Hospital, Udyogamandal)	LDC, BO Ernakulam	As per Clause 5.2(i), 7.2& 7.3
18	Bibin K B	173375	LDC, BO Thodupuzha	LDC, BO Ettumanoor	As per Clause 5.2(i), 7.2& 7.3
19	Aswathijith M	188013	MTS BO Kochi	MTS SRO Ernakulam	As per Clause 4.1

Appendix B**LIST OF REQUESTS NOT CONSIDERED FOR TRANSFER & POSTING**

<u>UDC and LDC</u>				
Sl.No	Name (Sri/Smt/Kum)	Employee ID	Designation & present place of posting	Remarks
1	Unnikrishnan M	181663	UDC BO Kochi	The official has not completed minimum tenure (not even completed 1 year) at present station and also considering administrative exigencies
2	Jyotish Kumar	145574	Assistant (I/c) BO Vyttila	The official has not completed minimum tenure and also requested for retaining at same station
3	Nidhin Nelson	176312	UDC SRO Ernakulam	The official is from PWD category and has requested to retain at present station on account of his physical incapacities.
4	Johnson M J	138982	LDC SRO Ernakulam	The official has not completed maximum tenure and also requested to retain at the same office
5	Akhil Joseph	1366856	UDC BO Thodupuzha	The official has not completed minimum tenure and retained on administrative exigencies.
6	Robin K Sunny	181672	UDC BO Kottayam	The official is from PWD category and has requested to retain at present station on account of his physical incapacities.
7	Srikanth G Krishnan	173630	UDC BO Vytilla	No completed maximum tenure and retained on account of administrative exigencies
8	Ajith J	173704	UDC BO Kalamassery	No completed maximum tenure and retained on account of administrative exigencies
9	Reshma S	171394	UDC BO Kalamassery	No completed maximum tenure and retained on account of administrative exigencies