



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



क्षेत्रीय कार्यालय, पूर्वोत्तर क्षेत्र
REGIONAL OFFICE, N. E. REGION
बामुनीमैदाम, गुवाहाटी-781021
BAMUNIMAIDAM, GUWAHATI-781021
वेबसाइट/ Website: www.esic.nic.in

No.43.CNF/5/1/2022-Estt (DPC)

Dated: 07.03.2025

OFFICE ORDER NO. 24 OF 2025

The competent authority has ordered promotion of following officials from the cadre of UDC/UDC Cashier to the cadre of Assistant/Head Clerk in Level 6 of 7th CPC Pay Matrix (Rs. 35,400 – 1,12,400/-) on purely adhoc basis on the recommendation of Departmental Screening Committee (DSC) meeting held on 06.03.2025 at Regional Office, Guwahati.

Sl. No.	Name of the Official (Sh./Smt./Ms.)	Place of Posting	Category of Vacancy against which adhoc promoted is ordered
1.	Ashdique Reza Hazarika	R.O. Guwahati	DPC (UR)
2.	Rana Paul	B.O. Bongaigaon	DPC (UR)
3.	Mayukh Deb	B.O. Tinsukia	DPC (UR)
4.	Biplav Roy	R.O. Guwahati	LDCE (UR)
5.	K. Sangkar Singha	B.O. Silchar	LDCE (UR)
6.	Prasun Kr. Dey	B.O. Nagaon	LDCE (UR)
7.	Manoj Chetri	B.O. Jorhat	LDCE (UR)
8.	Lanuyanger	B.O. Aizawl	DPC (ST)
9.	Iqbal Hussain	R.O. Guwahati	LDCE (UR)

1. The above officials are being promoted on *in situ* basis at their present place of posting and their transfer/posting order will be issued separately as per administrative requirement/feasibility.
2. The date of adhoc promotion of the above officials will take effect from the date of assumption of charge to the promoted post.
3. The officials on their promotion as Assistant on adhoc basis will be entitled to draw a pay in Level 6 of 7th CPC Pay Matrix (Rs. 35,400 – 1,12,400/-) or their existing pay, whichever is higher, subject to acceptance of the promotion order.
4. The adhoc promotion has been ordered against the vacant posts of DPC/LDCE quota on regional seniority basis and the officials promoted are liable to be reverted at any time in the event of regular incumbents being posted as per RR either through LDCE or through DPC as may be ordered by the Competent Authority.
5. The promotion on adhoc basis will not bestow upon the adhoc promotees any claims for regular promotion in the grade or eligibility for promotion to the next higher grade. They are liable to be reverted to lower post at any time without any notice or assigning any reason thereof. The period of service rendered by them on adhoc basis in the promoted post will also not count towards seniority in the grade. It is also made clear that request for reversion at a later date will not be accepted under any circumstances.
6. It is made clear to the unwilling officials that if they do not accept this adhoc promotion, the order of promotion will be deemed to be cancelled and they will not be considered for promotion for a period of 01 (one) year and in case of non-acceptance of this adhoc promotion, the same would be offered to

their junior official. In such an event, the junior may start drawing higher pay and other benefits, to which the senior official, who has declined promotion will not be entitled to any relief in future.

7. It is informed that after accepting the adhoc promotion, if the officials refuse/decline regular promotion later on because of the place of posting not being convenient to them, it will be construed as misconduct and departmental action will be taken against them.

8. The adhoc promotion of the above officials shall be subject to the terms and conditions of service as applicable to the similar category of employees as laid down in the ESI Corporation (Staff and Conditions of Service) Regulations, 2023 as amended from time to time.

9. The proceedings of the DSC meeting held on 06.03.2025 and adhoc promotion ordered on the basis of recommendations of the DSC are subject to further orders which may be passed by the Hon'ble Supreme Court in light of DOPT O.M. No. 36012/11/2016-Estt (Res.I) dated 15.06.2018. The proceedings and promotion order are also subject to court/CAT case, if any, in the matter of seniority in the cadre of UDC/UDC Cashier etc.

10. The promoted officials shall submit declaration regarding acceptance or refusal of the adhoc promotion offer in the attached proforma through their reporting/controlling officers **within 7 days** of receipt of this order. Declaration which is not in the prescribed proforma will not be accepted under any circumstances. It would be responsibility of the reporting/controlling officers to forward the duly filled proforma alongwith joining report of the official on the official email-id of Administration Branch, R.O. Guwahati (admin-guwahati.as@esic.gov.in).

11. The custodian of service book of the promoted officials shall make necessary entry/record in the service book of the above officials regarding acceptance/refusal of the adhoc promotion.

Encl: As Above

Deputy Director (Admn.)

To,

1. All concerned Officials through the respective controlling officers
2. The PS to the Regional Director, ESIC Regional Office, Guwahati
3. The Medical Superintendent, ESICMH Beltola/ESICH Tinsukia
4. The State Medical Officer, ESIC Regional Office, Guwahati
5. The Deputy Director/Assistant Director (F&A/ Revenue – I, II & III / Recovery/ General/ Benefit/Cash/ Legal/C&I/I&S/OL), ESIC Regional Office, Guwahati
6. The Assistant Director, Office of the ZIC/ZMC
7. The Assistant Director, Camp Office (Arunachal Pradesh, Manipur, Meghalaya, Nagaland, Mizoram and Tripura)
8. The Branch Manager, Branch Office (Bongaigaon, Tinsukia, Silchar, Jorhat and Aizawl)
9. Hindi Cell for translation
10. IT Cell, Regional Office, Guwahati for upload on website
11. Personal file of concerned officials
12. Guard File

DECLARATION

- (A) With reference to Regional Office Order No. 24 of 2025 dated 07.03.2025, I submit that I unconditionally accept the adhoc promotion to the post of Assistant as ordered.

- (B) Further, I hereby declare that I will abide by all terms and conditions stipulated therein in the aforesaid Office Order.

(Signature of the Official)

Name:
Emp ID:
Date:
Place of Posting:

- (C) With reference to Regional Office Order No. 24 of 2025 dated 07.03.2025, I submit that I am not able to accept the adhoc promotion to the post of Assistant as ordered. I, therefore, request that I may be permitted to decline the adhoc promotion ordered.

(Signature of the Official)

Name:
Emp ID:
Date:
Place of Posting: