

From

The Director,  
 ESI Health Care, Plot no. IP-5A,  
 Sector 14, Panchkula, Haryana

To

The Principal Secretary to Govt. Haryana,  
 Labour Department, Chandigarh

**Sub:- Regarding request for modification in OTP for specialists working under ESI Health Care Haryana.**

R/Sir,

With reference to Govt. Letter No. 10/30/2021-5Lab dated 03.09.2025.

It is informed that Vide letter No. 15/27/2018-4HR-I dated 26.06.2025 of Human Resources Department has informed to publish list of Cadres that are to be included/ excluded from Online Transfer Policy. It is submitted that the following is the list of cadres of the ESI Health Care Haryana As per MOTP Meeting with Hon'ble OSD to CM and With reference to Government Letter No. 10/30/2021-5Lab/6996 dated 29.07.2025, Letter No. 10/30/2021-5Lab/7697 dated 22.08.2025 and Letter No. 10/30/2021-5Lab/7973 dated 03.09.2025. Accordingly, the cadre structure of ESI Health Care, Haryana, has been examined, as detailed in Table-A (overall sanctioned posts).

Sr. No.	Designation	Group	Sanctioned post
1	Director	A	1
2	Dy. Director (P & I)/ Civil Surgeon	A	5
3	Dy. Director/ Medical Superintendent/ Sr. Medical Officer/Dy. Director (M&F)	A	52
4	Medical Officer/ Medical Inspector/ Junior Specialist/ Additional Senior Medical Officer	A	397
5	Ayurvedic Medical Officer	B	3
6	Sr. Dental Surgeon	A	4
7	Dental Surgeon	B	1
8	Account Officer	B	1
9	Account Officer (HQ)	B	0
10	Administrative Officer(HQ)	B	1
11	Assistant Director Nursing (HQ)	B	1
12	Assistant District Attorney	B	1
13	Senior Account Officer (HQ)	B	1
14	Superintendent,(Field)	B	1
15	Superintendent(HQ)	B	3
16	Private Secretary	B	1
17	Chief Pharmacy Officer	B	4
18	Assistant,(Field)	C	115
19	Assistant (HQ)	C	24
20	Assistant Matron	C	2
21	Pharmacist	C	335
22	Senior Pharmacist	C	34
23	Chief Pharmacist	C	8
24	Clerk, (Field)	C	267
25	Clerk (HQ)	C	27
26	Dental Mechanic-cum- Assistant	C	6
27	Deputy Superintendent, (Field)	C	10
28	Deputy Superintendent(HQ)	C	4

29	Dietician	C	2
30	Driver, (Field)	C	19
31	Driver (HQ)	C	3
32	ECG Technician	C	6
33	Electrician	C	3
34	Junior Auditor (HQ)	C	2
35	Junior Scale Stenographer (HQ)	C	3
36	Junior Scale Stenographer	C	6
37	Laboratory Technician	C	100
38	Matron	C	1
39	MPHS (F)	C	62
40	MPHW (F)	C	152
41	Nursing Sister	C	14
42	Operation Theatre Master	C	6
43	Operation Theatre Assistant	C	14
44	Personal Assistant(HQ)	C	2
45	Physiotherapist	C	4
46	Plumber	C	1
47	Radiographer /Ultra Sound Technician	C	12
48	Assistant Lab Attendant	C	3
49	Dark Room Attendant	C	3
50	Lady Attendant	C	1
51	Plaster Tech	C	2
52	Record Restorer	C	2
53	Restorer	C	2
54	Section Officer (HQ)	C	2
55	Senior Scale Stenographer (HQ)	C	3
56	Staff Nurse	C	138
57	Steno Typist (HQ)	C	3
58	Steno Typist	C	3
59	Tailor	C	1
60	Tin Smith	C	2
61	Chowkidar	D	13
62	Bearer	D	3
63	Chowkidar (HQ)	D	1
64	Cook Helper	D	1
65	Cook Mate	D	9
66	Daftari (HQ)	D	1
67	Dhobi	D	7
68	Dresser	D	57
69	Mali	D	4
70	Messenger	D	4
71	Peon (HQ)	D	10
72	Peon	D	427
73	Security Guard	D	2
74	Sweeper	D	128
75	Sweeper (HQ)	D	1
76	Truck Cleaner	D	11
77	Ward Servant	D	64

However, it is submitted that, out of the cadres under consideration, there are designation under same cadre *Medical Officers* which include both general MBBS doctors and Specialists. The services of these officers are governed by same the *Haryana Civil Medical (Group-A) Service Rules, 2014* (attached at Flag-A). As per these rules, the posts of *Medical Officer / Medical Inspector / Additional Senior Medical Officer / Junior Specialist / Specialist* fall within the same cadre. However, the nature of duties and expertise of Specialist Medical Officers is fundamentally different from that of general MBBS doctors.

Specialist Medical Officers possess Post Graduate Degree/Diploma qualifications in disciplines such as Medicine, Surgery, Gynaecology, Ophthalmology, ENT, Orthopaedics, Paediatrics, Anaesthesia, Radiology, Pathology, Microbiology, Biochemistry, Psychiatry, Anatomy, Pathology, Biochemistry,

Forensic Medicine, Community Medicine, Dermatology, Chest & TB Medicine etc. Their services can be effectively utilized only in ESIS Hospitals (currently 4 in number), where the necessary infrastructure, diagnostic facilities, and equipment required for specialized treatment are available.

Further, the discipline-wise strength of Specialist Medical Officers are extremely limited, and their deployment has to be carefully balanced across available hospitals to ensure continuity of specialized healthcare services. Any rigid application of the Online Transfer Policy to this category would disturb this delicate balance and adversely impact patient care and hospital functioning.

A detailed list of Specialist Medical Officers /equivalent designates current specializations along with their working strength is appended below for ready reference.

Sr. No.	Specialization	Strength
1	Radiology	2
2	ENT	2
3	Gynaecology	3
4	Psychiatry	2
5	Paediatrics	3
6	Ophthalmology	3
7	Orthopaedics	3
8	Anaesthesiology	3
9	Pathology	8
10	TB & Chest	1
11	biochemistry	1
12	MS Surgery	2
13	Community Medicine	2
14	Dermatology	1
15	Microbiology	1
16	Forensic Medicine	1
17	Anatomy	1
18	MD Medicine	1
	Total	40

In view of the above, it is recommended that for the purpose of transfers, Specialists in the cadre of MOs should be kept outside the purview of the Online Transfer Policy to safeguard the efficiency of healthcare delivery under ESI. Further, The specialists may only be posted at ESI hospital.

Accordingly, it is proposed that "Unit" shall be defined as office. Based on cadre strength and administrative requirements, the following cadres are recommended for inclusion under MOTP, as per Table-B:-

Sr. No.	Designation	Group	Sanctioned post	Minimum Tenure	Prescribed Tenure	Unit
1	Dy. Director/ Medical Superintendent/ Sr. Medical Officer/Dy. Director (M&F)	A	52	1	5	Office
2	Medical Officer/ Medical Inspector/ Additional Senior Medical Officer (General MBBS doctor excluding specialist)	A	357(397-40)	1	5	Office
3	Pharmacist	C	335	1	5	Office
4	Staff Nurse	C	138	1	5	Office
5	MPHS (F)	C	62	1	5	Office
6	MPHW (F)	C	152	1	5	Office
7	Assistant,(Field)	C	115	1	5	Office
8	Clerk,(Field)	C	267	1	5	Office
9	Laboratory Technician	C	100	1	5	Office

Further, after examining cadre strength, the following categories are recommended for exclusion from MOTP, due to having sanctioned strength below 50 posts, being HQ/state cadre, belonging to common support cadres (Class-III & IV). These are listed in Table-C (Exclusion).

Sr. No.	Designation	Group	Sanctioned post	Remarks
1	Director	A	1	due to having less than 50 sanctioned post
2	Dy. Director (P & I)/ Civil Surgeon	A	5	due to having less than 50 sanctioned post
3	Specialist Medical Officer	A	presently working 40	due to having less than 50 post presently working strength 40
4	Ayurvedic Medical Officer	B	3	due to having less than 50 sanctioned post
5	Sr. Dental Surgeon	A	4	due to having less than 50 sanctioned post
6	Dental Surgeon	B	1	due to having less than 50 sanctioned post
7	Account Officer	B	1	State rule
8	Administrative Officer(HQ)	B	1	due to having less than 50 sanctioned post
9	Assistant Director Nursing (HQ)	B	1	due to having less than 50 sanctioned post & post on HQ
10	Assistant District Attorney	B	1	due to State Rule Cadre
11	Senior Account Officer (HQ)	B	1	due to State Rule Cadre
12	Superintendent(field cadre)	B	1	due to having less than 50 sanctioned post
13	Superintendent(HQ)	B	3	due to having less than 50 sanctioned post & post on HQ
14	Private Secretary	B	1	due to having less than 50 sanctioned post & post on HQ
15	Chief Pharmacy Officer(field cadre)	B	4	due to having less than 50 sanctioned post
16	Assistant (HQ)	C	24	due to having less than 50 sanctioned post & post on HQ
17	Assistant Matron(field cadre)	C	2	due to having less than 50 sanctioned post
18	Senior Pharmacist(field cadre)	C	34	due to having less than 50 sanctioned post
19	Chief Pharmacist (field cadre)	C	8	due to having less than 50 sanctioned post
20	Clerk (HQ)	C	27	due to having less than 50 sanctioned post & post on HQ
21	Dental Mechanic-cum-Assistant	C	6	due to having less than 50 sanctioned post
22	Deputy Superintendent(field cadre)	C	10	due to having less than 50 sanctioned post
23	Deputy Superintendent(HQ)	C	4	due to having less than 50 sanctioned post & post on HQ
24	Dietician	C	2	due to having less than 50 sanctioned post
25	Driver	C	19	due to having less than 50 sanctioned post
26	Driver (HQ)	C	3	due to having less than 50 sanctioned
27	ECG Technician	C	6	due to having less than 50 sanctioned post
28	Electrician	C	3	due to having less than 50 sanctioned

				post
29	Junior Auditor (HQ)	C	2	due to having less than 50 sanctioned post & post on HQ
30	Junior Scale Stenographer (HQ)	C	3	due to having less than 50 sanctioned post & post on HQ
31	Junior Scale Stenographer	C	6	due to having less than 50 sanctioned post
32	Matron	C	1	due to having less than 50 sanctioned post
33	Nursing Sister	C	14	due to having less than 50 sanctioned post
34	Operation Theatre Master	C	6	due to having less than 50 sanctioned post
35	Operation Theatre Assistant	C	14	due to having less than 50 sanctioned post
36	Personal Assistant(HQ)	C	2	due to having less than 50 sanctioned post
37	Physiotherapist	C	4	due to having less than 50 sanctioned post
38	Plumber	C	1	due to having less than 50 sanctioned post
39	Radiographer /Ultra Sound Technician	C	12	due to having less than 50 sanctioned post
40	Assistant Lab Attendant	C	3	due to having less than 50 sanctioned post
41	Dark Room Attendant	C	3	due to having less than 50 sanctioned post
42	Lady Attendant	C	1	due to having less than 50 sanctioned post
43	Plaster Tech	C	2	due to having less than 50 sanctioned post
44	Record Restorer	C	2	due to having less than 50 sanctioned post
45	Restorer	C	2	due to having less than 50 sanctioned post
46	Section Officer (HQ)	C	2	due to having less than 50 sanctioned post
47	Senior Scale Stenographer (HQ)	C	3	due to having less than 50 sanctioned post & post on HQ
48	Steno Typist (HQ)	C	3	due to having less than 50 sanctioned post
49	Steno Typist	C	3	due to having less than 50 sanctioned post
50	Tailor	C	1	due to having less than 50 sanctioned post
51	Tin Smith	C	2	due to having less than 50 sanctioned post
52	Chowkidar	D	13	Due to common cadres
53	Bearer	D	3	Due to common cadres
54	Chowkidar (HQ)	D	1	Due to common cadres
55	Cook Helper	D	1	Due to common cadres
56	Cook Mate	D	9	Due to common cadres
57	Daftari (HQ)	D	1	Due to common cadres
58	Dhobi	D	7	Due to common cadres
59	Dresser	D	57	Due to common cadres
60	Mali	D	4	Due to common cadres
61	Messenger	D	4	Due to common cadres
62	Peon (HQ)	D	10	Due to common cadres

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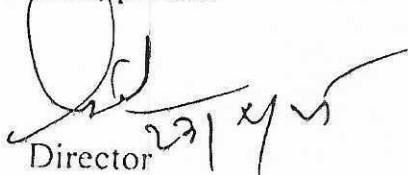
63	Peon	D	427	Due to common cadres
64	Security Guard	D	2	Due to common cadres
65	Sweeper	D	128	Due to common cadres
66	Sweeper (HQ)	D	1	Due to common cadres
67	Truck Cleaner	D	11	Due to common cadres
68	Ward Servant	D	64	Due to common cadres

As per the MOTP Meeting with Hon'ble OSD to CM dated 24.09.2025 and further on 14.10.2025.

In view of the above, approval of the Worthy Administrative Secretary is solicited for the following:

1. The cadre of Medical Officer shall be treated as cadre of (a) Medical Officer and equivalent designates (General MBBS) and (b) Medical Officer / equivalent designate Specialists respectively for the purpose of MOTP only.
2. To approve Prescribed Tenure, Minimum Tenure and Unit for each cadre as detailed in Table-B.
3. To exclude cadres as mentioned in Table-C, based on cadre size, HQ/state cadre nature, or common cadre status.
4. Lastly, its proposed that Medical Officer / equivalent designates who are Specialists may only be posted at ESI Hospitals please.

It is for your information & further necessary action, please.

  
 Director 23/10/2025  
 ESI Health Care, Haryana.

From

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03/11/2025

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03/11/2025  
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The Principal Secretary to Government, Haryana,  
Labour Department.

To

The Director,  
E.S.I. Health Care, Haryana,  
Sector-14, Panchkula.

31/11/2025

Memo No.: - 10/30/2021-5Lab. / 9204  
Computer No. 1158476  
Dated:- Chandigarh, the 03.11.2025.

Subject:- Request for modification in OTP for specialists  
working under ESI Health Care Haryana.

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Reference your letter No. 23/2-Estt.-II-Estt.-1-2025/323,  
dated 23.10.2025 on the subject cited above.

2. The Government agrees with the proposal of the  
department. It is therefore, you are requested to act strictly in  
accordance with as proposed.

Reke  
Superintendent  
for Principal Secretary to Government Haryana,  
Labour Department.