



क.रा.बी.नि.  
E S I C

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



सत्यमेव जयते

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No.: 31-A-33(16)/UDC/2016/Estt.II

Date: 31.12.2025

कार्यालय आदेश संख्या (352) (प्र) / OFFICE ORDER NO. 352 (A) OF 2025

The Regional Director (I/c), Maharashtra, on recommendation of the Departmental Promotion Committee meeting held on 31.12.2025 for the vacancy year 2025, has approved the promotion of the following officials from the cadre of Lower Division Clerk (LDC) to Upper Division Clerk (UDC) on regular basis in Level – 4 of Pay Matrix of Part A of the Schedule of the CCS (RP) Rules, 2016.

| क्र. सं. Sr. No.  | नाम (श्री/श्रीमती/कुमारी), पदनाम Name (Shri /Smt/Kum.), Design. | कर्मचारी आईडी Empl. ID | श्रेणी Categ. | चयन श्रेणी Category against which selected | वर्तमान पदस्थापन स्थान Present Place of posting | आदेशित पदस्थापन स्थान Ordered Place of Posting |
|-------------------|---|------------------------|---------------|--|---|--|
| VACANCY YEAR 2025 |   |                        |               |  |   |  |
| 1                 | Radhika Burde, LDC  | 161999                 | UR            | UR   | SRO Nagpur                                      | RO Mumbai                                      |

1. The promotion of aforementioned official will take effect from the date on which she assumes charge as UDC on the basis of this order provided she accepts the promotion and joins at present place of posting.
2. Once Regular promotion is accepted, the same will not be permitted to be withdrawn in any condition on change of place of posting.
3. The promotion and posting of the aforesaid official is ordered in **PUBLIC INTEREST** and she is entitled for TA/DA and Joining Time as per rules.
4. The promote shall exercise their option for fixation of pay within one month from the date of promotion as per the saving clause under FR 22(l)(a)(1) and option once exercised will be final.
5. The declaration by the official regarding the acceptance or refusal of the promotion offered shall be communicated by the official concerned by **31/12/2025** (format attached). In the absence of any communication, it will be presumed that she has

not accepted the promotion and no correspondence in future will be entertained in this matter.

6. The regular promotion has been made 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.
7. The inter-se seniority of the officials shall be determined according to the relevant Rules, in due course.
8. The official declining regular promotion will not be considered for regular promotion for a period of one year and will also be passed over to his/her junior(s), resulting in loss his/ her of seniority, as per rules. Moreover, the financial upgradation under MACP scheme of such official shall also be deferred to the extent of period of debarment due to the refusal.
9. This promotion order is subject to provisions as contained in GOI, DOPT, OM No. 36012/45/2005-Estt(Res.) dated 10/08/2010, OM No. 36012/11/2016-Estt.(Res.) dated 30/09/2016 and OM No. 36012/11/2016-Estt(Res.-I)(Pt.-II) dated 15/06/2018 and further orders which may be passed by the Hon'ble Supreme Court.
10. The promotion of the above official is subject to completion of training for promotion to the post of Upper Division Clerk as devised by the Employees' State Insurance Corporation, as per the ESIC (UDC) Recruitment Regulations, 2021.
11. The custodian of the Service Book shall make necessary entry/ record in the Service Book regarding acceptance/ refusal of such promotion.
12. Necessary relieving and joining report may be submitted to all concerned immediately.
13. Hindi version will follow.



(दिनेश सोनकुसर / Dinesh Sonkusare)  
(उप निदेशक (प्रशासन)/Dy. Director (Admn.)

Copy to:

1. संबंधित कर्मचारी/सभी शाखाएँ/शाखा अधिकारी/शाखा प्रबंधक, क्षेत्रीय कार्यालय मुंबई। Concerned persons / All Branches / Branch Officers / Branch Managers, R.O. Mumbai.
2. चिकित्सा अधीक्षक, क.रा.बी. निगम अस्पताल अंधेरी, कोल्हापूर, बिबवेवाडी,
3. The Medical Superintendent, ESICMH Andheri/ESICH Kolhapur/Bibvewadi/
4. डीन, PGIMSR & Medical College अंधेरी / The Dean, PGIMSR Andheri.

5. संयुक्त निदेशक , उप क्षेत्रीय कार्यालय नागपुर , मरोल , ठाणे , पुणे , नाशिक , औरंगाबाद /Jt. Director (I/c), SRO Nagpur/Marol/ Thane/Pune /Nasik/ Aurangabad.
6. क्षेत्रीय निदेशक (प्रभारी), क्षेत्रीय कार्यालय, महाराष्ट्र के वैयक्तिक सचिव /P.S. to RD(I/c), RO Maharashtra.
7. उप निदेशक (सतर्कता)/(प्रशिक्षण)The Dy. Director. (Vig.) / (Trg.)
8. महासचिव, ईएसआईसी अधिकारी संघ, क्षेत्रीय कार्यालय मुंबई। The General Secretary, ESIC Officers' Association, RO Mumbai.
9. Secretary, Esic Employees' Co-op. Credit Socity, Mumbai / सचिव, क.रा.बी. निगम, कर्मचारी सहकारी संस्था मुंबई.
10. महासचिव, ईएसआईसी कर्मचारी संघ, मुंबई। The General Secretary, ESIC Employees' Union, Mumbai.
11. सचिव, ईएसआईसी एससी/एसटी/ओबीसी कर्मचारी एवं अधिकारी कल्याण संघ, मुंबई। The Secretary, ESIC SC/ST/OBC Employees' & Officers' Welfare Association, Mumbai.
12. कार्यालय जापन/व्यक्तिगत फाइल। O.O. File/ Personal file.
13. आईसीटी शाखा, क्षेत्रीय कार्यालय मुंबई, ईएसआईसी वेबसाइट पर अपलोड करने के लिए। ICT Branch, RO Mumbai, to upload on ESIC website.