



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

No.D-11/27/TOR/Policy/09/CT

Dated: 22/12 /2009.

CIRCULAR

Subject:- Policy for Allotment of Camp Accommodation.

The issue of allotment of Holiday Home / T.O.R. / Guest House at the various places and the per day charges has been reviewed and the rates have been revised as mentioned in the table below along with modification of the instructions pertaining to allotment..

Accommodation can be allotted to the visitors of the following categories:-

- A) ESIC Staff / Officers on tour / official duty / transfer, etc.
- B) ESIC staff / Officers on non-official visits.
- C) PSU employees.
- D) Private persons.

Rates for TORs/Holiday Homes/Guest Houses:-

S.No.	Category	Period of stay (Double Bed Rooms)			Additional charges
		First 5 days (Rs. Per day)	From 6th to 10th Day (Rs. per day)	From 11th day onwards (Rs. Per day)	
1.	ESIC employees (on official tours)	50	75	100	20% additional amount for AC rooms
2.	For Holiday Homes (for ESIC staff / family)	100	Not allowed	Not allowed	-
3.	ESIC employees (or, leave/LTC/Private visit)	100	200	300	-Do-
4.	PSU employees	600	1000	1400	-Do-
5.	Private Persons	800	1200	1800	- Do-

Note:- These rates are for double bed rooms and incase of single bed, the charges will be 50% and for one additional mattress 50% additional charges are to be recovered.

I. Instructions for Booking of Guest House / TORs / Holiday Homes

1. Possession of the accommodation is to be given on furnishing a copy of the booking letter issued by Competent Authority.
2. The officers / staff have also to produce valid Identity Card issued by the ESIC, at the time of checking in. For others Photo Identity Card issued by Central / State Govt. / Local Authority is to be furnished.
3. The allotment priority would be first come first serve basis. However, incase the applications are received simultaneously on the same date the serving employees would get preference over the retired employees and the officers / staff on official visits will again have the priority over the officers who are on LTC or private visits. Otherwise, the rule first come first serve is to be applied. It is further added that these Holiday Homes / TOR / Guest House are strictly for the use of ESIC employees and officers (serving & retired). So in ordinary circumstances these Accommodation should not be allotted to private persons. However, incase of exceptional situation where the private persons are allotted a ccommodation, the charges as applicable are to be levied and recovered. The payment

is to be collected by the Caretaker or the authorised persons strictly in advance because collecting the payment from these private persons afterwards would be difficult. In case of retired persons also payment in advance is to be collected. The possession of the room is to be given only on receiving Advance payment in such cases. Inventory after the Guest vacates the room is also to be verified and in case of any loss it is to be indemnified by the Guest.

4. The charges indicated above are for double-bedded accommodation. For single bed accommodation, the charges will be 50% of the above mentioned rates, and the charges of Four bedded rooms (wherever available) will be double the rates of double bed rooms. However, for additional one mattress 50% of the rates of double bed is to be charged extra.
5. Only one room / suite would be booked for an officer/staff person/family. In exceptional cases, additional room will be allotted, but only after meeting the requirement of other applicants, charges for additional room would be as per the rates applicable to private persons.
6. Cooking of food, etc. in the suits/rooms would not be permitted.
7. No person(s) will be allowed to stay with or visit the persons(s) provided with accommodation after 10 PM.
8. Consumption of intoxicants and smoking would not be permitted.
9. Accommodation can be provided for a period not exceeding 5 days. In exceptional cases, the accommodation in excess of 5 days and upto a total of 10 days can be permitted with the prior approval of the Competent Authority and at enhanced rates.
10. The period of occupation of the Camp Accommodation in case of regular transfer will be for a maximum period of 60 days after which the employee must vacate the premises and no request/representation will be entertained. In case an employee on regular transfer does not vacate Camp Accommodation even after the usage of 60 days, he will be charged Rs.100/- + AC charges per day, no house rent allowance will be paid after a period of 60 days.

The above revision of rates is being made because ESI Corporation has to incur substantial expenditure on account of hiring of accommodation for Holiday Homes, for our TORs, Guest Houses and also we are incurring considerable expenditure due to soft service and security arrangement in addition to maintenance, etc. Moreover, the existing rates are not in accordance with the rates circulated by Directorate of Estates, Govt. of India vide Memo. No.D-11028/02/2007-Regions dated 28th January, 2008. However, partial modifications have been made in accordance with our usage patterns and the type of accommodation available. The rates, etc. would apply uniformly for all the places.

This issues with the approval of Adtl. Commissioner (P&A) & concurrence of Financial commissioner.

An earlier instructions on this matter stand modified and revised upto the extent as above.

Hindi version will follow.


(GULSHAN KOMAR)
DY. DIRECTOR (GENL.)

To 1 *All officers in HQ's office*

1. All Additional Commissioners / Regional Directors / Jt. Director (I/c)
2. AC (NTA) / Director (Medical) Delhi/ Director (Medical) Noida, Director (FW) / Director (Med.), Hqrs.
3. All the SSMC / SMC / MS / DMC / IMO (I/c)
4. System Division, Hqrs. Office is requested to upload to same in our Website.
5. Hindi Cell for translation.
6. Guard file.