

**RECOMMENDATIONS OF THE TRANSFER COMMITTEE, SRO ERNAKULAM FOR THE ANNUAL GENERAL TRANSFER OF ASSISTANTS 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 26.05.2025 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 Assistants vide Office Order Numbers 127 of 2025 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****ASSISTANTS**

Sl.No	Name (Sri/Smt/Kum)	Employee ID	Present place of posting	Recommended place of posting	Remarks
1	Shyni S P	139081	SRO Ernakulam (Under orders of transfer and posting under SRO Ernakulam)	Assistant, SRO Ernakulam	As per Clause 5.2(i),7.2& 7.3
2	Ajai M M	138167	Audit Party, SRO Ernakulam	Head Clerk (I/c) BO Kottayam	As per Clause 4.2, 4.3, 5.2(i), 7.2&7.3
3	Haneesh Kumar N.P	123496	Head Clerk (I/c) BO Kottayam	Assistant (I/c) BO Ettumanoor	As per Clause 4.1 & 7.3
4	Deepak George	145563	Assistant (I/c) BO Ettumanoor	Assistant, Audit	As per 4.1 & 7.3
5	Sunitha Raveendran	147431	Assistant, BO Kottayam	Assistant, SRO Ernakulam	As per Clause 4.2, 4.3, 4.5, 5.2(i), 7.2&7.3
6	Jasmine Jose	110589	Assistant(I/c), BO Thalayolaparambu	Assistant, BO Udyogamanal	As per Clause 4.1, 4.2, 7.2& 7.3
7	Jerry Andrews	145508	Assistant, SRO Ernakulam	Assistant(I/c), BO Thalayolaparambu	As per Clause 4.2, 4.3, 4.5,5.2(i), 7.2&7.3
8	Dhanya A.V	148028	Assistant SRO Ernakulam	Assistant BO Ernakulam	As per Clause 4.2, 4.3, 5.2(i), 7.2&7.3
9	Kiran Krishna	116219	Assistant BO Ernakulam	Assistant SRO Ernakulam	As per Clause 4.2 ,7.2& 7.3
10	Veena Rajendran	146610	Assistant SRO Ernakulam	Assistant(I/c) BO Kalamassery	As per Clause 4.2, 4.3, 5.2(i), 7.2&7.3
11	Vineetha Thomas	147391	Assistant(I/c) BO Kalamassery	Assistant SRO Ernakulam	As per Clause 4.1 & 7.2, 7.3

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**Chairman**

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

<b><u>Assistants</u></b>				
<b>Sl.No</b>	<b>Name (Sri/Smt/Kum)</b>	<b>Employee ID</b>	<b>Designation &amp; present place of posting</b>	<b>Remarks</b>
1	Jyotish Kumar	145574	Assistant (I/c) BO Vytilla	The official has requested for retaining at same office and has not completed minimum tenure
2	Justin Jose	171733	AssistantP, SRO Ernakulam	Vacancies not available for the choice station and the official has not completed maximum tenure at present office. May be retained considering administrative exigencies.
3	Rahul C	110259	Assistant(I/c) BO Angamaly	Vacancies not available for the choice station and the official has not completed minimum tenure
4	Radhika K	123563	Assistant, SRO Ernakulam	The official has requested for retaining at same office
5	Deepthy Mohan	161583	Assistant, BO Ernakulam	The official has requested for retaining at same office. May be retained considering administrative exigencies.

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