



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: 21.03.2025

OFFICE ORDER NO. 30 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 (Rs. 35,400 – 1,12,400/-) of 7th CPC Pay Matrix on regular basis on the recommendation of Departmental Promotion Committee held on 21.03.2025.

| Sl. No. | Name of the Official (Sh./Smt./Ms.) | Category | Promotion Category | Place of Posting |
|---------|-------------------------------------|----------|--------------------|------------------|
| 1. | Ashdique Reza Hazarika | UR | UR | R.O. Guwahati |
| 2. | Rana Paul | OBC | UR | B.O. Bongaigaon |
| 3. | Mayukh Deb | UR | UR | B.O. Tinsukia |
| 4. | Lanuyanger | ST | ST | B.O. Aizawl |

- The above officials are being promoted on *in situ* basis at their present place of posting and their transfer/posting order will be issued as per administrative feasibility in due course.
- The promotees will be deemed to have been promoted on regular basis on 21.03.2025 i.e. the date of the meeting of the Departmental Promotion Committee, subject to acceptance of the promotion as per para 17.11 of DoPT OM dated 10.04.1989.
- The pay on promotion will be fixed in Level 6 (Rs. 35,400 – 1,12,400/-) of 7th CPC Pay Matrix as per the provisions of FR 22(I)(a)(1). The promotees shall exercise their option for fixation of pay under FR 22(I)(a)(1) within one month from the date of promotion as per the saving clause under FR 22(I)(a)(1) and option once exercised will be final.
- The promotion of the above officials shall be subject to the terms and conditions of service as applicable to the similar class of employees as laid down in the ESI Corporation (Staff and Conditions of Service) Regulations, 2023 as amended from time to time.
- The officials who decline the offer of promotion will not be considered for regular promotion for a period of one year from the date of refusal of first promotion or till next vacancy arises whichever is later (as per para 17.12 of DoPT OM dated 10.04.1989) and will also be passed over resulting in loss of seniority, as per rule, and the other officials promoted on regular basis prior to the dates of their next promotion to the cadre of Assistant/Head Clerk will become senior to them.
- The inter-se seniority of the above officials shall be fixed as per the extant rules and as per the panel recommended by DPC.
- The proceedings of the DPC dated 21.03.2025 and promotion ordered on the basis of recommendations of the DPC 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 above 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.
- The promoted officials shall submit declaration regarding acceptance or refusal of the 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).

9. 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 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 RO, 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 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. 30 of 2025 dated 21.03.2025, I submit that I unconditionally accept the regular 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. 30 of 2025 dated 21.03.2025, I submit that I am not able to accept the regular promotion to the post of Assistant as ordered. I, therefore, request that I may be permitted to decline the regular promotion ordered.

(Signature of the Official)

Name:
Emp ID:
Date:
Place of Posting: