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**EMPLOYEES' STATE INSURANCE CORPORATION**

**(Ministry of Labour, Government of India)**

Regional Office, Panchdeep Bhawan,

**EDC Plot No: 23, Patto, Panaji, Goa: 403001**

No.32-b-18/11/1/Estt. (Genl)

Date: 17/11/2008

CIRCULAR

A Holiday Home at Goa is being started from 1/12/08 at Hotel Sea View, Opp. N.I.O., Dona Paula, Goa – 403004, Tel.No. of Hotel is 0832-2453427. A route map of the hotel is given overleaf.

The Holiday Home consists of two A.C. double bed rooms with a attached Bathroom. The procedure for booking the rooms in the Holiday Home is given below:-

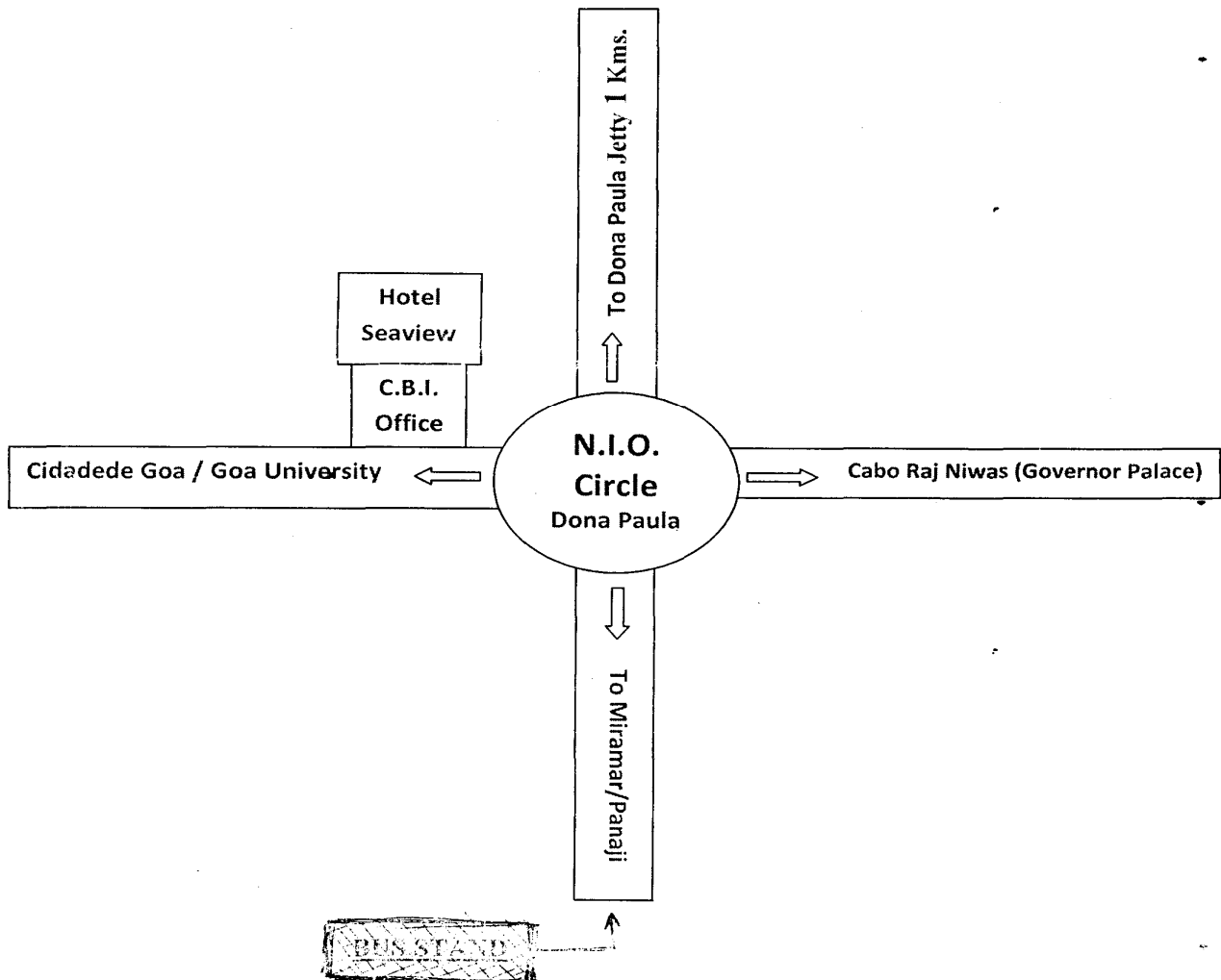
1. The booking of the rooms will be strictly on first-come-first-served basis.
2. Applications for booking should be sent in advance to the undersigned. The application should contain details such as the name of the Corporation employee with designation and age, name, age and relationship of the relatives accompanying him/her and staying in the Holiday Home, the date and time of proposed check-in and check-out etc., and should be forwarded by the concerned office where the employee is working. On receipt of the request, the accommodation in Holiday Home will be booked and all efforts will be made to confirm the fact to the concerned office.
3. Under no circumstances, guests who are not having confirmed booking shall be admitted to the rooms in the Holiday Home.
4. The maximum no. of persons allowed in double bedrooms shall be two adults and two children or three adults.
5. On vacating the Holiday Home, the guests are required to pay the prescribed charges (Rs.50/- per day for double-bed room) to the hotel management and obtain receipt.
6. The employees checking in to the Holiday Home is required to carry identification documents, which may be shown to the hotel management on demand.
7. The hotel management has agreed to provide food & beverages as per the menu card of the hotel at a discount of 25% of the listed rates with no extra service charges.

The above circular may please be given wide publicity among the officers and staff of the R.O, S.R.O., D.O., B.O., Offices of S.S.M.Cs and Model Hospitals etc.

Yours faithfully,

**J.R. Rao**  
**Deputy Director**

**Location Map of Holiday Home, Goa**



Railway Station, Margao to Holiday Home	-	36 Kms.
Railway Station, Vasco to Holiday Home	-	35 Kms.
Airport, Vasco to Holiday Home	-	32 Kms.
Panaji Bus stand to Holiday Home	-	6 Kms.