



No. A-54/2/2025-Admin

Date:- 31.01.2025

Office Order No. 21 of 2025

On the recommendations of the Departmental Promotion Committee for year 2025 held on 30.01.2025, the Competent Authority has ordered the promotion of the following official from the post of Medical Record Assistant to the post of Medical Record Technician in Pay Matrix Level- 4 (Rs.25500-81100) on regular basis at his existing place of posting as under: -

S.No	Name of Employee and Emp. No.	Category belongs to	Category against which selected	Present place of Posting	Present post	Post Ordered for promotion
1.	Sh. Mohd. Farooq (121867)	ST	UR	ESICMH, Barr-Brahmana	Medical Record Assistant	Medical Record Technician

Promotion of the above official will be subject to completion of the training in the field of duties and skill development etc. within one year from the date of the meeting of DPC as per recruitment regulations for the post of Medical Record Technician.

On promotion as Medical Record Technician on regular basis, the above official will draw his pay at the minimum of Level-4 in Pay Matrix (Rs.25500-81100) or the existing pay whichever is higher, pending fixation of pay under the relevant rules, wherever necessary.

The promotion of the above official will take effect from the date of assumption of his 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 his promotion, the above official may opt for the fixation of pay under FR 22(I)(a)(1), within one month from the date of issue of this order.

The promotion will be subject to such terms and conditions as laid down in the ESI Corporation (Staff & Conditions of Service) Regulations, 2023, as amended from time to time.

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

This order is governed by the final order/ judgement of the Hon'ble Supreme court of the India as per DoPT OM no. 36012/11/2016-Estt(Res-I)(Pt-II) dt 15.06.2018.

Hindi version will follow.

**Signed by Rajender Singh
Manwal**

Date: 31-01-2025 15:51:44
Rajender Singh Manwal
Assistant Director (Admin)

Copy To:-

1. The concerned Official, through Medical Superintendent, ESICMH Bari Brahamana, Jammu.
2. Personal File of Individual.
3. The Medical Superintendent, ESIC Model Hospital, Bari Brahma, Jammu.
4. Finance and Accounts Branch/DDO, ESIC Model Hospital, Bari-Brahama, Jammu.
5. Finance and Accounts Branch/DDO, ESIC Regional Office, Jammu.
6. IT Branch, with request to upload on website.
7. Service Book Clerk.
8. Rajbhasha Branch.
9. Guard File.