

Inter-Region Option for Request Group C – Paramedical

Agenda



Overview

Workflow

User Roles under User Management Module

Creation of Option for Request Group C – Inter Region (Paramedical)

Process flow for verification and approval of transaction with Screen Shots

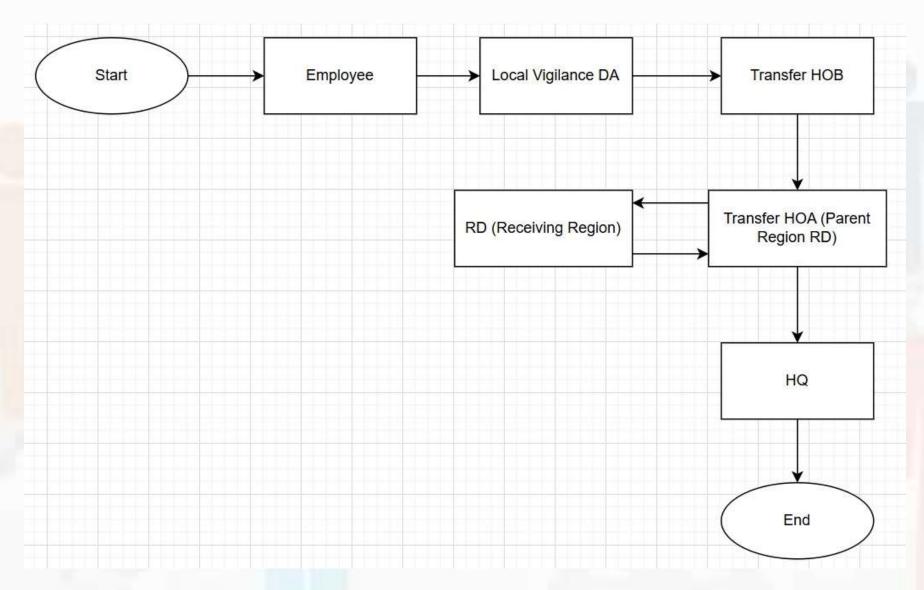
Overview – Option for Request (Inter-Region Group C) Paramedical

Transfer is a process of placing employees in positions where they are likely to be more effective or where they are to get more job satisfaction. There is no change in the responsibility, designation, status or salary. It is a process of employee's adjustment with the work, time and place. Transfer may also be made as a disciplinary action. There is a well-structured transfer policy in organizations where an employee may be transferred either because of the needs of the organization or at their own request.

- The user manual is to guide for user on new transfer policy by making provision to ESIC Employee for submission of 'Option for Request'. This user manual will show the process/ workflow of 'Option for Request' Inter-Region Group C (Paramedical).
- Employees can request for transfer to their choice of Region subject to approval of competent authority.
- This module is appliable for Inter Region Group C Paramedical Cadre.

Workflow - 'Option for Request – Group C (Inter Region)





User Roles for 'Transfer Request – Self' under User Management Module

Revoked



User Management				
Employee Details				
Employee Number :	147267		Name :	Mr. Training HRMS
Location :	ESIC -	HQ	Cadre :	Chief Medical Officer
User Role Mapping Details				
Payroll Finance HRMS Material Man	agement			
Transaction Name		Role Description		
		☐ Transfer Grievance HOB		
Transfer Request Self		✓ Local Vigilance DA ✓ Transfer HOB ☐ Super Admin ☐ Transfer DA ✓ Transfer HOA (Medical) ☐ Transfer HOA (Non Medical)	Click on check box to assign roles	
Transfer Request Self New		✓ HQ Med. 6		
Travel Request		☐ Travel Request DA		
Granted				



Master Screen to Enable/ Disable Option for Request (Inter Region – Group C Paramedical)

Employee Login through myesic.esic.gov.in or gateway.esic.gov.in







Enter User Name and Password in Text Box

iv, is regretted."

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ESIC IT Service Desk Helpline



7 using below methods."

Web Portal- ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VolP Helpline: 7001

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Master Screen to Enable/ Disable Option for Request

Path : HRMS 2.0 \rightarrow Administration \rightarrow Transfer Module \rightarrow Option / IRT Request \rightarrow Manage Transfer Enable





Master to enable/ disable call for options





		Request for Options Enable/Disable Fo	n Nursing/Paramedical Group A, B, C	
		Upload Document	Choose File No file crosen Clear	User can upload the Document an select Cut— off date.
		Cut off date for calculation of Length of stay	07/03/2025	
			Ca	II for Options
Select		Cadre Name	Start Date	End Date
	Asst. Nursing Superintendent		07/03/2025	31/03/2025
	Audiometer Technician		25/10/2024	30/11/2024
	Auxiliary Nurse		07/03/2025	01/12/2025
	Bearer		22/11/2024	30/11/2024
	Blood Bank Lab Technician		22/11/2024	30/11/2024
	Boiler Attendant		05/07/2024	31/07/2024
	Chief Pharmacist		05/07/2024	31/07/2024
	Cook		18/11/2024	18/11/2024
	CSR Assistant		05/07/2024	31/07/2024
	CSR Technician		05/07/2024	31/07/2024



Creation Option for Request by Employee (Inter- Region)

Employee Login through <u>myesic.esic.gov.in</u> or <u>gateway.esic.gov.in</u>







Enter User Name and Password in Text Box

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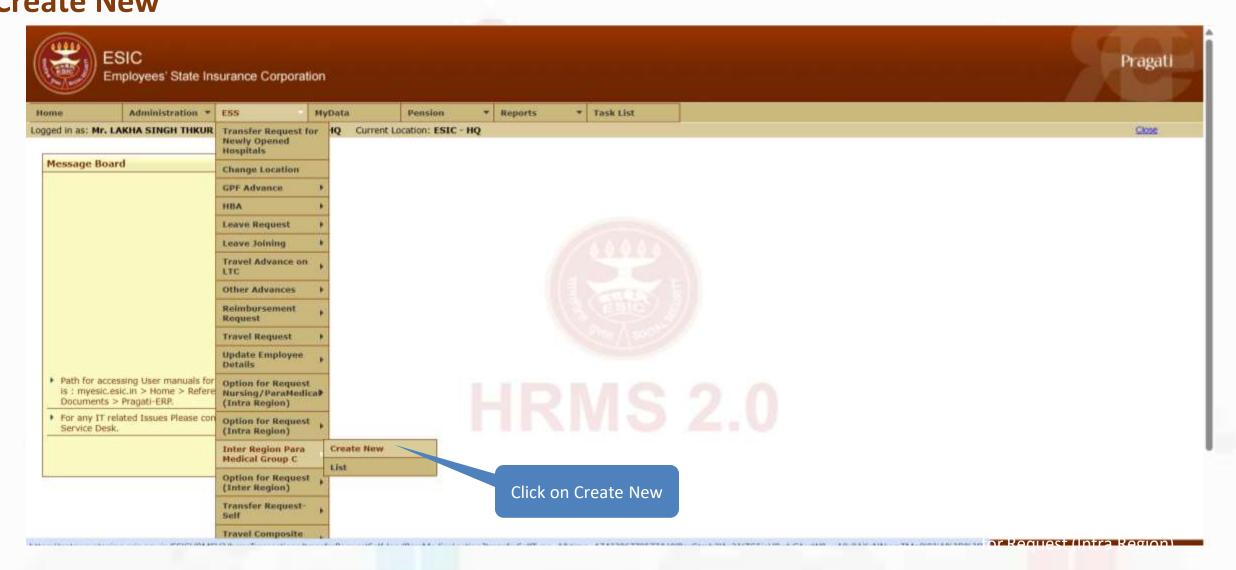


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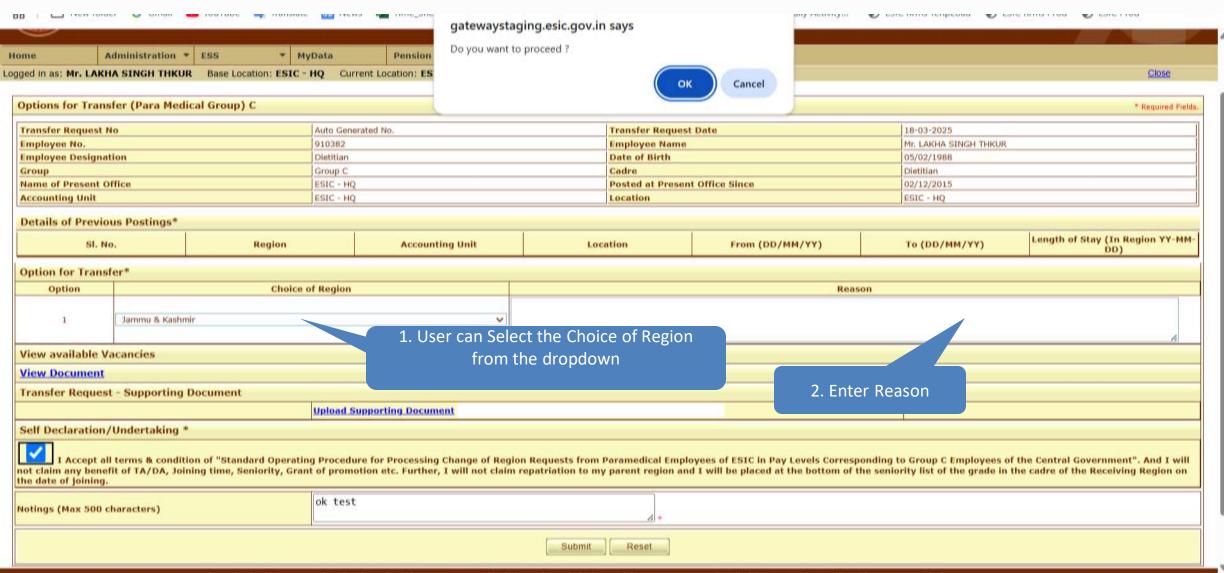
To Enter Transfer Details HRMS 2.0 \rightarrow ESS \rightarrow Option for Request (Inter Region Paramedical Group C) \rightarrow Create New





Enter Location Details





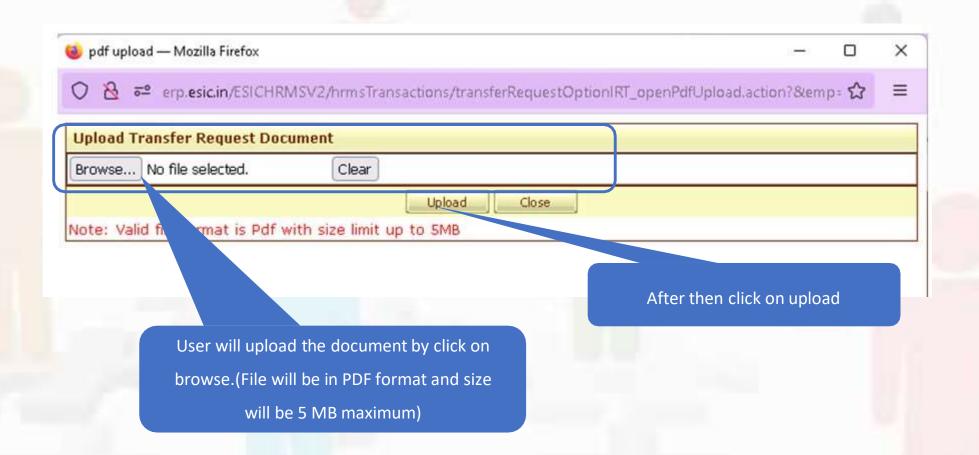
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roup				Group C				Cadre			Dietitian	
lame of Present Of	fice			ESIC - HQ				Posted at Presen	t Office Since		02/12/2015	
Accounting Unit				ESIC - HQ				Location			ESIC - HQ	
Details of Previou	ıs Postings*											
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iew Document												
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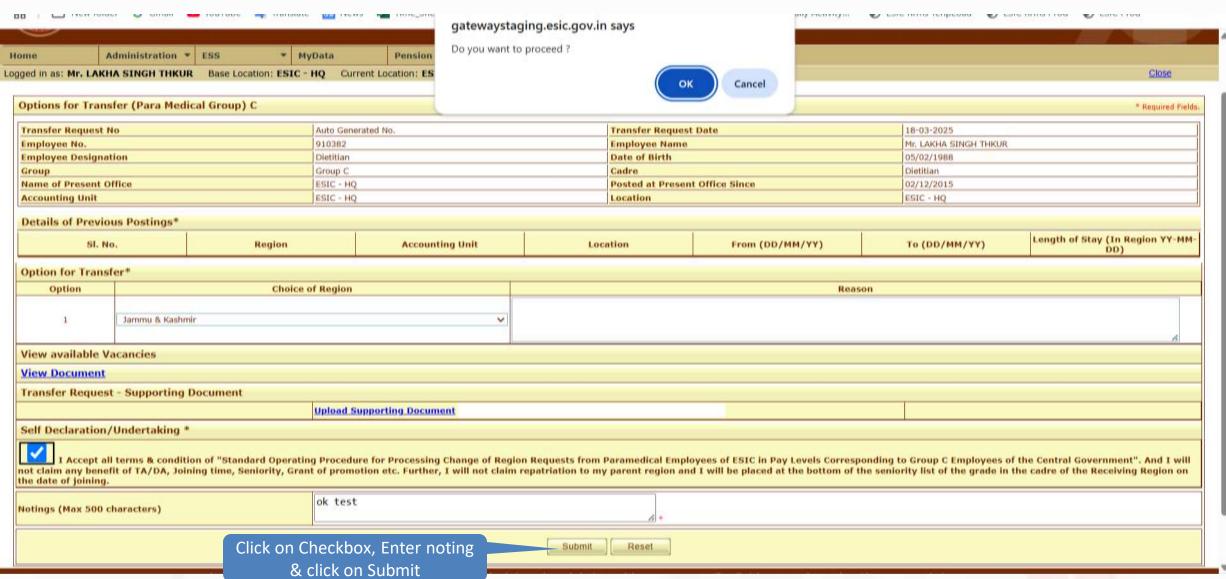
Upload Transfer Request Documents





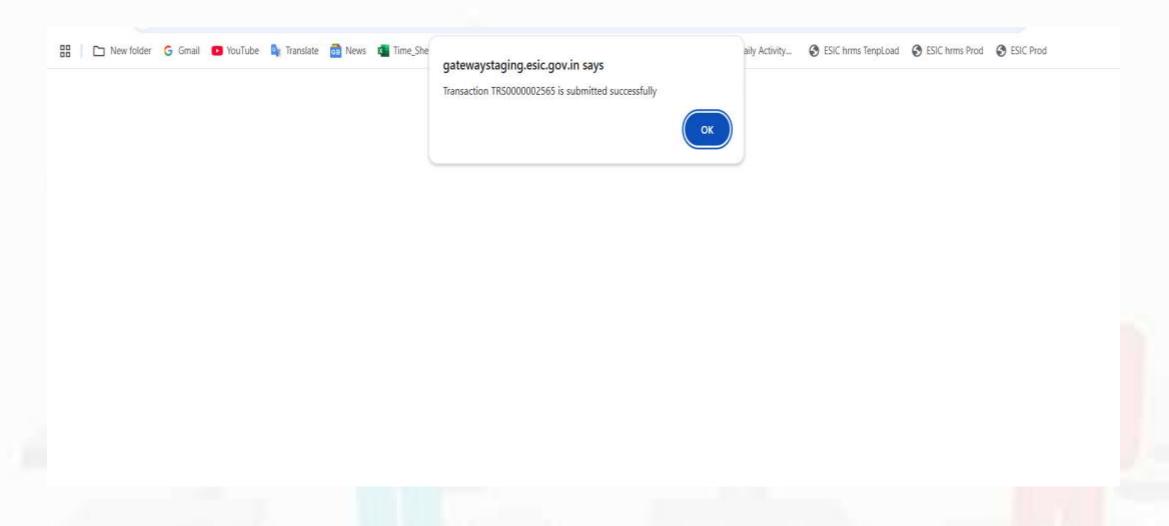
Enter Location Details





Transfer Request No. gets submitted Successfully







Verification of Transaction

Role: Local Vigilance DA

Local Vigilance DA Login through myesic.esic.gov.in or gateway.esic.gov.in







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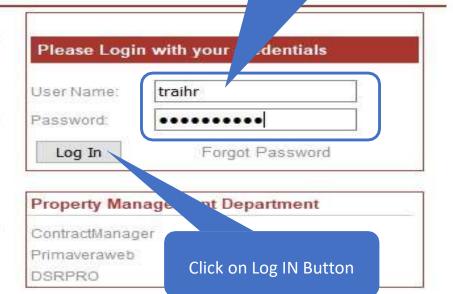
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Click on Task List

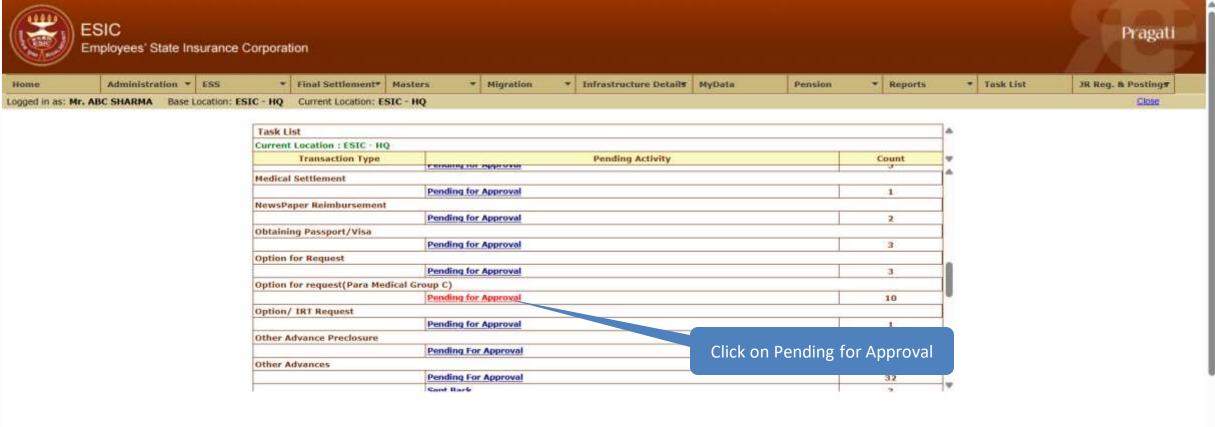




Option for Request - Pending For Approval Path: HRMS 2.0 \rightarrow Task List \rightarrow Option for Request(Para Medical Group C \rightarrow



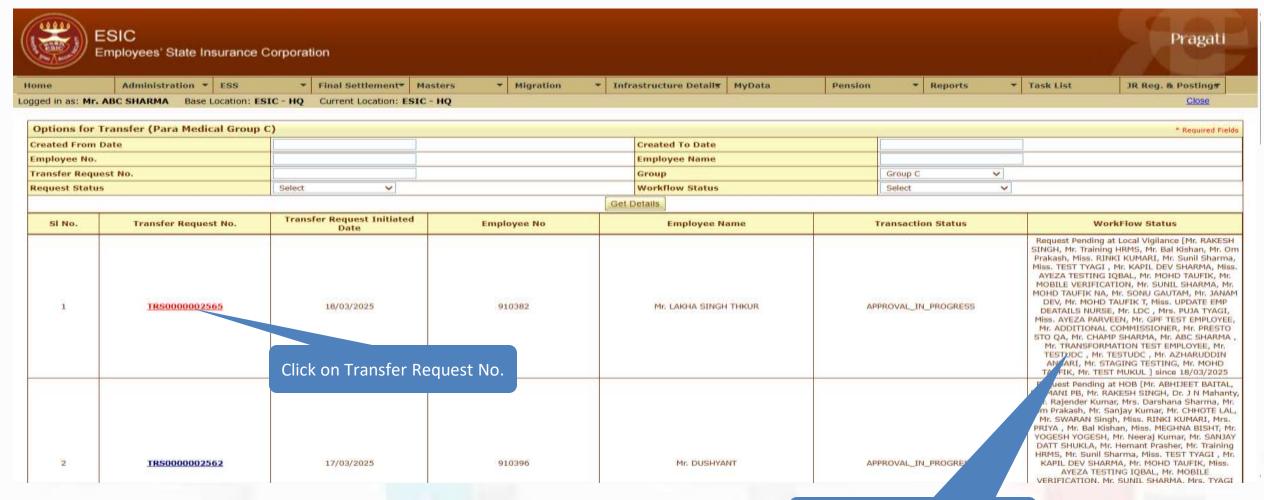
Pending for Approval



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Click on Transfer Request No.





User can view, with whom the transaction is pending.

Note: -

- 1. Get Details To fetch the record from selection criteria
- 2. User can search the Request through search criteria

Submit Transfer Request from

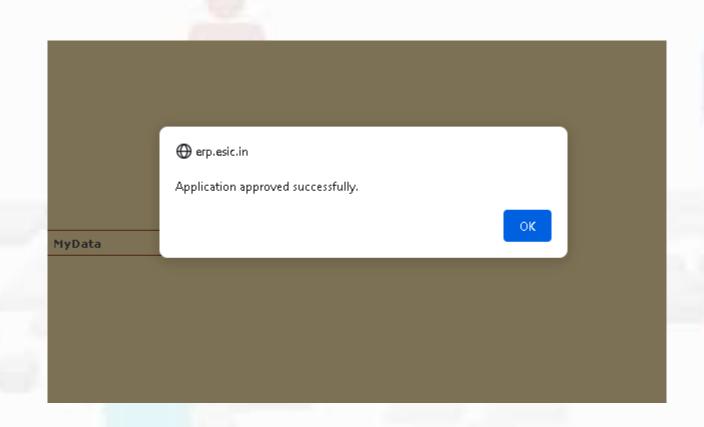


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Enter Noting then

Transfer Request Approved Successfully







Approval of Transaction

Role: Transfer HOB

Transfer HOB Login through <u>myesic.esic.gov.in</u> or <u>gateway.esic.gov.in</u>







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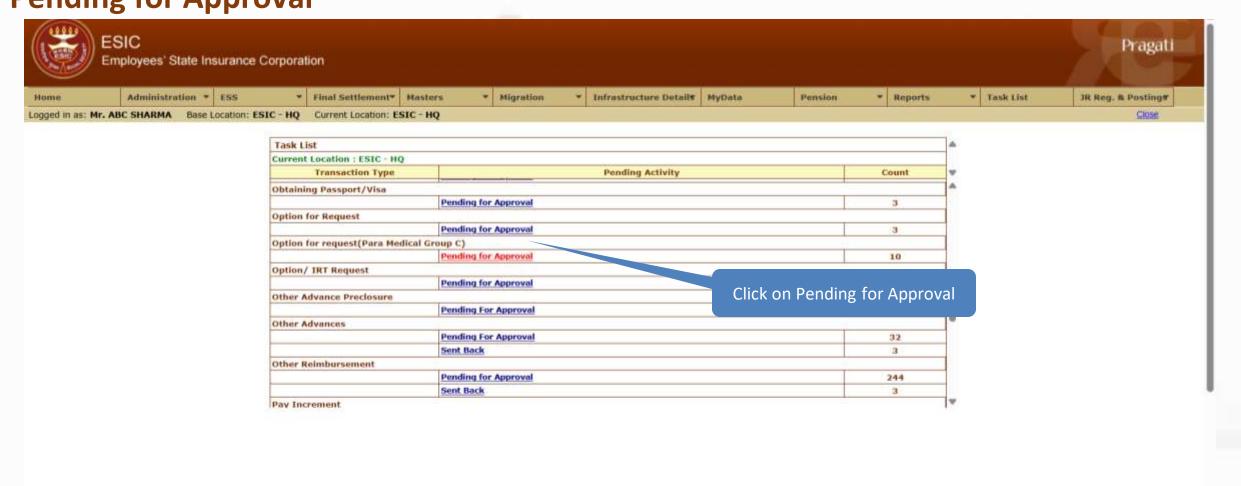
Click on Task List





Option for Request - Pending For Approval Path: HRMS 2.0 \rightarrow Task List \rightarrow Option for Request(Para Medical Group C) \rightarrow Pending for Approval

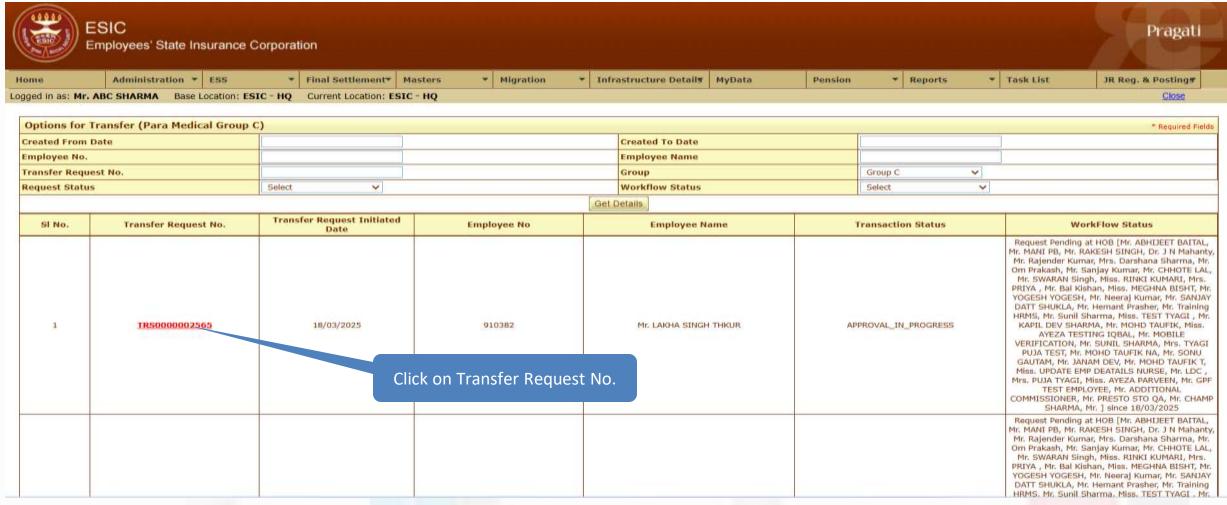




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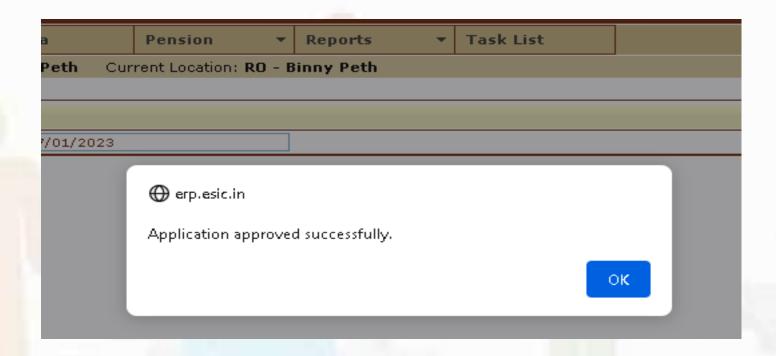
Approve/ Reject Transfer Request by Transfer HOB



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Transfer Request Approved Successfully







Approval of Transaction

Role: Transfer HOA (Parent Region RD)

HOA Login through myesic.esic.gov.in or gateway.esic.gov.in





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ESIC IT Service Desk Helpline



7 using below methods."

Web Portal- ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VolP Helpline: 7001

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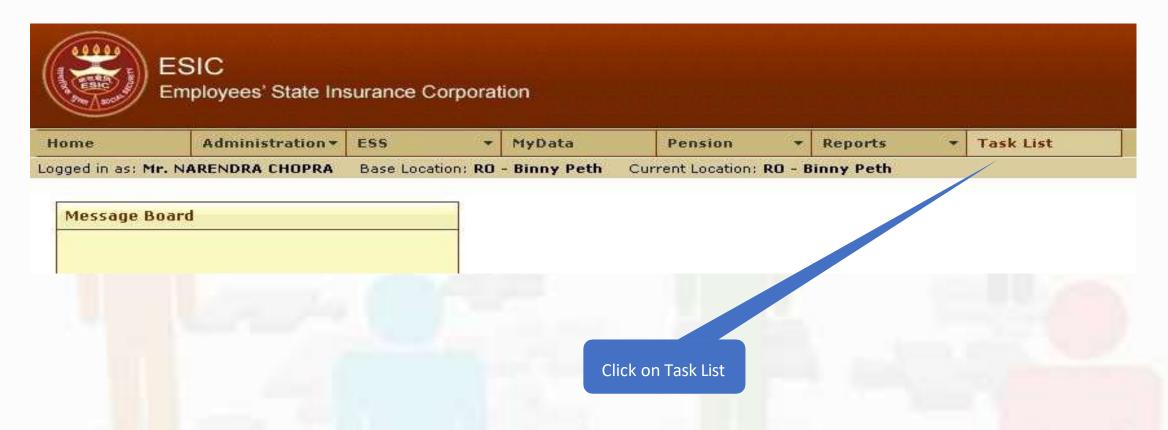


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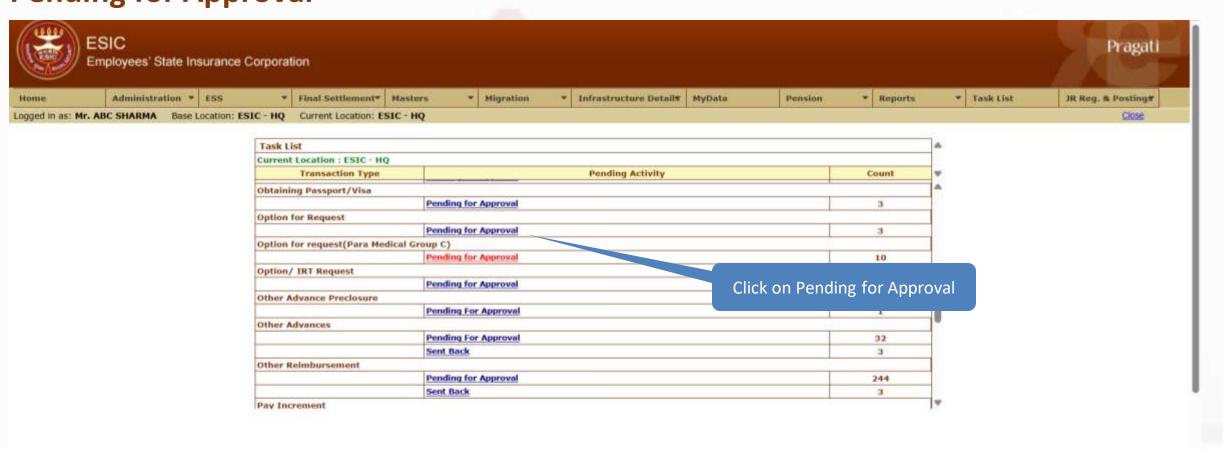
Click on Task List





Option for Request - Pending For Approval Path: HRMS 2.0 \rightarrow Task List \rightarrow Option for Request(Para Medical Group C) \rightarrow Pending for Approval





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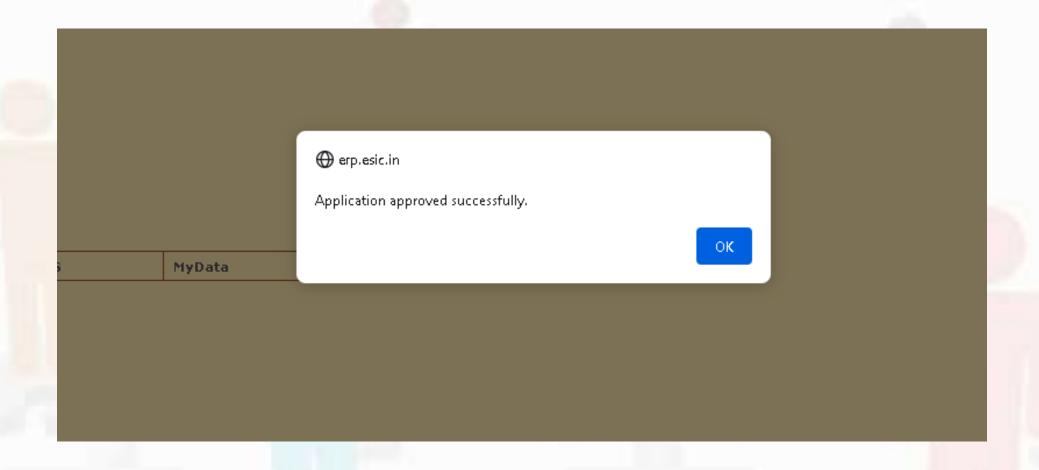
Forward to RD - Transfer Request by Transfer HOA



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Transfer Request Approved Successfully







Approval of Transaction

Role: RD (Receiving Region)

RD Login through <u>myesic.esic.gov.in</u> or <u>gateway.esic.gov.in</u>





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ESIC IT Service Desk Helpline



vusing below methods."

Web Portal- ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VolP Helpline: 7001

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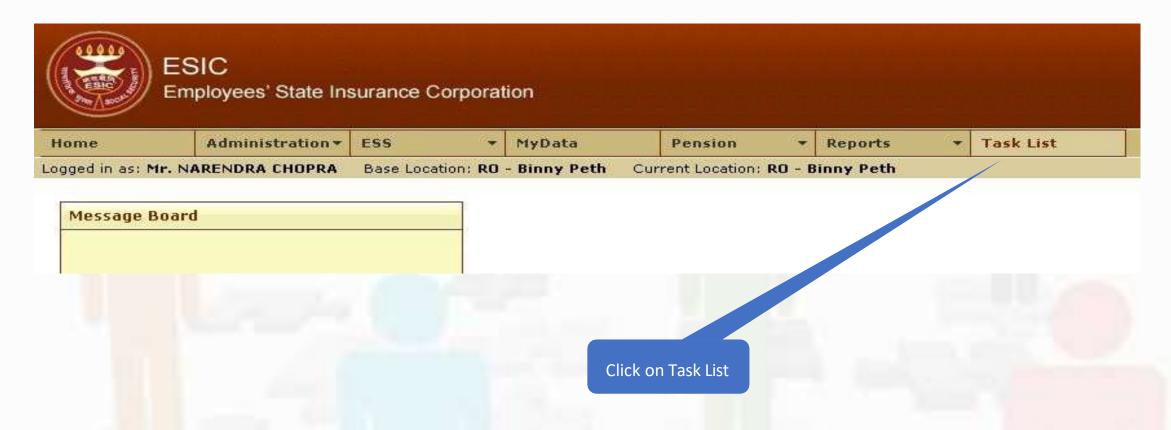


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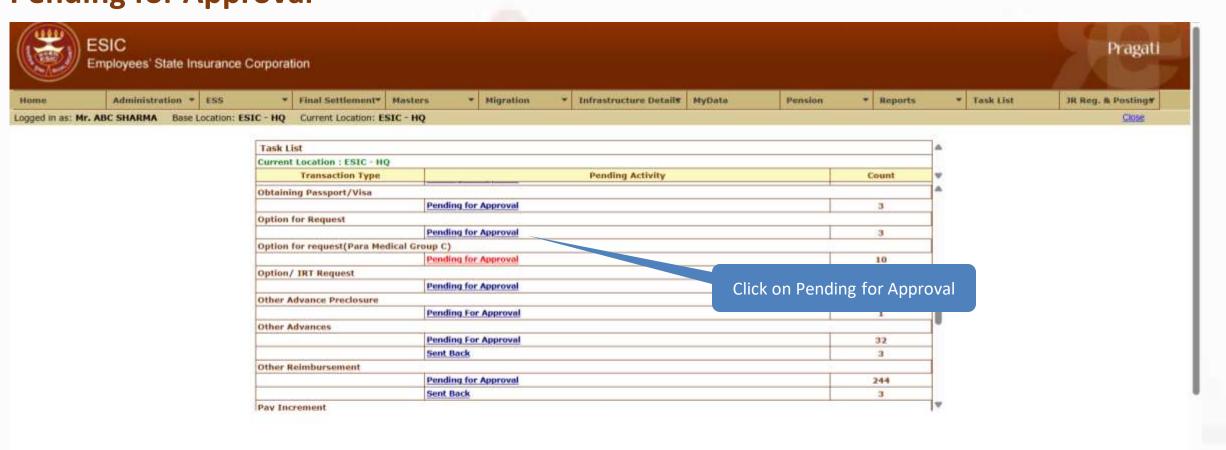
Click on Task List





Option for Request - Pending For Approval Path: HRMS 2.0 \rightarrow Task List \rightarrow Option for Request(Para Medical Group C) \rightarrow Pending for Approval

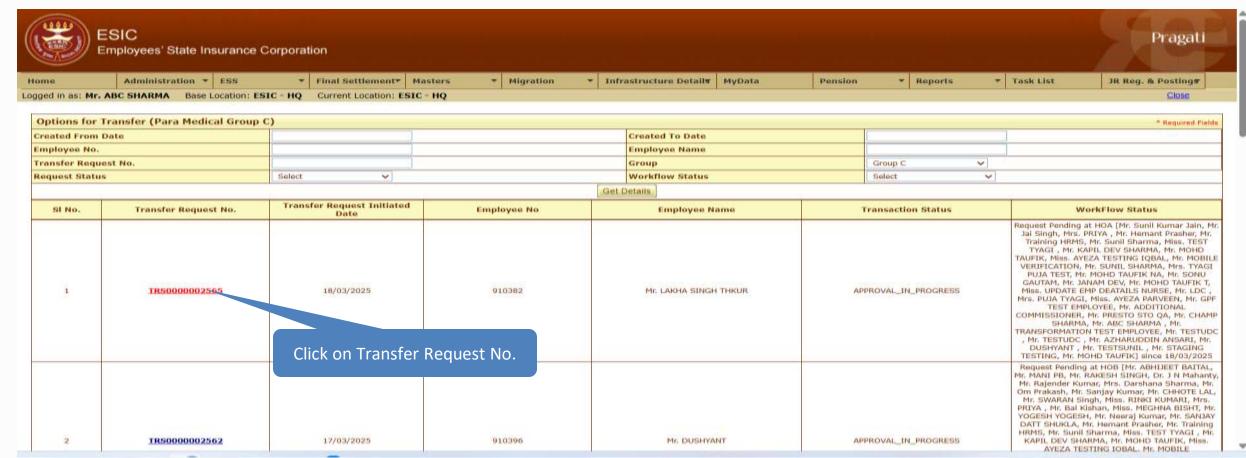




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Click on Transfer Request No.





Note: -

- 1. Get Details To fetch the record from selection criteria
- 2. User can search the Request through search criteria

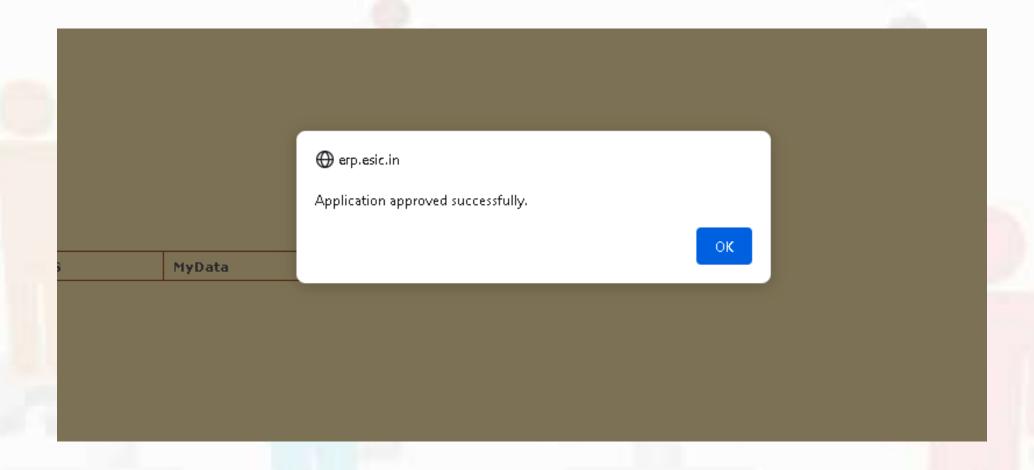
Transfer Request forwarded to HOA



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Transfer Request Approved Successfully







Approval of Transaction

Role: Transfer HOA (Parent Region)

HOA Login through myesic.esic.gov.in or gateway.esic.gov.in





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ESIC IT Service Desk Helpline



7 using below methods."

Web Portal- ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VolP Helpline: 7001

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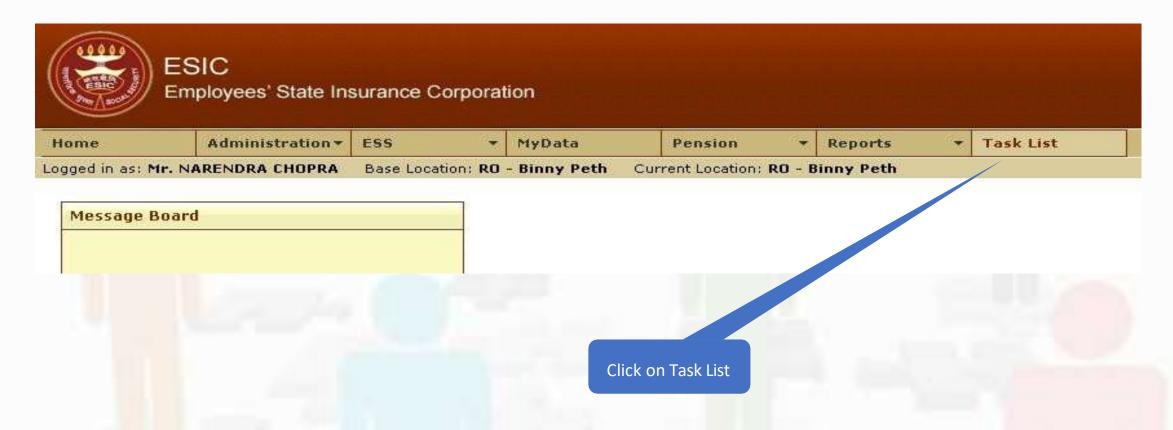


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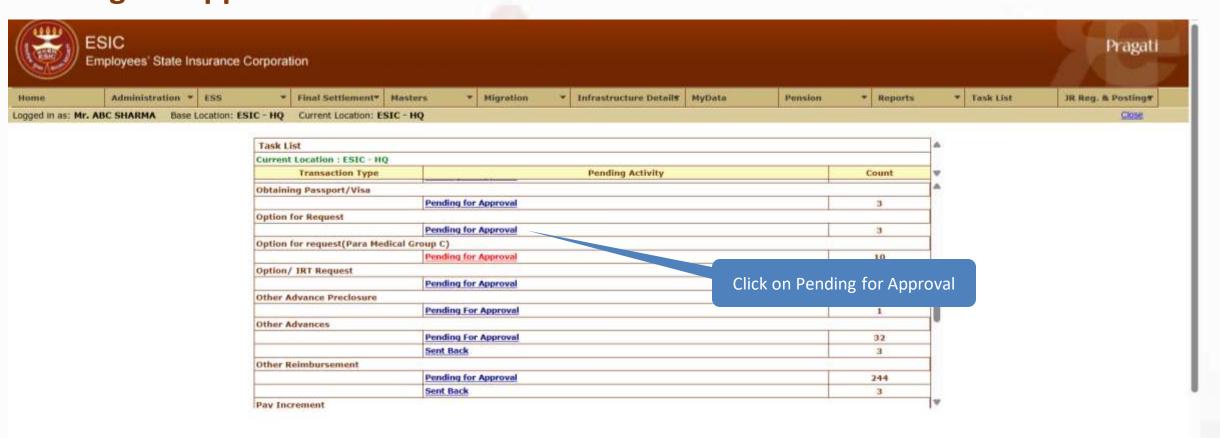
Click on Task List





Option for Request - Pending For Approval Path: HRMS 2.0 \rightarrow Task List \rightarrow Option for Request (Para Medical Group C) \rightarrow Pending for Approval

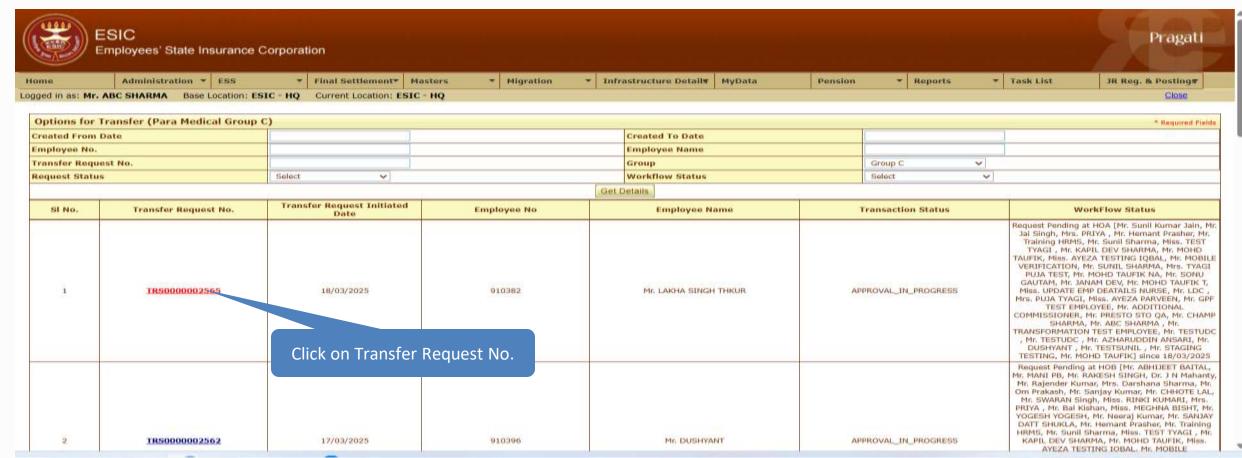




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Note: -

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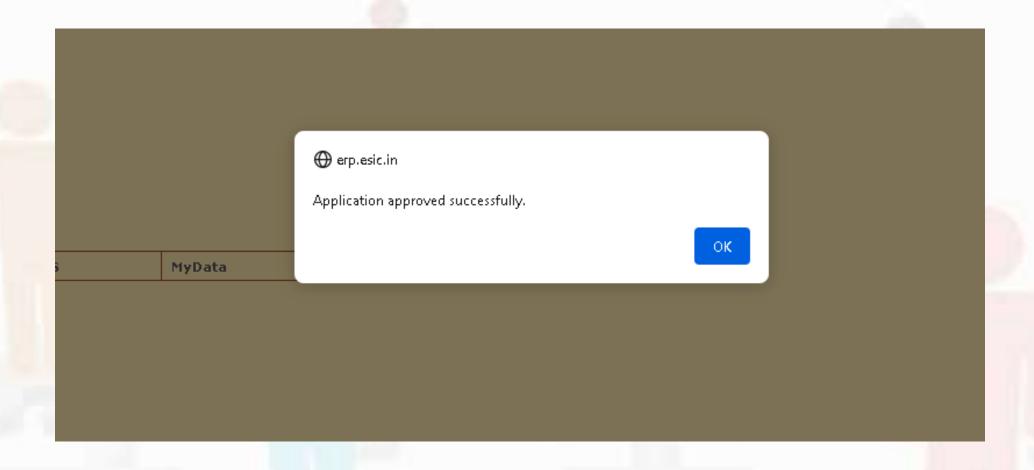
Transfer Request Forwarded to HQ



ansfer Request - Supp nether want to retain at s commended Remarks * nether availability of vaca mber of available vacance	same Location?	View Attachment Yes ok test by hoa					
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Transfer Request Approved Successfully







Check Existing Transfer Request Record from List Page

Role: ESIC Employee

Employee Login through myesic.esic.gov.in or gateway.esic.gov.in







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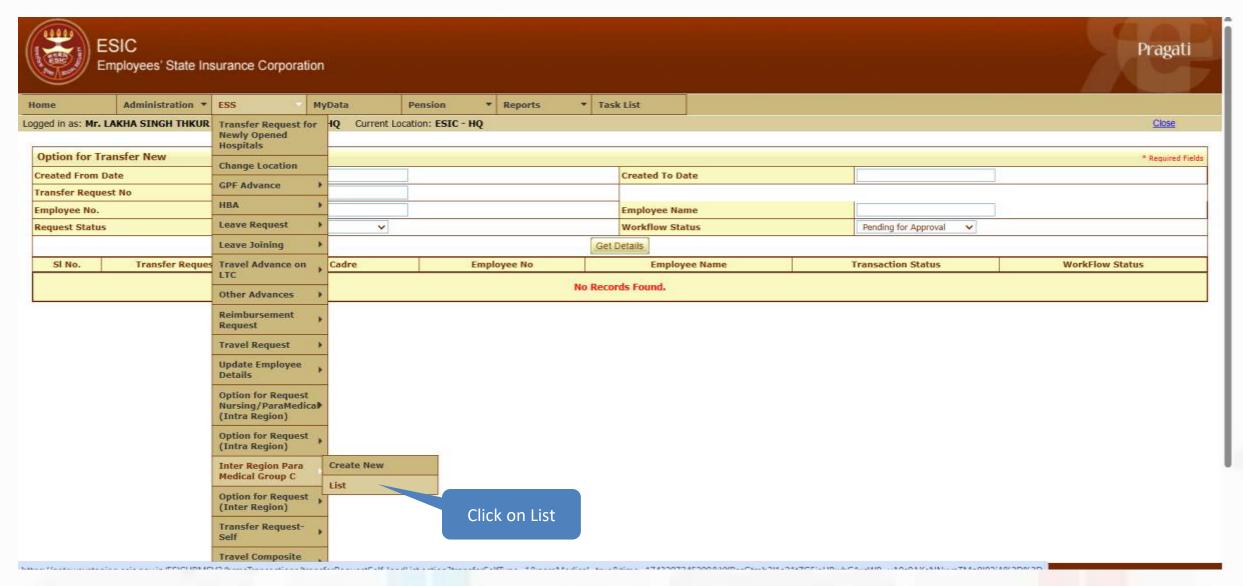


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To View Transfer Details HRMS 2.0 → ESS → Inter Region Para Medical Group C → List





Search and Select Transfer Request No.



The Committee of the Co	ESIC Employees' State Insurance	Corporation								Pragati
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2	TR50000007589	21/03/2025	910396		Mr. DUSHWANT		APPRO	VED		Approved by HOA
3	TRS0000002588	21/03/2025	910396		Mr. DUSHYANT		APPRO	VED		Approved by HOA
- 4	TRS0000002582	21/03/2025	910396		Mr. DUSHYANT		APPRO	VED		Approved by HOA
	1 - 4 OF 4									0 60

Click on Transfer Request No.

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