



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



मुख्यालय
Headquarters
पंचदीप भवन सी.आई.जी. रोड, नई दिल्ली-110002
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-110 002
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संख्या A-22/15/2/2023(SSO - DPC)-स्था I

दिनांक 15-04-2024

To

1. All Addl. Comrni. & Regional Directors/ Regional Directors/ Deputy Director (I/c) Regional Offices/Sub Regional Offices.
2. D (M) D, Delhi
3. Jt. Director (E.V) Hqrs. Office, New Delhi.

Subject:DPC for the year 2021, 2022 & 2023 for promotion to the post of SSO/Manager Grade-II/Supdt. – reg.

Sir/Madam,

It is informed that the last Departmental Promotion Committee (DPC) for promotion to the post of SSO/Manager Gr.II/Supdt. was held on 12.04.2021 for the vacancy year 2019 & 2020.

In order to hold the meeting of the Departmental Promotion Committee for promotion to the post of SSO/Manager Grade-II/Supdt. It is requested to send the details of all regular Assistant Head Clerks of your region as per the All India Seniority List upto the year 2016-2017 strictly in the following proforma.

In addition, particulars of regular Assistant /Head clerk belonging to PWD Officials who have rendered 03 years of regular service in the grade as on 01.04.2023 may also be sent separately in the proforma.

Sl. No.	Employee ID	Sl.No. & Year in the All India seniority list	Name of the Assistant/Head Clerk	Date of Birth (verified from the service records)	Category	Date of regular promotion in the cadre of Assistant /Head Clerk	whether officiating as SSO or not
1.	2	3	4	5	6	7	8

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Vigilance clearance along-with details of penalty, if any rendered along-with date of completion of penalty	Present place of posting RO/SRO/Hospital etc.	Remarks if any
9	10	11

Please ensure that all the columns of the aforesaid proforma need to be duly filled in all respects and audited by the Regional Finance before the details are sent. A certificate to this effect that no senior has been left out about the last regular Assistant /Head Clerk mentioned in the list in respect of your region should also be submitted.

Further, the details of Assistant / Adhoc SSO who Vol. Retd/Expired/Resigned during the year 2021 to 2023 may also be intimated in a separate sheet.

The aforesaid information alongwith updated APAR Dossiers may be forwarded through email at estt1-hq@esic.nic.in latest by 18.04.2024.

This issues with the approval of competent authority.

Signed by

Sunil Kumar Gautam

Date: 15-04-2024 09:57:44
Assistant Director(E-I)

Copy to :

1. Establishment Branch-II, Hqrs. Office with the request to furnish the upto date final seniority list in the cadre of Assistant /Head Clerk to this branch urgently in order to hold the DPC for promotion to the post of SSO/Manager Gr.II/Supdt. vacancy year 2021 to 2023.
2. Website Content Manager for uploading this Circular on the website of ESIC for information of all concerned.
3. Hindi Branch/Librarian/ guard file/ spare copies.
