



EMPLOYEES' STATE INSURANCE CORPORATION
HQS. OFFICE : C.I.G. MARG : NEW DELHI-110002
(ISO 9001-2000 QMS CERTIFIED)

No.D-11/14/54-B.O.Ollur/2008-Genl.

Dated :29.12.2008

CIRCULAR

Sub:- Yardstick for hiring of accommodation for ESIC Offices.

The Delegation of Power to RD's / JD (I/c) / JD (E-V) Hqrs. have been reviewed and it has been decided to enhance the ceiling limit for hiring of new premises henceforth to house the offices of ESIC as mentioned in Item No.D-4 of Delegation of Powers to R.D. / J.D. (I/c) / J.D. (V) of Hqrs. Office to hire accommodation / property on lease / rent and renewal of tenancy in consultation with Fin. & A/cs. The details of new ceiling limits is as under:-

S.No.	Class of Cities	Amount in each case
1.	X	Upto Rs.25,000/-
2.	Y	Upto Rs.18,000/-
3.	Z	Upto Rs.12,000/-

The above classification of Cities is as per Govt. of India O.M. dated 29.08.2008 for the purpose of HRA as per 6th Pay Commission's Report. Whereas, the other terms & conditions for hiring/enhancement of rent circulated from time to time to remain the same. Item No.D-4 of Delegation of Powers stands amended to the extent mentioned above.

While hiring the new premises / alternate premises the area of Branch Office should be in accordance with the instruction No.3(21)-17/60-Genl. dated August, 1960 (copy may be seen overleaf).

This issues with the concurrence of FC.


(GULSHAN KUMAR)
DY. DIRECTOR (GENL.)

Copy to:-

1. The P.S. to D.G. / F.C. / I.C. / M.C. /A.C. (P&A) for information.
2. All Addl. Commissioner & Regional Director / Director / Jt. Director (I/c), ESIC R.O. / S.R.O. / Divisional Office for information & necessary action.
3. All Jt. Director (Fin.) / Dy. Director (Fin.), ESIC, R.O. / SRO/ Divisional Office for information & necessary action.
4. Director (Fin.-II), Hqrs. for information.
5. Director (MSU) with the request to make necessary changes in Delegation of Powers.
6. Director (Information System Division) with the request to upload the Circular on the website of ESIC.
7. PMD, Hqrs. office for information.
8. Guard File.

P.A./Genl. File.
12/1/09

EMPLOYEES' STATE INSURANCE CORPORATION
ESIC BUILDING : KOTLA ROAD : NEW DELHI

NO. 3(21)-17/60-Genl.

Dated: August, 1960

MEMORANDUM

Subject:- Yardstick for hiring of accommodation for L.Os. as laid down vide memo. No. 3-(21)-17/60-G dated August, 1960 and amended vide Memo. No. 3(21)-17/68-Genl. dated 2nd December, 1969.

In supersession of the yardstick of hiring the accommodation for local offices approved by the Standing Committee at its meeting held on 12/3/56 and 14/7/56 respectively, the following revised yardstick for hiring of the accommodation for local offices has been laid down and duly approved by competent authority.

S.No.	Grade of L.O.	No. of I.P. attached	Area of accommodation admissible.
1.	A	Upto 15,000	1,000 Sq. Ft.
2.	B	Upto 30,000	1,500 Sq. Ft.
3.	C	Above 30,000	2,100 Sq. Ft.

Sd/-

(M.M. TULI)
For Director General

To

All R.Ds. (with 5 spare copies)
All branches at Hqs. Office
All AAOs and Dy. A.Os.