

**Fwd: [All AC-cum-RDs/Directors/JD Incharges] User Manual of Option Window for Inter Region Transfer of Gr. C Paramedical Cadre****From :** Regional Director <rd-karnataka@esic.gov.in>

Mon, Mar 24, 2025 10:25 AM

**Subject :** Fwd: [All AC-cum-RDs/Directors/JD Incharges] User Manual of Option Window for Inter Region Transfer of Gr. C Paramedical Cadre 1 attachment**To :** Administration Branch Karnataka <admn-karnataka@esic.nic.in>**From:** "JIV JHA" <jivnath.jha@esic.nic.in>**To:** "rd esic-list" <rd.esic-list@lsmgr.gov.in>, "ms esic-list" <ms.esic-list@lsmgr.gov.in>, "dean esic-list" <dean.esic-list@lsmgr.gov.in>**Cc:** "MEDICAL BR. VI HQRS." <med6-hq@esic.gov.in>, "Dr Amit Kumar, CMO ICT" <dr.amit.kumar@esic.nic.in>, "anup singh" <anup.singh@presto.co.in>**Sent:** Monday, March 24, 2025 10:14:57 AM**Subject:** [All AC-cum-RDs/Directors/JD Incharges] User Manual of Option Window for Inter Region Transfer of Gr. C Paramedical Cadre

Sir,

Please find attached herewith the User Manual of Option Window for Inter Region Transfer of Gr. C Paramedical Cadre. Please circulate it to all concerned in soft copy only.

Regards,

**Jiv Nath Jha**Assistant Director (ICT)  
ESIC HQ

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Rd.esic-list mailing list -- rd.esic-list@lsmgr.nic.in

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 **User Manual of Option\_for\_Request\_Inter-Region\_Group\_C Paramedical v1 0 (1).pptx**

7 MB



# Inter-Region Option for Request Group C – Paramedical



Overview

Workflow

User Roles under User Management Module

Creation of Option for Request Group C – Inter Region (Paramedical)

Process flow for verification and approval of transaction with Screen Shots

# Overview – Option for Request (Inter-Region Group C) Paramedical

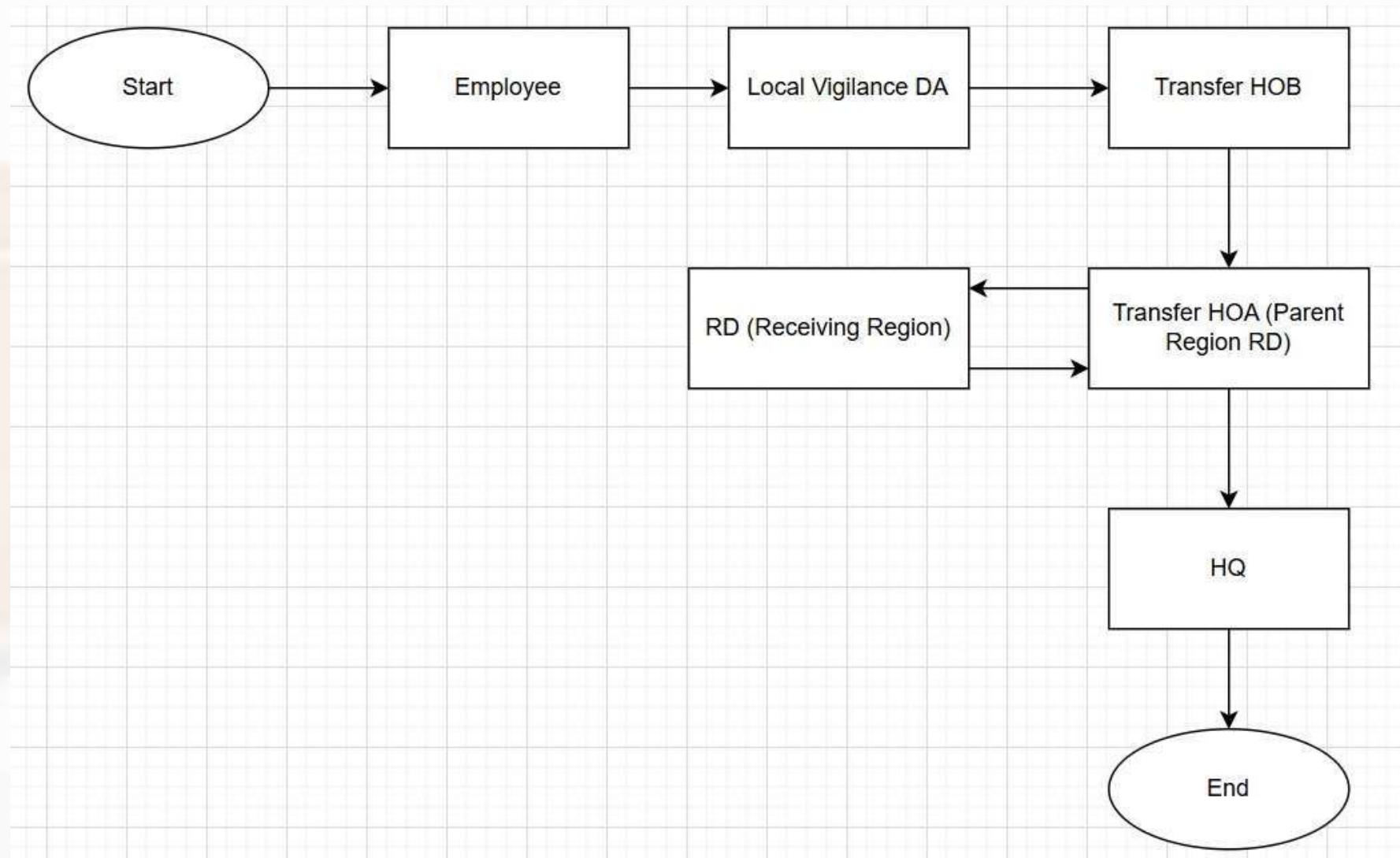


Transfer is a process of placing employees in positions where they are likely to be more effective or where they are to get more job satisfaction. There is no change in the responsibility, designation, status or salary. It is a process of employee's adjustment with the work, time and place. Transfer may also be made as a disciplinary action. There is a well-structured transfer policy in organizations where an employee may be transferred either because of the needs of the organization or at their own request.

- The user manual is to guide for user on new transfer policy by making provision to ESIC Employee for submission of 'Option for Request'. This user manual will show the process/ workflow of 'Option for Request' Inter-Region Group C (Paramedical).
- Employees can request for transfer to their choice of Region subject to approval of competent authority.
- This module is applicable for Inter Region Group C - Paramedical Cadre.



# Workflow - 'Option for Request – Group C (Inter Region)



# User Roles for 'Transfer Request – Self' under User Management Module



## User Management

### Employee Details

Employee Number :	147267	Name :	Mr. Training HRMS
Location :	ESIC - HQ	Cadre :	Chief Medical Officer

### User Role Mapping Details

Payroll	Finance	HRMS	Material Management
<b>Transaction Name</b>			<b>Role Description</b>
			<input type="checkbox"/> Transfer Grievance DA
			<input type="checkbox"/> Transfer Grievance HOB
Transfer Request Self			<input checked="" type="checkbox"/> Local Vigilance DA <input checked="" type="checkbox"/> Transfer HOB <input type="checkbox"/> Super Admin <input type="checkbox"/> Transfer DA <input checked="" type="checkbox"/> Transfer HOA (Medical) <input type="checkbox"/> Transfer HOA (Non Medical) <input checked="" type="checkbox"/> HQ Med. 6
Transfer Request Self New			<input type="checkbox"/> ZMC
Travel Request			<input type="checkbox"/> Travel Request DA <input type="checkbox"/> Travel Request HOA

Click on check box to assign roles

	Granted
	Revoked

Submit

Cancel



# **Master Screen to Enable/ Disable Option for Request (Inter Region – Group C Paramedical)**

# Employee Login through [myesic.esic.gov.in](http://myesic.esic.gov.in) or [gateway.esic.gov.in](http://gateway.esic.gov.in)



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Please use your user credentials to Sign In.

Best view at 1024 x 768 resolution (IE 7.0+ & Mozilla 3.0+)

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/ using below methods."

Web Portal- [ithelpdesk](http://ithelpdesk)

Send mail to [Centralservicedesk@esic.in](mailto:Centralservicedesk@esic.in) with Subject Line (New Incident)

Call to VoIP Helpline : 7001

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Enter User Name and  
Password in Text Box

Please Login with your credentials

User Name:

traihr

Password:

\*\*\*\*\*

Log In

Forgot Password

Property Management Department

ContractManager  
PrimaveraWeb  
DSRPRO

Click on Log IN Button



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**Click on HRMS 2.0**

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## Master Screen to Enable/ Disable Option for Request

Path : HRMS 2.0 → Administration → Transfer Module → Option / IRT Request → Manage Transfer Enable for Nursing / Paramedical Grp. A,B,C

The screenshot shows the HRMS 2.0 application interface. At the top, there is a navigation bar with various modules: Home, Administration, Infrastructure Details, ESS, Final Settlement, Masters, Migration, MyData, Pension, Reports, Task List, JR Reg. & Postings, and Vigilance. Below the navigation bar, a message box displays 'Logged in as: Mr. Tr' and 'Location: Training Accounting Unit Current Location: ESIC - HQ' with a 'Close' button. The main content area features a large 'HRMS 2.0' logo. On the left, there is a 'Message Board' sidebar with a yellow background. The 'Transfer Module' menu is open, showing the following options:

- Transfer Module
- Option/ IRT Request
- Create New
  - List
  - Manage Transfer Request Self
  - Manage Transfer Grievance & Redressal
  - Manage Transfer Grievance & Redressal of Medical Clinical
  - Upload E-signed Transfer Order
  - Manage Transfer Enable for Group C
  - Manage Transfer Enable for Nursing/Paramedical Group A,B,C

A blue callout bubble points to the 'Manage Transfer Enable for Nursing/Paramedical Group A,B,C' option in the 'Create New' list.

Click on Manage Transfer Enable for  
Nursing / Paramedical Grp. A,B,C

Self" under Transfer Module

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# Master to enable/ disable call for options



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Home Administration ▾ ESS ▾ Final Settlement ▾ Masters ▾ Migration ▾ Infrastructure Details MyData Pension ▾ Reports ▾

Task List JR Reg. & Postings

Logged in as: Mr. ABC SHARMA Base Location: ESIC - HQ Current Location: ESIC - HQ [Close](#)

**Request for Options Enable/Disable For Nursing/Paramedical Group A, B, C**

Upload Document		Choose File	No file chosen	Clear
		07/03/2025		
Select	Cadre Name	Start Date	End Date	Call for Options
<input type="checkbox"/>	Asst. Nursing Superintendent	07/03/2025	31/03/2025	
<input type="checkbox"/>	Audiometer Technician	25/10/2024	30/11/2024	
<input checked="" type="checkbox"/>	Auxiliary Nurse	07/03/2025	01/12/2025	
<input checked="" type="checkbox"/>	Bearer	22/11/2024	30/11/2024	
<input checked="" type="checkbox"/>	Blood Bank Lab Technician	22/11/2024	30/11/2024	
<input type="checkbox"/>	Boiler Attendant	05/07/2024	31/07/2024	
<input type="checkbox"/>	Chief Pharmacist	05/07/2024	31/07/2024	
<input checked="" type="checkbox"/>	Cook	18/11/2024	18/11/2024	
<input type="checkbox"/>	CSR Assistant	05/07/2024	31/07/2024	
<input type="checkbox"/>	CSR Technician	05/07/2024	31/07/2024	

User can upload the Document and select Cut- off date.



# **Creation Option for Request by Employee (Inter- Region)**



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Send mail to [Centralservicedesk@esic.in](mailto:Centralservicedesk@esic.in) with Subject Line (New Incident)

Call to VoIP Helpline : 7001

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Enter User Name and  
Password in Text Box

Please Login with your credentials

User Name:

traihr

Password:

\*\*\*\*\*

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Property Management Department

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## To Enter Transfer Details

HRMS 2.0 → ESS → Option for Request (Inter Region Paramedical Group C ) → Create New

The screenshot shows the ESIC HRMS 2.0 interface. At the top, there is a navigation bar with links for Home, Administration, ESS, MyData, Pension, Reports, and Task List. A message bar indicates the user is logged in as Mr. LAKHA SINGH THKUR and shows the current location as ESIC - HQ. On the left, there is a sidebar titled 'Message Board' with a list of links: Transfer Request for Newly Opened Hospitals, Change Location, GPF Advance, HBA, Leave Request, Leave Joining, Travel Advance on LTC, Other Advances, Reimbursement Request, Travel Request, and Update Employee Details. Below this is a section with two bullet points: 'Path for accessing User manuals for is : myesic.esic.in > Home > Reference Documents > Pragati-ERP.' and 'For any IT related Issues Please contact Service Desk.' At the bottom of the sidebar, there are links for Inter Region Para Medical Group C, Option for Request (Inter Region), Transfer Request - Self, and Travel Composite. A blue arrow points to the 'Create New' link under the Inter Region Para Medical Group C section. A blue callout box with the text 'Click on Create New' is positioned over this link. The background of the interface features a large 'HRMS 2.0' watermark.

# Enter Location Details



Home Administration ESS MyData Pension

Logged in as: Mr. LAKHA SINGH THKUR Base Location: ESIC - HQ Current Location: ES

gatewaystaging.esic.gov.in says  
Do you want to proceed ?

OK Cancel

Close

**Options for Transfer (Para Medical Group) C** \* Required Fields.

Transfer Request No	Auto Generated No.	Transfer Request Date	18-03-2025
Employee No.	910382	Employee Name	Mr. LAKHA SINGH THKUR
Employee Designation	Dietitian	Date of Birth	05/02/1988
Group	Group C	Cadre	Dietitian
Name of Present Office	ESIC - HQ	Posted at Present Office Since	02/12/2015
Accounting Unit	ESIC - HQ	Location	ESIC - HQ

**Details of Previous Postings\***

Sl. No.	Region	Accounting Unit	Location	From (DD/MM/YY)	To (DD/MM/YY)	Length of Stay (In Region YY-MM-DD)
---------	--------	-----------------	----------	-----------------	---------------	-------------------------------------

**Option for Transfer\***

Option	Choice of Region	Reason
1	Jammu & Kashmir	

1. User can Select the Choice of Region from the dropdown

2. Enter Reason

[View available Vacancies](#)

[View Document](#)

**Transfer Request - Supporting Document**

[Upload Supporting Document](#)

**Self Declaration/Undertaking \***

I Accept all terms & condition of "Standard Operating Procedure for Processing Change of Region Requests from Paramedical Employees of ESIC in Pay Levels Corresponding to Group C Employees of the Central Government". And I will not claim any benefit of TA/DA, Joining time, Seniority, Grant of promotion etc. Further, I will not claim repatriation to my parent region and I will be placed at the bottom of the seniority list of the grade in the cadre of the Receiving Region on the date of joining.

Notings (Max 500 characters)

ok test

Submit Reset

dropdown list

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# Enter Location Details



gatewaystaging.esic.gov.in says

Do you want to proceed ?

OK Cancel

Options for Transfer (Para Medical Group) C		* Required Fields.	
Transfer Request No	Auto Generated No.	Transfer Request Date	18-03-2025
Employee No.	910382	Employee Name	Mr. LAKHA SINGH THKUR
Employee Designation	Dietitian	Date of Birth	05/02/1988
Group	Group C	Cadre	Dietitian
Name of Present Office	ESIC - HQ	Posted at Present Office Since	02/12/2015
Accounting Unit	ESIC - HQ	Location	ESIC - HQ

Details of Previous Postings\*

Sl. No.	Region	Accounting Unit	Location	From (DD/MM/YY)	To (DD/MM/YY)	Length of Stay (In Region YY-MM-DD)
1	Jammu & Kashmir					

Option for Transfer\*

Option	Choice of Region	Reason
1	Jammu & Kashmir	

[View available Vacancies](#)

[View Document](#)

Transfer Request - Supporting Document

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Self Declaration/Undertaking \*

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Notings (Max 500 characters)

ok test

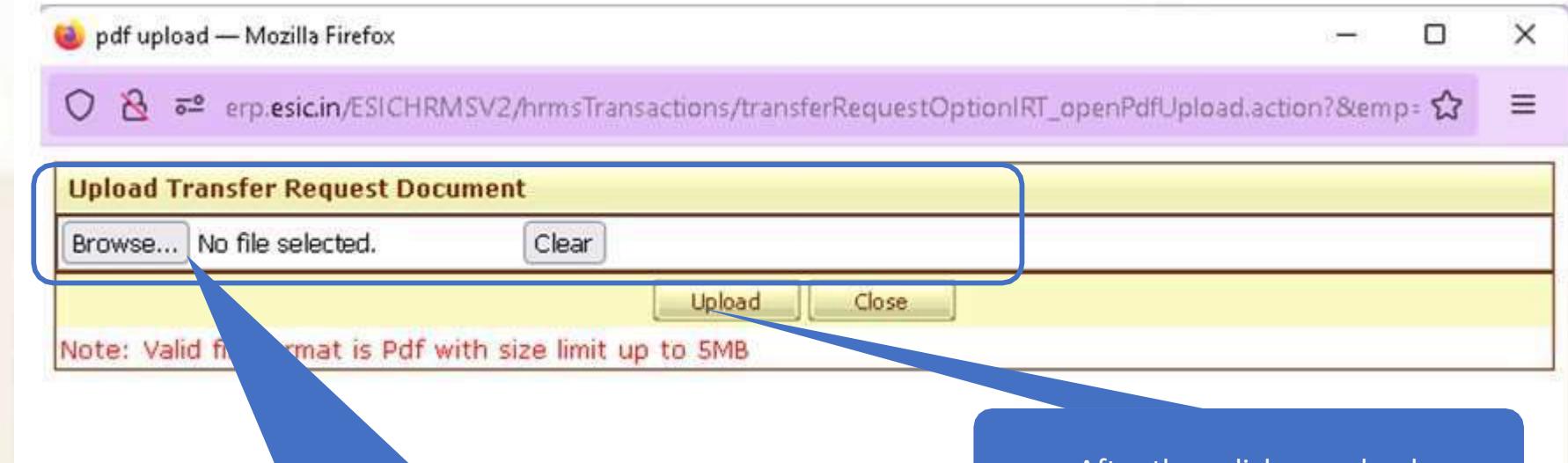
Click to Upload Supporting Document

Submit Reset

dropdown list

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# Upload Transfer Request Documents



User will upload the document by click on  
browse.(File will be in PDF format and size  
will be 5 MB maximum)

After then click on upload

# Enter Location Details



Home Administration ESS MyData Pension

Logged in as: Mr. LAKHA SINGH THKUR Base Location: ESIC - HQ Current Location: ES

gatewaystaging.esic.gov.in says  
Do you want to proceed ?

OK Cancel

Close

**Options for Transfer (Para Medical Group) C** \* Required Fields.

Transfer Request No	Auto Generated No.	Transfer Request Date	18-03-2025
Employee No.	910382	Employee Name	Mr. LAKHA SINGH THKUR
Employee Designation	Dietitian	Date of Birth	05/02/1988
Group	Group C	Cadre	Dietitian
Name of Present Office	ESIC - HQ	Posted at Present Office Since	02/12/2015
Accounting Unit	ESIC - HQ	Location	ESIC - HQ

**Details of Previous Postings\***

Sl. No.	Region	Accounting Unit	Location	From (DD/MM/YY)	To (DD/MM/YY)	Length of Stay (In Region YY-MM-DD)
---------	--------	-----------------	----------	-----------------	---------------	-------------------------------------

**Option for Transfer\***

Option	Choice of Region	Reason
1	Jammu & Kashmir	

**View available Vacancies**

[View Document](#)

**Transfer Request - Supporting Document**

[Upload Supporting Document](#)

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Notings (Max 500 characters) ok test

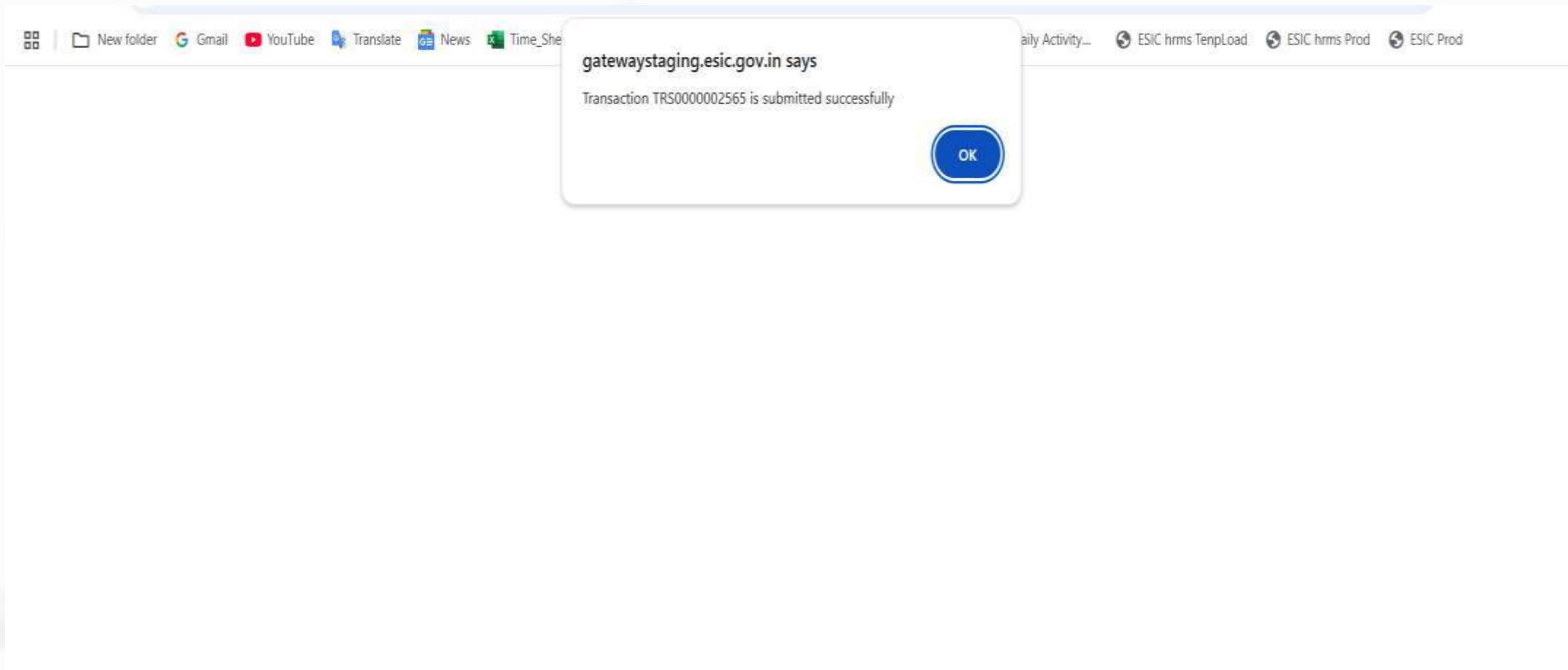
Click on Checkbox, Enter noting & click on Submit

Submit Reset

dropdown list

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# Transfer Request No. gets submitted Successfully





# Verification of Transaction

**Role: Local Vigilance DA**



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Call to VoIP Helpline : 7001

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Password in Text Box

Please Login with your credentials

User Name:

traihr

Password:

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Log In

Forgot Password

Property Management Department

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Click on Log IN Button



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- [http://www.mca.gov.in](#)
- [http://www.mca212.gov.in](#)
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# Click on Task List

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Home Administration ESS MyData Pension Reports Task List

Logged in as: Mr. NARENDRA CHOPRA Base Location: RO - Binny Peth Current Location: RO - Binny Peth

Click on Task List



# Option for Request - Pending For Approval

Path: HRMS 2.0 → Task List → Option for Request(Para Medical Group C → Pending for Approval

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Home Administration ESS Final Settlement\* Masters Migration Infrastructure Details MyData Pension Reports Task List JR Reg. & Posting#

Logged in as: Mr. ABC SHARMA Base Location: ESIC - HQ Current Location: ESIC - HQ Close

Task List			
Current Location : ESIC - HQ			
Transaction Type	Pending Activity	Count	
Medical Settlement	Pending for Approval	1	
Newspaper Reimbursement	Pending for Approval	2	
Obtaining Passport/Visa	Pending for Approval	3	
Option for Request	Pending for Approval	3	
Option for request(Para Medical Group C)	Pending for Approval	10	
Option/ IRT Request	Pending for Approval	1	
Other Advance Preclosure	Pending For Approval		
Other Advances	Pending For Approval	32	

Click on Pending for Approval

# Click on Transfer Request No.



Pragati

Home	Administration	ESS	Final Settlement	Masters	Migration	Infrastructure Details	MyData	Pension	Reports	Task List	JR Reg. & Postings
Logged in as: Mr. ABC SHARMA	Base Location: ESIC - HQ	Current Location: ESIC - HQ									<a href="#">Close</a>

Options for Transfer (Para Medical Group C)							* Required Fields
Sl No.	Transfer Request No.	Transfer Request Initiated Date	Employee No	Employee Name	Transaction Status	WorkFlow Status	
1	<a href="#">TR50000002565</a>	18/03/2025	910382	Mr. LAKHA SINGH THKUR	APPROVAL_IN_PROGRESS	Request Pending at Local Vigilance [Mr. RAKESH SINGH, Mr. Training HRMS, Mr. Bal Kishan, Mr. Om Prakash, Miss. RINKI KUMARI, Mr. Sunil Sharma, Miss. TEST TYAGI , Mr. KAPIL DEV SHARMA, Miss. AYEZA TESTING IQBAL, Mr. MOHD TAUFIK, Mr. MOBILE VERIFICATION, Mr. SUNIL SHARMA, Mr. MOHD TAUFIK NA, Mr. SONU GAUTAM, Mr. JANAM DEV, Mr. MOHD TAUFIK T, Miss. UPDATE EMP DEATAILS NURSE, Mr. LDC , Mrs. PUJA TYAGI, Miss. AYEZA PARVEEN, Mr. GPF TEST EMPLOYEE, Mr. ADDITIONAL COMMISSIONER, Mr. PRESTO STO QA, Mr. CHAMP SHARMA, Mr. ABC SHARMA , Mr. TRANSFORMATION TEST EMPLOYEE, Mr. TESTUDC , Mr. TESTUDC , Mr. AZHARUDDIN ANGARI, Mr. STAGING TESTING, Mr. MOHD TAUFIK, Mr. TEST MUKUL ] since 18/03/2025	
2	<a href="#">TR50000002562</a>	17/03/2025	910396	Mr. DUSHYANT	APPROVAL_IN_PROGRESS	Request Pending at HOB [Mr. ABHIJEET BAITAL, Mr. MANI PB, Mr. RAKESH SINGH, Dr. J N Mahanty, Mr. Rajender Kumar, Mrs. Darshana Sharma, Mr. Om Prakash, Mr. Sanjay Kumar, Mr. CHHOTE LAL, Mr. SWARAN Singh, Miss. RINKI KUMARI, Mrs. PRIYA , Mr. Bal Kishan, Miss. MEGHNA BISHT, Mr. YOGESH YOGESH, Mr. Neeraj Kumar, Mr. SANJAY DATT SHUKLA, Mr. Hemant Prasher, Mr. Training HRMS, Mr. Sunil Sharma, Miss. TEST TYAGI , Mr. KAPIL DEV SHARMA, Mr. MOHD TAUFIK, Miss. AYEZA TESTING IQBAL, Mr. MOBILE VERIFICATION, Mr. SUNIL SHARMA, Mrs. TYAGI	

Click on Transfer Request No.

User can view, with whom the transaction is pending.

Note: -

1. Get Details – To fetch the record from selection criteria
2. User can search the Request through search criteria

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# Submit Transfer Request from



88 | New folder Gmail YouTube Translate News Time\_Sheet

Group: Group C  
Name of Present Office: ESIC - HQ  
Accounting Unit: ESIC - HQ

Details of Previous Postings\*

Sl. No.	Region	Account
1	Jammu & Kashmir	

Option for Transfer\*

Option	Choice of Region	Reason
1	Jammu & Kashmir	

Transfer Request - Supporting Document

Document not uploaded

Self Declaration/Undertaking \*

I Accept all terms & condition of "Standard Operating Procedure for Processing Change of Region Requests from Paramedical Employees of ESIC in Pay Levels Corresponding to Group C Employees of the Central Government". And I will not claim any benefit of TA/DA, Joining time, Seniority, Grant of promotion etc. Further, I will not claim repatriation to my parent region and I will be placed at the bottom of the seniority list of the grade in the cadre of the Receiving Region on the date of joining.

For Office Use Only\*

Whether any vigilance case is pending or contemplated against him/her:  Yes  No

File No: 123  
Note Sheet No: 23  
Date: 18/03/2025  
Approved By: abc

Notings (Max 200 characters): ok

Verify Back

Notings History

Date	Designation	Comments	Status
18/03/2025 16:51:18	Dietitian	ok test	SUBMITTED

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User will Select Yes/ No, Enter File No., Note Sheet No., Date & Approved By details manually

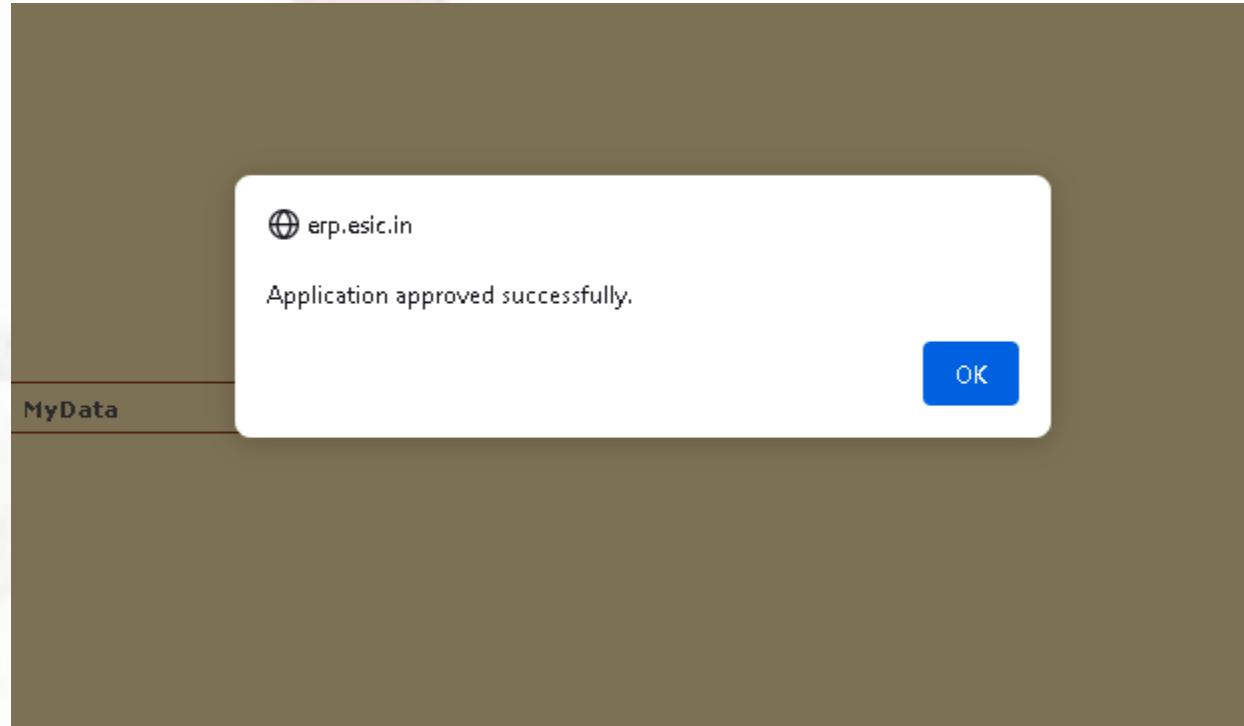
Enter Noting & Click on Verify

Enter Noting then

click on Submit

Version 1.0 Created on : 23-03-2025

# Transfer Request Approved Successfully





# Approval of Transaction

**Role: Transfer HOB**



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Employees' State Insurance Corporation

is regretted."

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### ESIC IT Service Desk Helpline



/ using below methods."

Web Portal- [ithelpdesk](http://ithelpdesk)

Send mail to [Centralservicedesk@esic.in](mailto:Centralservicedesk@esic.in) with Subject Line (New Incident)

Call to VoIP Helpline : 7001

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Enter User Name and  
Password in Text Box

Please Login with your credentials

User Name:

Password:

[Forgot Password](#)

Property Management Department

ContractManager  
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DSRPRO

Click on Log IN Button



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English (United States) हिंदी (भारत)

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Click on HRMS 2.0

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# Click on Task List

ESIC  
Employees' State Insurance Corporation

Home Administration ESS MyData Pension Reports Task List

Logged in as: Mr. NARENDRA CHOPRA Base Location: RO - Binny Peth Current Location: RO - Binny Peth

Click on Task List



# Option for Request - Pending For Approval

Path: HRMS 2.0 → Task List → Option for Request(Para Medical Group C) → Pending for Approval

ESIC  
Employees' State Insurance Corporation

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Home Administration ESS Final Settlement\* Masters Migration Infrastructure Details MyData Pension Reports Task List JR Reg. & Posting\* Close

Logged in as: Mr. ABC SHARMA Base Location: ESIC - HQ Current Location: ESIC - HQ

Task List	Pending Activity	Count
Current Location : ESIC - HQ		
Transaction Type		
Obtaining Passport/Visa	Pending for Approval	3
Option for Request	Pending for Approval	3
Option for request(Para Medical Group C)	Pending for Approval	10
Option/ IRT Request	Pending for Approval	
other Advance Preclosure	Pending For Approval	
other Advances	Pending For Approval	32
	Sent Back	3
Other Reimbursement	Pending for Approval	244
	Sent Back	3
Pay Increment		

Click on Pending for Approval

## Click on Transfer Request No.



**Options for Transfer (Para Medical Group C)**

### \*\*\* Required Fields

<b>Created From Date</b>	<input type="text"/>	<b>Created To Date</b>	<input type="text"/>
<b>Employee No.</b>	<input type="text"/>	<b>Employee Name</b>	<input type="text"/>
<b>Transfer Request No.</b>	<input type="text"/>	<b>Group</b>	Group C <input checked="" type="checkbox"/>
<b>Request Status</b>	Select <input type="button" value="▼"/>	<b>Workflow Status</b>	Select <input type="button" value="▼"/>

[Get Details](#)

SI No.	Transfer Request No.	Transfer Request Initiated Date	Employee No	Employee Name	Transaction Status	WorkFlow Status
1	<a href="#">TR50000002565</a>	18/03/2025	910382	Mr. LAKHA SINGH THKUR	APPROVAL_IN_PROGRESS	Request Pending at HOB [Mr. ABHIJEET BAITAL, Mr. MANI PB, Mr. RAKESH SINGH, Dr. J N Mahanty, Mr. Rajender Kumar, Mrs. Darshana Sharma, Mr. Om Prakash, Mr. Sanjay Kumar, Mr. CHHOTE LAL, Mr. SWARAN Singh, Miss. RINKI KUMARI, Mrs. PRIYA , Mr. Bal Kishan, Miss. MEGHNA BISHT, Mr. YOGESH YOGESH, Mr. Neeraj Kumar, Mr. SANJAY DATT SHUKLA, Mr. Hemant Prasher, Mr. Training HRMS, Mr. Sunil Sharma, Miss. TEST TYAGI , Mr. KAPIL DEV SHARMA, Mr. MOHD TAUIK, Miss. AYEZA TESTING IQBAL, Mr. MOBILE VERIFICATION, Mr. SUNIL SHARMA, Mrs. TYAGI PUJA TEST, Mr. MOHD TAUIK NA, Mr. SONU GAUTAM, Mr. JANAM DEV, Mr. MOHD TAUIK T, Miss. UPDATE EMP DEATAILS NURSE, Mr. LDC , Mrs. PUJA TYAGI, Miss. AYEZA PARVEEN, Mr. GPF TEST EMPLOYEE, Mr. ADDITIONAL COMMISSIONER, Mr. PRESTO STO QA, Mr. CHAMP SHARMA, Mr. ] since 18/03/2025
						Request Pending at HOB [Mr. ABHIJEET BAITAL, Mr. MANI PB, Mr. RAKESH SINGH, Dr. J N Mahanty, Mr. Rajender Kumar, Mrs. Darshana Sharma, Mr. Om Prakash, Mr. Sanjay Kumar, Mr. CHHOTE LAL, Mr. SWARAN Singh, Miss. RINKI KUMARI, Mrs. PRIYA , Mr. Bal Kishan, Miss. MEGHNA BISHT, Mr. YOGESH YOGESH, Mr. Neeraj Kumar, Mr. SANJAY DATT SHUKLA, Mr. Hemant Prasher, Mr. Training HRMS, Mr. Sunil Sharma, Miss. TEST TYAGI , Mr.

**Note: -**

1. Get Details – To fetch the record from selection criteria
2. User can search the Request through search criteria

# Approve/ Reject Transfer Request by Transfer HOB



New folder Gmail YouTube Translate News Time\_Sheet

Group C  
Name of Present Office ESIC - HQ  
Accounting Unit ESIC - HQ

Details of Previous Postings\*

Sl. No.	Region	Account
1	Jammu & Kashmir	

Option for Transfer\*

Option	Choice of Region	Reason
1	Jammu & Kashmir	

Transfer Request - Supporting Document

Document not uploaded

Self Declaration/Undertaking \*

I Accept all terms & condition of "Standard Operating Procedure for Processing Change of Region Requests from Paramedical Employees of ESIC in Pay Levels Corresponding to Group C Employees of the Central Government". And I will not claim any benefit of TA/DA, Joining time, Seniority, Grant of promotion etc. Further, I will not claim repatriation to my parent region and I will be placed at the bottom of the seniority list of the grade in the cadre of the Receiving Region on the date of joining.

For Office Use Only\*

Whether any vigilance case is pending or contemplated against him/her:  Yes  No

File No	123
Note Sheet No	23
Date	18/03/2025
Approved By	abc

Notings (Max 500 characters)

OK

Approve Reject Back

Enter Noting & Click on Approve / Reject/Back

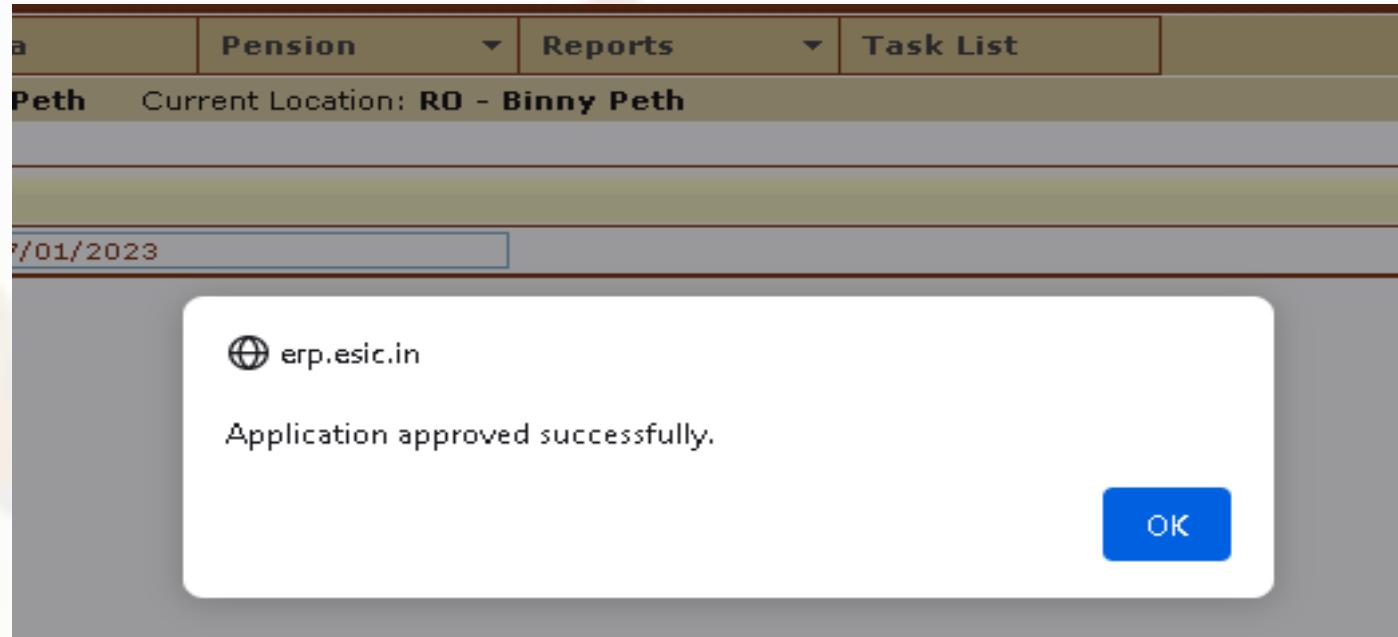
Date	Designation	Comments	Status
18/03/2025 16:53:12	ABC SHARMA	ok	Forwarded by Local Vigilance
18/03/2025 16:51:18	LAKHA SINGH THIKUR	ok test	SUBMITTED

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on Approve/ Reject

Version 1.0 Created on : 23-03-2025

# Transfer Request Approved Successfully





# Approval of Transaction

**Role: Transfer HOA (Parent Region RD)**



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/ using below methods."

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Send mail to [Centralservicedesk@esic.in](mailto:Centralservicedesk@esic.in) with Subject Line (New Incident)

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Enter User Name and  
Password in Text Box

Please Login with your credentials

User Name:

Password:

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Property Management Department

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## » Role of ESIC in Delivery of Benefits

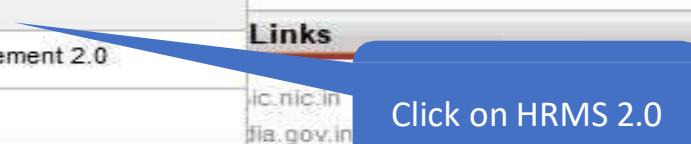
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# Click on Task List



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# Option for Request - Pending For Approval

Path: HRMS 2.0 → Task List → Option for Request(Para Medical Group C) → Pending for Approval

ESIC  
Employees' State Insurance Corporation

Pragati

Home Administration ESS Final Settlement Masters Migration Infrastructure Details MyData Pension Reports Task List JR Reg. & Posting

Logged in as: Mr. ABC SHARMA Base Location: ESIC - HQ Current Location: ESIC - HQ Close

Task List		
Current Location : ESIC - HQ		
Transaction Type	Pending Activity	Count
Obtaining Passport/Visa	Pending for Approval	3
Option for Request	Pending for Approval	3
Option for request(Para Medical Group C)	Pending for Approval	10
Option/ IRT Request	Pending for Approval	
Other Advance Preclosure	Pending For Approval	
Other Advances	Pending For Approval Sent Back	32 3
Other Reimbursement	Pending for Approval Sent Back	244 3
Pay Increment		

Click on Pending for Approval

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40

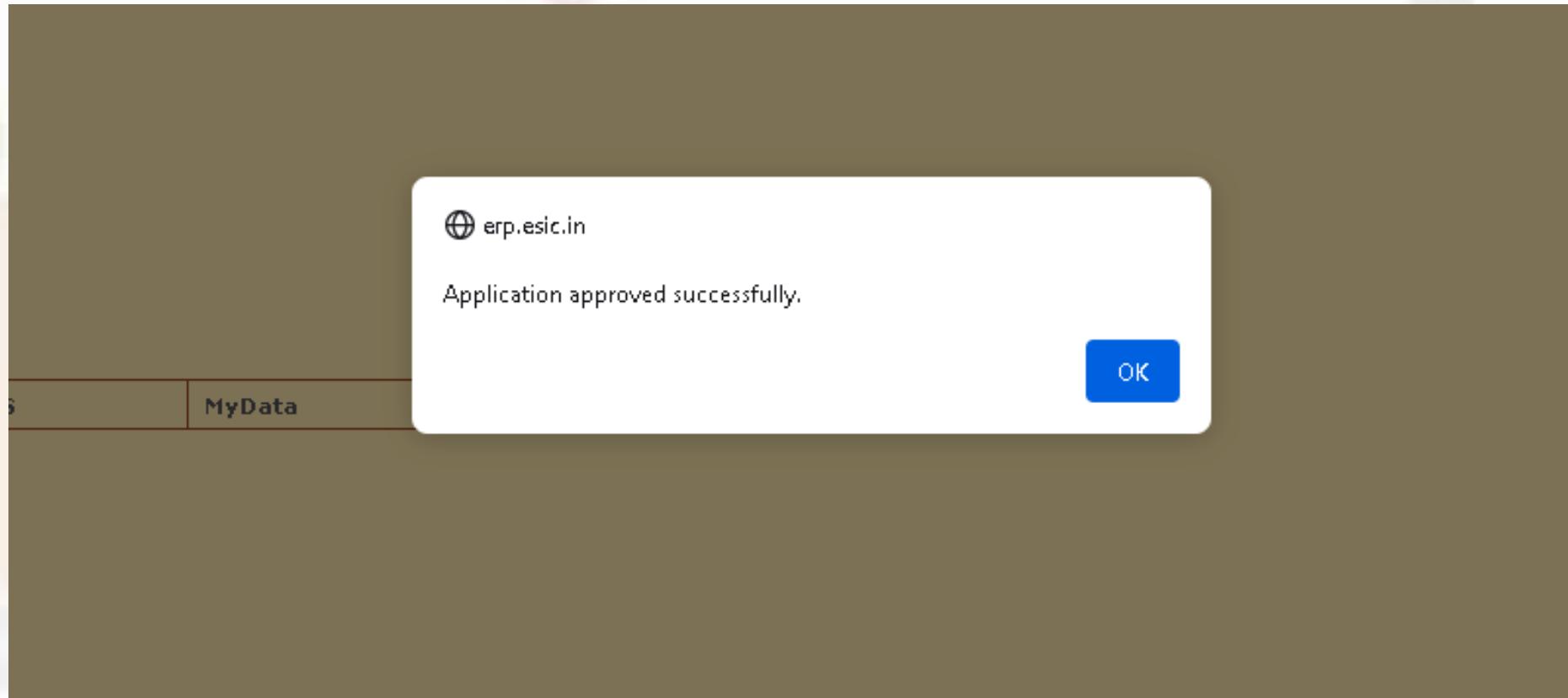
# Forward to RD - Transfer Request by Transfer HOA



Name of Present Office	ESIC - HQ	Posted at Present Office Since	08/10/2008			
Accounting Unit	ESIC - HQ	Location	ESIC - HQ			
<b>Details of Previous Postings*</b>						
Sl. No.	Region	Accounting Unit	Location	From (DD/MM/YY)	To (DD/MM/YY)	Length of Stay (In Region YY-MM-DD)
1	Himachal Pradesh					
<b>Option for Transfer*</b>						
Option	Choice of Region	Reason				
1	Himachal Pradesh	ok test				
<b>Transfer Request - Supporting Document</b>						
<input type="button" value="View Attachment"/> Whether want to retain at same Location? <input type="button" value="Yes"/> Recommended Remarks * <input type="text" value="ok test by hoa"/>						
<div style="border: 1px solid blue; padding: 5px; width: fit-content; margin-left: 20px;">           Select Yes/No from dropdown and Enter Recommended Remarks         </div>						
<input checked="" type="checkbox"/> I Accept all terms & condition of "Standard Operating Procedure for Processing Change of Region Requests from Paramedical Employees of ESIC in Pay Levels Corresponding to Group C Employees of the Central Government". And I will not claim any benefit of TA/DA, Joining time, Seniority, Grant of promotion etc. Further, I will not claim repatriation to my parent region and I will be placed at the bottom of the seniority list of the grade in the cadre of the Receiving Region on the date of joining.						
<b>For Office Use Only*</b>						
Whether any vigilance case is pending or contemplated against him/her: <input type="radio"/> Yes <input type="radio"/> No						
File No	ASHGS					
Note Sheet No	ASUGUIQ					
Date	21/03/2025					
Approved By	abc					
Notings (Max 500 characters)	ok test					
<div style="border: 1px solid blue; padding: 5px; width: fit-content; margin-left: 20px;">           Enter Noting &amp; Click on Forward to RD/ Reject/Back         </div>						
<input type="button" value="Forward To RD"/> <input type="button" value="Reject"/> <input type="button" value="Back"/>						
<b>Notings History</b>						
Date	User Name	Designation	Comments	Status		
21/03/2025 12:57:53	ABC SHARMA	Auxiliary Nurse	ok test	Approved by Transfer HOB		

Approve/ Reject

# Transfer Request Approved Successfully





# Approval of Transaction

**Role: RD (Receiving Region)**



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/ using below methods."

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Send mail to [Centralservicedesk@esic.in](mailto:Centralservicedesk@esic.in) with Subject Line (New Incident)

Call to VoIP Helpline : 7001

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Enter User Name and  
Password in Text Box

Please Login with your credentials

User Name:

Password:

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ContractManager  
PrimaveraWeb  
DSRPRO

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from HQRS, Office

**HRMS 2.0**

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- » <http://esicdelhi.org.in>
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# Click on Task List



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# Option for Request - Pending For Approval

Path: HRMS 2.0 → Task List → Option for Request(Para Medical Group C) → Pending for Approval

ESIC  
Employees' State Insurance Corporation

Pragati

Home Administration ESS Final Settlement Masters Migration Infrastructure Details MyData Pension Reports Task List JR Reg. & Posting Close

Logged in as: Mr. ABC SHARMA Base Location: ESIC - HQ Current Location: ESIC - HQ

Transaction Type	Pending Activity	Count
Obtaining Passport/Visa	Pending for Approval	3
Option for Request	Pending for Approval	3
Option for request(Para Medical Group C)	Pending for Approval	10
Option/ IRT Request	Pending for Approval	32
Other Advance Preclosure	Pending For Approval	3
Other Advances	Pending For Approval	32
Other Reimbursement	Pending for Approval	244
Pay Increment	Sent Back	3

Click on Pending for Approval

## Click on Transfer Request No.



**ESIC**  
Employees' State Insurance Corporation

Pragati

Logged in as: **Mr. ABC SHARMA** Base Location: **ESIC - HQ** Current Location: **ESIC - HQ**

Close

Options for Transfer (Para Medical Group C)						* Required Fields
Created From Date			Created To Date			
Employee No.			Employee Name			
Transfer Request No.			Group	Group C		
Request Status	Select		Workflow Status	Select		
<b>Get Details</b>						
SI No.	Transfer Request No.	Transfer Request Initiated Date	Employee No.	Employee Name	Transaction Status	WorkFlow Status
1	<a href="#">TRS00000002565</a>	18/03/2025	910382	Mr. LAKHA SINGH THKUR	APPROVAL_IN_PROGRESS	Request Pending at HOA [Mr. Sunil Kumar Jain, Mr. Jai Singh, Mrs. PRIYA , Mr. Hemant Prasher, Mr. Training HRMS, Mr. Sunil Sharma, Miss. TEST TYAGI , Mr. KAPIL DEV SHARMA, Mr. MOHD TAUFIK, Miss. AYEZA TESTING IQBAL, Mr. MOHD TAUFIK, Miss. PUJA TEST, Mr. MOHD TAUFIK NA, Mr. SONU GAUTAM, Mr. JANAM DEV, Mr. MOHD TAUFIK T, Miss. UPDATE EMP DEATAILS NURSE, Mr. LDC , Mrs. PUJA TYAGI, Miss. AYEZA PARVEEN, Mr. GPF TEST EMPLOYEE, Mr. ADDITIONAL COMMISSIONER, Mr. PRESTO STO QA, Mr. CHAMP SHARMA, Mr. ABC SHARMA , Mr. TRANSFORMATION TEST EMPLOYEE, Mr. TESTUDC , Mr. TESTUDC , Mr. AZHARUDDIN ANSARI, Mr. DUSHYANT , Mr. TESTSUNIL , Mr. STAGING TESTING, Mr. MOHD TAUFIK] since 18/03/2025
2	<a href="#">TRS00000002562</a>	17/03/2025	910396	Mr. DUSHYANT	APPROVAL_IN_PROGRESS	Request Pending at HOB [Mr. ABHIJEET BAITAL, Mr. MANI PB, Mr. RAKESH SINGH, Dr J N Mahanty, Mr. Rajender Kumar, Mrs. Darshana Sharma, Mr. Om Prakash, Mr. Sanjay Kumar, Mr. CHHOTE LAL, Mr. SWARAN Singh, Miss. RINKI KUMARI, Mrs. PRIYA , Mr. Bal Kishan, Miss. MEGHNA BISHT, Mr. YOGESH YOGESH, Mr. Neeraj Kumar, Mr. SANJAY DATT SHUKLA, Mr. Hemant Prasher, Mr. Training HRMS, Mr. Sunil Sharma, Miss. TEST TYAGI , Mr. KAPIL DEV SHARMA, Mr. MOHD TAUFIK, Miss. AYEZA TESTING IQBAL, Mr. MOBILE

**Note: -**

1. Get Details – To fetch the record from selection criteria
2. User can search the Request through search criteria

# Transfer Request forwarded to HOA



Employees State Insurance Co. ESIC hrm - Options for Transfer gatewaystaging.esic.gov.in/ESICHRMSV2/hrmsTransactions/transferRequestSelf\_openView.action

View available Vacancies

Transfer Request - Supporting Document

Whether want to retain at same Location? Yes

ok test by hoa

Whether availability of vacancies in the receiving Region? Yes

89

Remarks \*

Category OBC

Sanctioned Strength 123

In-Position 12

Self Declaration/Undertaking \*

I Accept all terms & condition of "Standard Operating Procedure for Processing Change of Region Requests from Paramedical Employees of ESIC in Pay Levels Corresponding to Group C Employees of the Central Government", And I will not claim any benefit of TA/DA, Joining time, Seniority, Grant of promotion etc. Further, I will not claim repatriation to my parent region and I will be placed at the bottom of the seniority list of the grade in the cadre of the Receiving Region on the date of joining.

Notings (Max 500 characters) ok test

Forward To HOA Back

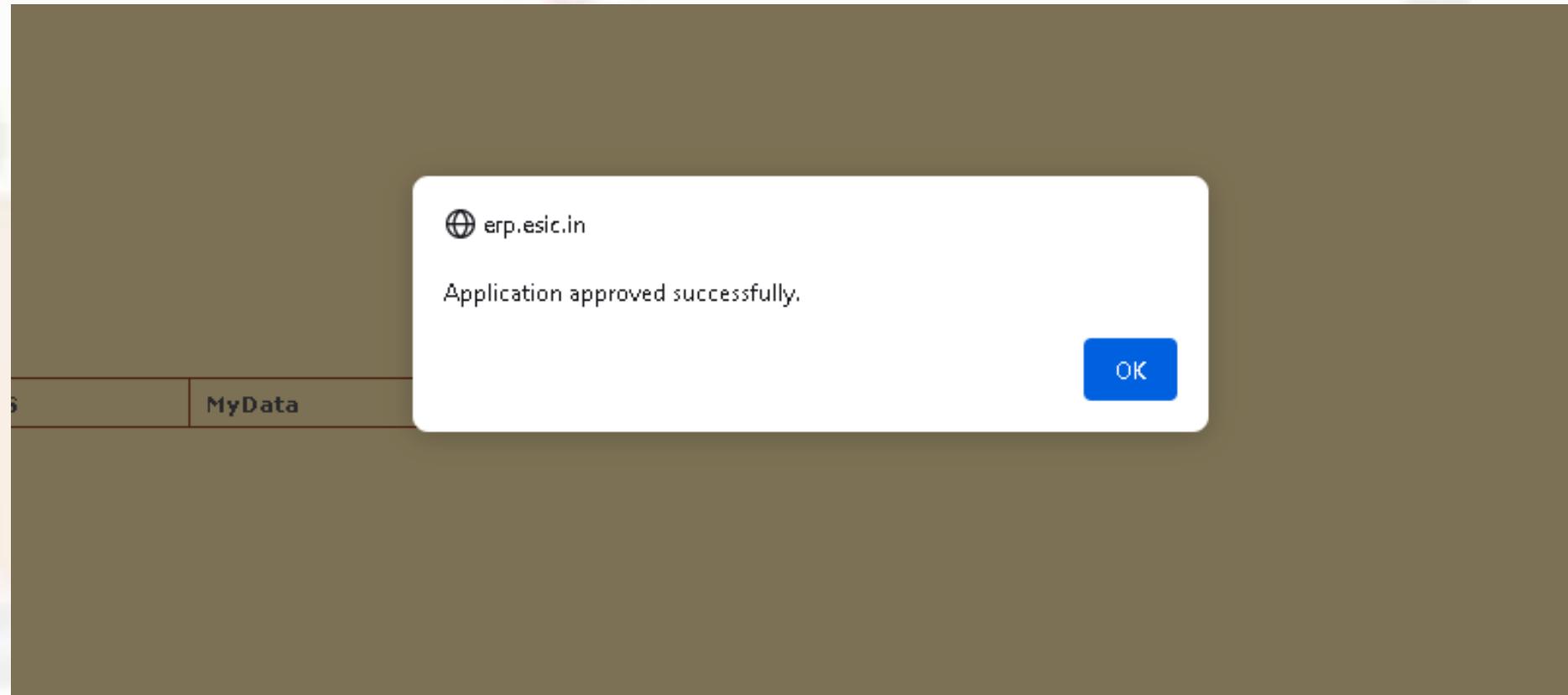
Notings History

Enter Noting then click on Approve/ Reject

Enter Required Details

Enter Noting & Click on Forward to HOA/ Back

# Transfer Request Approved Successfully





# Approval of Transaction

**Role: Transfer HOA (Parent Region)**



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/ using below methods."

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Send mail to [Centralservicedesk@esic.in](mailto:Centralservicedesk@esic.in) with Subject Line (New Incident)

Call to VoIP Helpline : 7001

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Enter User Name and  
Password in Text Box

Please Login with your credentials

User Name:

Password:

[Forgot Password](#)

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# Click on Task List



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# Option for Request - Pending For Approval

Path: HRMS 2.0 → Task List → Option for Request (Para Medical Group C) → Pending for Approval

ESIC  
Employees' State Insurance Corporation

Pragati

Home Administration ESS Final Settlement Masters Migration Infrastructure Details MyData Pension Reports Task List JR Reg. & Posting Close

Logged in as: Mr. ABC SHARMA Base Location: ESIC - HQ Current Location: ESIC - HQ

Task List

Current Location : ESIC - HQ

Transaction Type	Pending Activity	Count
Obtaining Passport/Visa	Pending for Approval	3
Option for Request	Pending for Approval	3
Option for request(Para Medical Group C)	Pending for Approval	10
Option/ IRT Request	Pending for Approval	
Other Advance Preclosure	Pending For Approval	1
Other Advances	Pending For Approval Sent Back	32 3
Other Reimbursement	Pending for Approval Sent Back	244 3
Pay Increment		

Click on Pending for Approval

## Click on Transfer Request No.



**ESIC**  
Employees' State Insurance Corporation

Pragati

Logged in as: **Mr. ABC SHARMA** Base Location: **ESIC - HQ** Current Location: **ESIC - HQ**

close

Options for Transfer (Para Medical Group C)						* Required Fields
Created From Date		Created To Date				
Employee No.		Employee Name				
Transfer Request No.		Group	Group C			
Request Status	Select	Workflow Status	Select			
<b>Get Details</b>						
SI No.	Transfer Request No.	Transfer Request Initiated Date	Employee No.	Employee Name	Transaction Status	WorkFlow Status
1	<a href="#">TR50000002565</a>	18/03/2025	910382	Mr. LAKHA SINGH THKUR	APPROVAL_IN_PROGRESS	Request Pending at HOA [Mr. Sunil Kumar Jain, Mr. Jai Singh, Mrs. PRIYA , Mr. Hemant Prasher, Mr. Training HRMS, Mr. Sunil Sharma, Miss. TEST TYAGI , Mr. KAPIL DEV SHARMA, Mr. MOHD TAUFIK, Miss. AYEZA TESTING IQBAL, Mr. MOBILE VERIFICATION, Mr. SUNIL SHARMA, Mrs. TYAGI PUJA TEST, Mr. MOHD TAUFIK NA, Mr. SONU GAUTAM, Mr. JANAM DEV, Mr. MOHD TAUFIK T, Miss. UPDATE EMP DEATILS NURSE, Mr. LDC , Mrs. PUJA TYAGI, Miss. AYEZA PARVEEN, Mr. GPF TEST EMPLOYEE, Mr. ADDITIONAL COMMISSIONER, Mr. PRESTO STO QA, Mr. CHAMP SHARMA, Mr. ABC SHARMA , Mr. TRANSFORMATION TEST EMPLOYEE, Mr. TESTUDC , Mr. TESTUDC , Mr. AZHARUDDIN ANSARI, Mr. DUSHYANT , Mr. TESTSUNIL , Mr. STAGING TESTING, Mr. MOHD TAUFIK] since 18/03/2025
2	<a href="#">TR50000002562</a>	17/03/2025	910396	Mr. DUSHYANT	APPROVAL_IN_PROGRESS	Request Pending at HOB [Mr. ABHIJEET BAITAL, Mr. MANI PB, Mr. RAKESH SINGH, Dr. J N Mahanty, Mr. Rajender Kumar, Mrs. Darshana Sharma, Mr. Om Prakash, Mr. Sanjay Kumar, Mr. CHHOTE LAL, Mr. SWARAN Singh, Miss. RINKI KUMARI, Mrs. PRIYA , Mr. Bal Kishan, Miss. MEGHNA BISHT, Mr. YOGESH YOGESH, Mr. Neeraj Kumar, Mr. SANJAY DATT SHUKLA, Mr. Hemant Prasher, Mr. Training HRMS, Mr. Sunil Sharma, Miss. TEST TYAGI , Mr. KAPIL DEV SHARMA, Mr. MOHD TAUFIK, Miss. AYEZA TESTING IQBAL, Mr. MOBILE

**Note:-**

1. Get Details – To fetch the record from selection criteria
2. User can search the Request through search criteria

# Transfer Request Forwarded to HQ



New folder Gmail YouTube Translate News Time\_Sheet

ESIC hrmstempLoad ESIC hrmstprod ESIC Prod

Option	Choice of Region
1	Himachal Pradesh

gatewaystaging.esic.gov.in says  
Do you want to proceed ?

OK Cancel

Reason

Transfer Request - Supporting Document

[View Attachment](#)

Whether want to retain at same Location? Yes

Recommended Remarks \* ok test by hoa

Whether availability of vacancies in the receiving Region. Yes

Number of available vacancy 20

Remarks remarks

Category SC

Sanctioned Strength 50

In-Position 20

Self Declaration/Undertaking \*

I Accept all terms & condition of "Standard Operating Procedure for Processing Change of Region Requests from Paramedical Employees of ESIC in Pay Levels Corresponding to Group C Employees of the Central Government". And I will not claim any benefit of TA/DA, Joining time, Seniority, Grant of promotion etc. Further, I will not claim repatriation to my parent region and I will be placed at the bottom of the seniority list of the grade in the cadre of the Receiving Region on the date of joining.

For Office Use Only\*

Whether any vigilance case is pending or contemplated against him/her:  Yes  No

File No ASHG5

Note Sheet No ASUGUIQ

Date 21/03/2025

Approved By abc

Notings (Max 500 characters) OK BY HQ

Enter Required Details

Enter Noting & Click on Forward to HQ

Forward to HQ Back

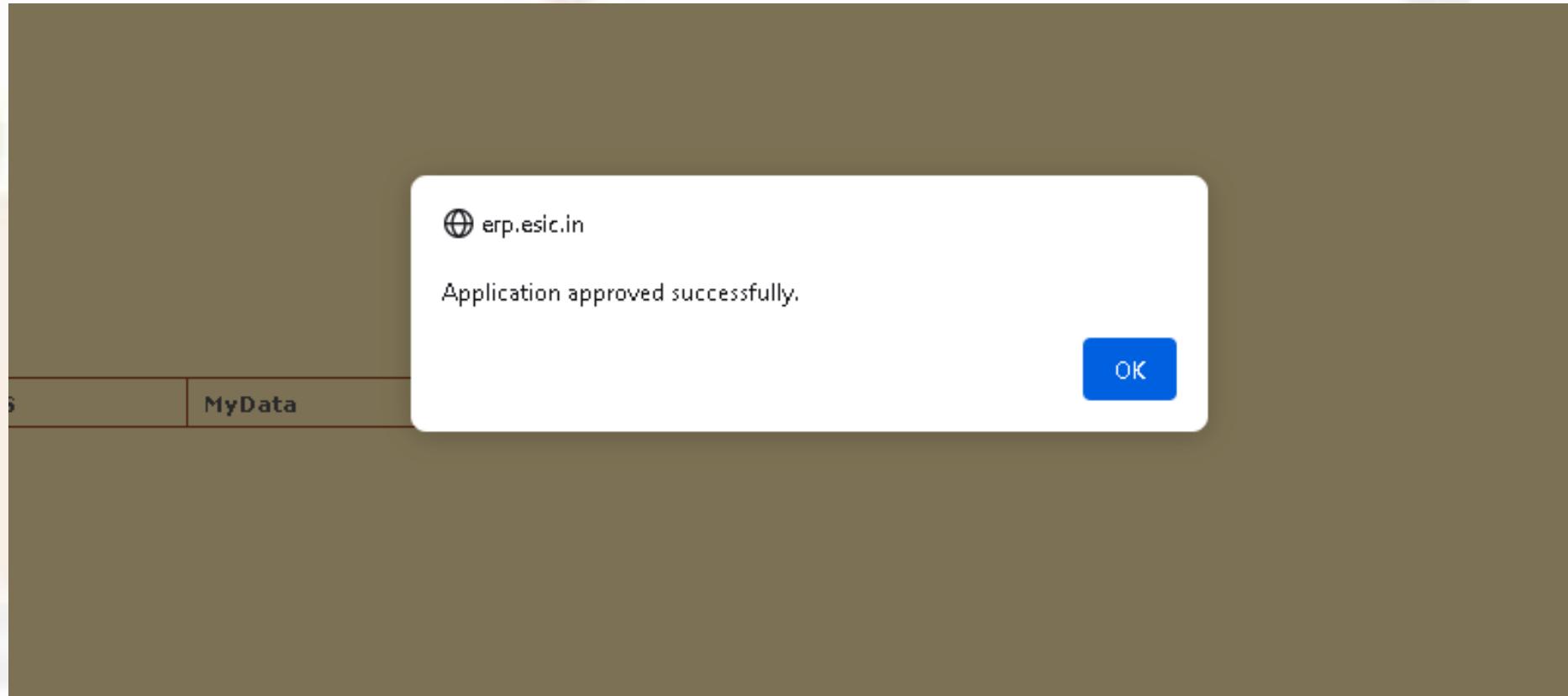
Enter Noting

Approve/ Reject

Version 1.0 Created on : 23-03-2025

57

# Transfer Request Approved Successfully





# Check Existing Transfer Request Record from List Page

## Role: ESIC Employee



कर्मचारी  
ESIC

राज्य बीमा निगम  
Employees' State Insurance Corporation

is regretted."

## Welcome to ESIC Employee Portal

We at ESIC commit to help our employees by ensuring availability of information while maintaining confidentiality and integrity of data.

### Login Instructions



Please use your user credentials to Sign In.

Bestview at 1024 x 768 resolution (IE 7.0+ & Mozilla 3.0+)

### ESIC IT Service Desk Helpline



/ using below methods."

Web Portal- [ithelpdesk](http://ithelpdesk)

Send mail to [Centralservicedesk@esic.in](mailto:Centralservicedesk@esic.in) with Subject Line (New Incident)

Call to VoIP Helpline : 7001

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All the information in this site is private, privileged and confidential. Users shall refrain from copying, distributing, misusing and / or disclosing the information to any third parties under any circumstances whatsoever.

Enter User Name and  
Password in Text Box

Please Login with your credentials

User Name:

Password:

[Forgot Password](#)

Property Management Department

ContractManager  
PrimaveraWeb  
DSRPRO

Click on Log In



कर्मचारी  
ESIC  
कर्मचारी राज्य बीमा निगम  
Employees' State Insurance Corporation

Welcome, NARENDRA CHOPRA

English (United States) हिंदी (भारत)

Pragati

Home Applications ERP Applications Reports Change Password LOGOUT

**ESIC News**

- » Role of ESIC in Delivery of Benefits

**Announcements**

- » Annexure - IX .doc
- » Annexures - X-XI.pdf
- » Annexures.pdf
- » JOB CARD OF ADMINISTRATIVE OFFICERS
- » Circular.pdf
- [Read More >>](#)

**ERP Applications**

- Finance 2.0
- Pension
- HRMS Support 2.0
- HRMS 2.0
- Materials Management 2.0
- Payroll 2.0
- User Management

**Links**

- [» http://www.hoindia.org](http://www.hoindia.org)
- [» http://esicdelhi.org.in](http://esicdelhi.org.in)
- [» know more](#)

**Industry News**

- » ESIC's PG institute from next year

**Reference Documents**

- » Dhanwantri
- » Pragati-ERP
- » Pragati-Insurance
- » ESIC Manuals
- » Information Security
- » Digital Signature Installer

Click on HRMS 2.0

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# To View Transfer Details

HRMS 2.0 → ESS → Inter Region Para Medical Group C → List



ESIC  
Employees' State Insurance Corporation

Pragati

Home Administration ESS MyData Pension Reports Task List

Logged in as: Mr. LAKHA SINGH THKUR Current Location: ESIC - HQ Close

Transfer Request for Newly Opened Hospitals \* Required Fields

Option for Transfer New

Created From Date Change Location

Transfer Request No GPF Advance

Employee No. HBA

Request Status Leave Request

Leave Joining

Get Details

Sl No. Transfer Request

Travel Advance on LTC

Other Advances

No Records Found.

Reimbursement Request

Travel Request

Update Employee Details

Option for Request Nursing/ParaMedical (Intra Region)

Option for Request (Intra Region)

Inter Region Para Medical Group C

Create New

List

Option for Request (Inter Region)

Transfer Request- Self

Travel Composite

Click on List



# Search and Select Transfer Request No.

ESIC Employees' State Insurance Corporation

Pragati

Home Administration ESS Final Settlement\* Masters Migration Infrastructure Details MyData Pension Reports Task List JRF Reg. & Posting

Logged in as: Mr. ABC SHARMA Base Location: ESIC - HQ Current Location: ESIC - HQ [Close](#)

Options for Transfer (Para Medical Group C) \* Required Fields

Created From Date	21/03/2025	Created To Date	21/03/2025
Employee No.		Employee Name	
Transfer Request No.		Group	Group C
Request Status	Select	Workflow Status	COMPLETED

[Get Details](#)

Sl No.	Transfer Request No.	Transfer Request Initiated Date	Employee No.	Employee Name	Transaction Status	WorkFlow Status
1	TRS00000002590	21/03/2025	910396	Mr. DUSHYANT	APPROVED	Approved by HOA
2	TRS00000002589	21/03/2025	910396	Mr. DUSHYANT	APPROVED	Approved By HOA
3	TRS00000002588	21/03/2025	910396	Mr. DUSHYANT	APPROVED	Approved by HOA
4	TRS00000002587	21/03/2025	910396	Mr. DUSHYANT	APPROVED	Approved by HOA

1 - 4 OF 4 [0](#) [50](#)

Click on Transfer Request No.



# Thank You