



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



क्षेत्रीय कार्यालय जम्मू-कश्मीर एवं लद्दाख
REGIONAL OFFICE JAMMU-KASHMIR & LADAKH
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Date: - # Approved Date #

No. A-33015/12/2022-ADMN

Office Order No. 1 of 2026

On the recommendations of the Departmental Promotion Committee for the year 2026 held on 22.12.2025, the Competent Authority has ordered the promotion of the following officials from the post of Multi-Tasking Staff to the post of Lower Division Clerk in Level 2 of the Pay Matrix (Rs. 19,900 – 63,200) on regular basis as under: -

S.No	Name of Employee and Emp. No.	Category belongs to	Category against which selected	Present place of Posting
1.	Sh. Seemant Mahajan (173553)	UR	UR	ESIC, DCBO Udhampur (Under transfer to ESIC Hospital Ompora vide RO Jammu Order No. 143/2025 dated 14.11.2025 and presently attachment with ESIC, MH Bari Brahmana)
2.	Sh. Amit Kumar (173610)	UR	UR	ESIC, RO Jammu
3.	Sh. Rahul Verma (176138)	UR	UR	ESIC, BO Jammu
4.	Sh. Amit Gupta (175179)	UR	UR	ESIC, RO Jammu

On promotion as Lower Division Clerk on regular basis, the above officials will draw their pay at the minimum of Level-2 of the Pay Matrix (Rs. 19,900 – 63,200) or the existing pay whichever is higher, pending fixation of pay under the relevant rules, wherever necessary.

The promotion of the above officials will take effect from the date of assumption of their duties to the promoted post. In case of non-acceptance of the promotion by the official, he will not be considered for promotion for a period of one year from the date of refusal.

On their promotion, the above officials may opt for the fixation of pay under FR 22(I)(a)(1), within one month from the date of issue of this order.

All above officials are promoted at their present place of posting for the time being only and their transfer/posting orders may be issued separately in due course as per the administrative requirement/feasibility.

Sl. No. 1 will submit his joining report to ESIC, Model Hospital Bari Brahmana Samba.

The promotion will be subject to such terms and conditions as laid down in the Employees' State Insurance Corporation (Staff & Conditions of Service) Regulations, 2023.

Official accepting/declining the promotion may be communicated to this office within a week of issue of this order.

This promotion order is subject to further orders which may be passed by the Hon'ble Supreme Court of India in reference to DoPT OM No. 36012/11/2016-Estt(Res-I)(Pt-II) dated 15.06.2018.

Hindi version will follow.

Digitally signed by
RAJENDER SINGH MANWAL
Date: 01-01-2026 10:57:29

(Rajender Singh Manwal)
Assistant Director (Admin)

Copy To: -

1. The concerned Officials.
2. Personal file of Individuals.
3. Medical Superintendent, ESIC Model Hospital Bari Brahmana Samba for necessary action.
4. Medical Superintendent, ESIC Hospital, Ompora.
5. Branch Manager, ESIC, Branch Office Jammu for necessary action.
6. Finance and Accounts Branch/Cash Branch, ESIC Regional Office, Jammu.
7. All Branch Officer, ESIC, RO, Jammu.
8. IT Branch, ESIC, RO Jammu with request to upload on website.
9. Service Book Clerk.
10. Rajbhasha Branch.