

**MINUTES OF TRANSFER COMMITTEE MEETING FOR AGT-2024 (Intra) IN RESPECT OF NON MEDICAL STAFF**  
**FROM MTS TO AD**

In accordance with the Regional Office Memorandum No. 62.A/22/15/22/2022-Estt dated: 22.11.2023 & 10.01.2024, the transfer committee consisting of the undersigned members have met on multiple occasions for considering the tenure completion/request/compassionate transfer applications of all the Group C (Nonmedical) employees up to the cadre of SSOs (Intra Region) for the year 2024 and discussed the procedures to be adopted in accordance with the transfer policy issued by ESIC, HQ, New Delhi. The data is collected from online transfer module provided to the Chairperson of the committee as well as from SRO Visakhapatnam and Tirupathi.

It is found that there are certain discrepancies in the data provided online in the module with reference to the station/location/accounting units/tenure of the employees and as such for these columns the information provided by RO/SROs has been treated as final. For all the other data Viz. options/compassionate application etc., the data provided in the transfer module is taken into account.

While processing the transfer requests, it has been observed that certain officials who have been ordered transfer/posting to New Branch offices in the AGT-2023 by RO/SROs as soon as they start functioning have not yet posted to their ordered locations due to non opening of respective branch offices till date & have been continuing in the same station. Hence, the committee has now recommended transfer/postings of all such officials afresh taking their tenure into account.

The following General Principles have been adopted by the committee while recommending/ not recommending the transfers:

As per clause 7.4 of the Headquarters Transfer Policy, the officials posted at a station for longer period has been considered for transfer-out first from that station. As such, list is prepared as per the longest tenure and postings are recommended accordingly.

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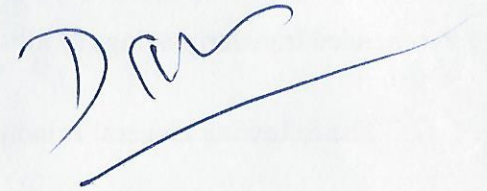
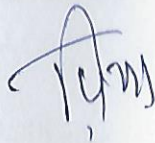




The committee observed that as per clause 7.2 of the transfer policy, all request for choice Postings will be considered subject to administrative feasibility and availability of vacancies.

Officials who have not given any option and have completed maximum tenure will be posted as per administrative feasibility. As per clause 7.6 of the Headquarters transfer policy, the officials, due for retirement within two years may not be considered for transfer unless in administrative exigency. While recommending the transfers, efforts are made to have balanced staff position among all offices. Only requests received online up to the specified last date are being considered by the Committee. Presently, the committee has not considered the transfer applications of employees in the cadre of AD in view of their expected Inter Region Transfers by the ESIC, HQ office. Accordingly, the recommendations and reasons are recorded as below by the Transfer Committee in respect of Group C (Non-medical) employees up to the cadre of Social Security Officers based on their postings at present station, tenure completion at posted locations, administrative requirements, status on disciplinary grounds, posting in sensitive seats (as per CVC guidelines) etc.

Based on the principles and the criteria outlined above, the committee proposes the transfer/posting of the officials in the list attached.



A) Recommendations for the officials under the jurisdiction of RO-Vijayawada:-

S.No	Name of the official	Designation	Type of Present Office	Present working station	Tenure as on 31.03.2024 (In Months)	Choice stations	Recommended Station	Remarks
1	G. Venu Madhav	AD	RO	Vijayawada	87			
2	V. Punnaiah	SSO	RO	Vijayawada	155	RO-AP Guntur Eluru Rajahmundry Tanuku	Guntur	Exempted from AGT by HQ. However, recommended for transfer to Guntur as per the second option.
3	P.Sridevi	BM	BO	Nellore	38	SRO-Vizag Vizag Chittivalasa Gajuwaka Vizianagaram	Not recommended	Already transferred in AGT issued by HQ.

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4	D.Srinivasa Rao	BM	BO	Kakinada	31	SRO-Vizag Vizag Gajuwaka Chittivalasa Anakapalle	Not recommended	Not completed minimum tenure. Hence, not recommended for transfer.
5	B.Manoj Kumar	SSO	RO	Vijayawada	30	SRO-Vizag Vizag Gajuwaka Vizianagaram Chittivalasa	Not recommended	Already transferred in AGT issued by HQ.
6	K.Hymasree	Assistant	RO	Vijayawada	141	Guntur Eluru Kakinada Ongole SRO-Vizag	Eluru	No vacancy in first option. Recommended for 2 <sup>nd</sup> option in place of official due for retirement at Eluru to maintain existing proportionate inposition..
7	K.Lakshmi Babu	Assistant	RO	Vijayawada	137	Guntur Eluru Ongole Nellore SRO-Vizag	SRO-Vizag	No vacancy from Option 1 to 4. Hence, Recommended For 5 <sup>th</sup> option.

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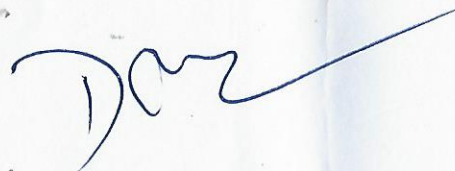
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8	S.Lavanya	Assistant (Adhoc)	RO	Vijayawada	137	RO-AP Guntur Eluru Kakinada Ongole	Guntur	The official opted for choice stations in her capacity as UDC. Hence, recommended for posting at 2 <sup>nd</sup> option against UDC vacancy at Guntur.
9	Y. Sriram Kumar	Assistant	RO	Vijayawada	105	Kakinada SRO-Vizag Vizag Gajuwaka Rajahmundry	Kakinada	Recommended option 1 for transfer.
10	M.V.Ranga Rao	Assistant	RO	Vijayawada	93	Nellore Ongole Eluru SRO-Vizag Kakinada	SRO-Vizag	No vacancy from Option 1 to 3. Hence, Recommended For 4 <sup>th</sup> option
11	B.V.Krishna Mohan	Assistant	RO	Vijayawada	90	Nellore Kakinada Tanuku SRO-Tirupathi SRO-Vizag	SRO-Tirupathi	No vacancy from Option 1 to 3. Hence, recommended 4 <sup>th</sup> option keeping in view of

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								proportionate inposition strength.
12	K.Chennakesavulu	Assistant	RO	Vijayawada	67	Guntur Gandhinagar Autonagar Ongole Nellore	Not recommended	Not completed maximum tenure and no vacancy in requested place. Hence, not recommended for transfer.
13	V. Krishna	Assistant	BO	Ongole	49	RO-AP Gandhinagar Autonagar Guntur Eluru	RO AP	Recommended option 1 for transfer.
14	P.V.Sudheer	Assistant	BO	Ongole	38	Nellore RO-AP Autonagar Gandhinagar Guntur	RO AP	No vacancy at Option 1. Hence, Recommended For 2 <sup>nd</sup> option.

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15	Aziz Khan	Assistant	RO	Vijayawada	31	Kakinada Rajahmundry Autonagar Gandhinagar Eluru	Not recommended	Not completed minimum tenure and no vacancy in requested place. Hence, not recommended for transfer..
17	P.Saradeswari	Assistant	BO	Kakinada	9	RO-AP Autonagar Gandhinagar Eluru Guntur	Not recommended	Not completed minimum tenure. Hence, not recommended for transfer.
18	B.Srinivas	UDC	BO	Autonagar	130	Autonagar Ongole Nellore Kakinada Rajahmundry	Nellore	No vacancy from Option 1 to 2. Hence, Recommended For 3 <sup>rd</sup> option.
19	B.Suribabu	UDC	RO	Vijayawada	95	SRO-Vizag Kakinada Guntur Ongole SRO-Tpty	Not recommended	Already transferred.

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20	G.Chandra Rao	UDC	BO	Kakinada	81	Rajahmundry Tanuku Eluru RO-AP Gandhinagar	Rajahmundry	Recommended option 1 for transfer.
21	M.R.Ramireddy	UDC	RO	Vijayawada	73	Ongole Autonagar Gandhinagar ESICD Chirala Gandhinagar- Guntur	Not recommended	Not completed maximum tenure and no vacancy in requested place. Hence, not recommended for transfer.
22	K.Venkat Rao	UDC	BO	Nellore	45	Ongole Gandhinagar RO-AP Autonagar Eluru	RO AP	No vacancy from Option 1 to 2. Hence, Recommended For 3 <sup>rd</sup> option.
23	S.Surendra Kumar	UDC	RO	Vijayawada	31	Kakinada Rajahmundry Tanuku Gandhinagar Autonagar	Not recommended	Not completed minimum tenure. Hence, not recommended for transfer.

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24	P.Prabhakara Rao	UDC	BO	Guntur	31	RO-AP Autonagar Gandhinagar Gandhinagar- Guntur ESICD Chirala	RO-AP	Recommended for transfer to RO AP to maintain proportionate inposition.
25	G. Praveen	UDC	RO	Vjayawada	29	Vizianagaram Sreeramnagar Chittivalasa SRO-Vizag Vizag	Not recommended	Not completed minimum tenure and not eligible under life threatening diseases as per medical opinion
26	K.Ganesh Kumar	UDC	RO	Vijayawada	28	SRO-Vizag Vizag Gajuwaka Vizianagaram Sreeramnagar	SRO-Vizag	Recommend ed on compassionate grounds on spouse grounds and mother suffering with cancer Stage IV Total matrix points 30

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27	V. Rambabu	UDC	RO	Vijayawada	9	Kakinada Rajahmundry Tanuku Eluru Gandhinagar	Not recommended	Not completed minimum tenure. Hence, not recommended for transfer.
28	T.Jhansi Lakshmi	UDC	BO	Eluru	7	Kakinada Rajahmundry Tanuku Gandhinagar RO-AP	Not recommended	Not completed minimum tenure. Hence, not recommended for transfer.
29	R.S.S.Murthy Malladi	MTS	BO	Tanuku	30	Eluru Rajahmundry Kakinada RO-AP Gandhinagar	Not recommended	Not completed minimum tenure. Hence, not recommended for transfer.

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**B) Recommendations for the officials under the jurisdiction of SRO-Tirupathi:-**

S.No	Name of the official	Designation	Type of Present Office	Present working station	Tenure as on 31.03.2024 (In Months)	Choice stations	Recommended Station	Remarks
1	P. Charita	SSO	SRO	Tirupathi	60	SRO-Vizag BO-Vizag BO-Gajuwaka BO-Chittivalasa DCBO-Anakapalle	Not recommended	Already transferred in AGT issued by HQ.
2	D. Prabhavathi	SSO	BO	Kurnool	30	RO-AP BO-Gandhinagar BO-Autonagar SRO-Vizag BO-Vizag	RO-AP	Recommended for transfer to RO-AP on compassionate grounds with 10 matrix points subject to arrangement of substitute SSO as recommended by SRO TPTY.

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3	G. Kishore Babu	SSO	SRO	Tirupathi	28	RO-AP BO- Gandhinagar DCBO-Guntur BO-Eluru BO-Nellore	Not recommended	Already transferred in AGT issued by HQ.
4	I. Mahesh Kumar	Assistant	BO	Madanapalle	41	BO- Rajahmundry BO-Kakinada BO-Tanuku BO-Eluru BO-Autonagar	RO-AP	Max tenure completed at BO but not mandatory. Recommended for RO-AP so as to maintain proportionate in position.
5	K. Siva Gangadhar	Assistant	SRO	Tirupathi	30	BO-Kurnool BO-Anantapur BO-Kadapa BO-Hindupur BO-Chittoor	Not recommended	Not completed minimum tenure and hence in the purview of SRO TPTY.

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**C) Recommendations for the officials under the jurisdiction of SRO-Visakhapatnam:-**

S.No	Name of the official	Designation	Type of Present Office	Present working station	Tenure as on 31.03.2024 (In Months)	Choice stations	Recommended Station	Remarks
1	C.B.Sahoo	SSO	SRO	Visakhapatnam	84	SRO-Vizag BO-Vizianagaram BO-Vizag BO-Gajuwaka DCBO-Anakapalle	Not recommended	Already transferred in AGT issued by HQ.
2	S. Rajeev	Assistant	DCBO	Anakapalle	153	BO-Rajahmundry BO-Kakinada BO-Chittivalasa BO-Gajuwaka BO-Vizag	Kakinada	Mandatory and recommended for 2 <sup>nd</sup> option.







3	S. Appala Naidu	Assistant	SRO	Visakhapatnam	93	BO-Vizianagaram DCBO-Anakapalle BO-Sreeramnagar DCBO-Srikakulam BO-Chittivalasa	RO AP	Mandatory and No vacancy available in the opted stations. Recommended for RO AP to maintain proportionate inposition.
4	J.S.Haranath	Assistant	SRO	Visakhapatnam	88	BO-Vizianagaram BO-Sreeramnagar DCBO-Srikakulam DCBO-Anakapalle BO-Chittivalasa	RO AP	Mandatory and No vacancy available in the opted stations. Recommended for RO AP to maintain proportionate inposition.
5	P. Ravi Chandra	UDC	SRO	Visakhapatnam	73	BO-Kakinada BO-Rajahmundry DCBO-Anakapalle BO-Vizianagaram BO-Gajuwaka	Not recommended	Not completed maximum tenure and no proportionate vacancy available in first two options and balance options in the purview of SRO VSKP.

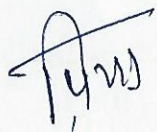






**D) Recommendations as per clause 8.2 of transfer policy for the officials who have not exercised options.**

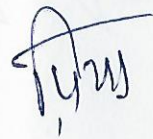
S.No	Name of the official	Designation	Type of Present Office	Present working station	Tenure as on 31.03.2024 (In Months)	Choice stations	Recommended Station	Remarks
1	S. Ramachandra Rao	Assistant	BO	Eluru	59	Not Opted	Not recommended	The official is due for retirement. Hence, transfer not recommended.
2	D. John	Assistant	BO	Rajahmundry	59	Not Opted	Not recommended	The official is due for retirement. Hence, transfer not recommended.



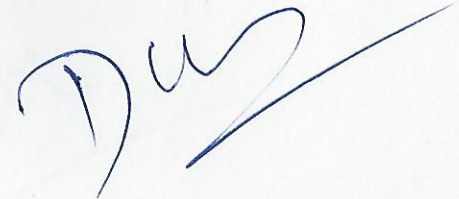


E) Recommendations for the officials who have not exercised options but completed maximum tenure at the posted station.

S.No	Name of the official	Designation	Type of Present Office	Present working station	Tenure as on 31.03.2024 (In Months)	Choice stations	Recommended Station	Remarks
1	P. Raghunadh	SSO	BO	Visakhapatnam	212	Not Opted	Not recommended	Already transferred in AGT issued by HQ.
2	P. Ravi Krishna	SSO	SRO	Visakhapatnam	179	Not Opted	Not recommended	Already transferred in AGT issued by HQ.
3	D. Ramesh	SSO	RO	Vijayawada	149	Not Opted	Not recommended	The official is due for retirement. Hence, transfer not recommended.

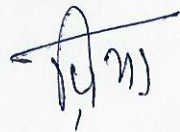








4	G. Koteswara Rao	SSO	SRO	Visakhapatnam	95	Not Opted	Not recommended	Already transferred in AGT issued by HQ.
5	M. Surya Narayana	BM	BO	Guntur	88	Not Opted	RO AP	Exempted from AGT by HQ. However, recommended for transfer to nearest location as completed max. tenure
6	Ch. Ravi	Assistant	SRO	Visakhapatnam	149	Not Opted	SRO TPTY	Mandatory and not opted any station. Hence, recommended to SRO TPTY as per administrative exigency and to maintain proportionate inposition.
7	B. Kiran	Assistant	SRO	Visakhapatnam	137	Not Opted	RO AP	Mandatory and not opted any station. Hence, recommended to RO AP as per administrative exigency and to maintain proportionate inposition.





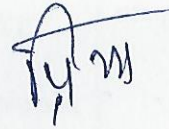


8	D. Krishna Kumar	Assistant	SRO	Visakhapatnam	137	Not Opted	RO AP	Mandatory and not opted any station. Hence, recommended to RO AP as per administrative exigency and to maintain proportionate inposition.
9	P. Chiranjeevi	UDC	SRO	Visakhapatnam	129	Not Opted	SRO TPTY	Mandatory and not opted any station. Hence, recommended to SRO TPTY as per administrative exigency and to maintain proportionate in position.

Utmost care has been taken for recommending the mandatory tenure transfers by considering sanctioned strength and in position status of all locations as well as proportionate inposition strength.

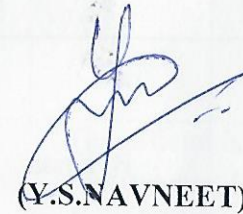
(Dr. D. SUJESH KUMAR)

MEMBER



(M. PADMA PRIYA)

CHAIRPERSON



(Y.S. NAVNEET)

MEMBER SECRETARY