



कामगार राज्य बीमा 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)



क्षेत्रीय कार्यालय/क्षेत्रीय कार्यालय/Regional  
Office/Maharashtra  
पंचदीप भवन, 108, एन. एम. जोशी मार्ग, लोअर परेल,  
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पंचदीप भवन, 108, एन. एम. जोशी मार्ग, लोअर परेल,  
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Lower Parel, Mumbai – 400 013  
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31-A-22(12)/97-Estt.II

Date-12.02.2025

### **CIRCULAR**

Sub: Extension of Date for Submission of Option Forms for the Post of  
Caretaker/Assistant Caretaker-reg.

Reference is invited to the Regional Office Mumbai Circular of even number dated 17.12.2024 regarding the invitation of options in the prescribed proforma i.e. in Annexure-A from officials willing to take up the post of Caretaker in the cadre of Assistant for ESIC Nagar, Andheri, and the post of Assistant Caretaker in the cadre of UDC at various locations.

In this regard, the last date for submission of the option forms has been extended up to **28.02.2025**.

All Branch Officers and Branch Managers under the Regional Office Mumbai, SRO Marol, SRO Thane, ESIC Model Hospital Andheri & PGIMSR are requested to ascertain from the existing Assistants and UDCs working in their branches, including those on leave, whether any of them are willing to be posted as Caretaker/Assistant Caretaker.

Concerned SROs/ESIC Model Hospital Andheri & PGIMSR are hereby instructed to forward the requests received from the Assistants/UDCs through the proper channel to **Regional Office, Mumbai, at the email address [estt2-mh@esic.nic.in](mailto:estt2-mh@esic.nic.in) latest by 07.03.2025**.

The appointment will be made based on seniority, subject to fitness and suitability for the responsibilities involved in the post.

Encl: As above

(Dinesh Sonkusare)  
Dy. Director (Admn.)

Copy to:

1. All Concerned Branches / Branch offices of Regional Office Mumbai.
2. The JD(I/c), SRO Marol/ SRO Thane.
3. The Medical Superintendent, ESICMH Andheri/PGIMSR.
4. The Director, Dept. Enquiry (WZ)/Dy. Director, Vigilance (WZ).
5. General Secretary, ESIC Employees' Union, Mumbai.
6. Secretary, ESIC SC/ST/OBC Employees' & Officers' Welfare Association, Mumbai.
7. O.O. File/ Personal file.
8. ICT Branch, RO Mumbai, to upload on ESIC website.

**OPTION FOR POSTING AS CARETAKER/ASSISTANT CARETAKER  
IN RO MUMBAI**

(Through Proper Channel)

Option for the post of **Caretaker/Assistant Caretaker** in the cadre of **Assistant/UDC** for:

- a) ESIC Nagar, Andheri
- b) RO Lower Parel
- c) Panchdeep Bhavan, Colaba & Quarters (ESIC Staff) of MGM Hospital"

*(Strike out whichever is not applicable)*

1. Name:
2. Designation:
3. Present Place of Posting:
4. Date of Promotion in current Cadre:
5. Whether Substantive/Regular/Officiating:
6. Place of Residence:

Signature of the Official

Date:

Signature of the Recommending Officer

