



REGIONAL OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)
(ISO 9001 : 2000 (QMS) CERTIFIED)
10-B (RADHA BHAWAN), SHASTRI NAGAR, JAMMU-180004.
Phone/ Fax: -0191-2459566; Phone: - 2459682, 2435149
E-mail:- rd-jnk@esic.nic.in

No. 19-D-11/21/2004-Genl.-TOR

Dated: 09/06/10

CIRCULAR

A **Guest House at Srinagar** is being started from 10/06/2010 at Hotel Grand Mumtaz Heritage Guest House, Gogjibagh, Srinagar.

The Guest House consists of two Non AC Deluxe rooms. The procedure for booking the rooms in the Guest House is given below;-

1. The booking of rooms is strictly on first-come-first-served basis.
2. Application 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 Guest House, the date and time of proposed check-in and check-out etc., and should be forwarded by the concerned office where the employees is working. On receipt of the request, the accommodation in Guest House will be booked and all efforts will be made to confirm the booking or otherwise to the concerned office.
3. Under no circumstances, guests who are not having confirmed booking shall be admitted to the rooms in the Guest House.
4. On vacating the Guest House, the guests are required to pay the prescribed charges (Rs. 50/- per day for one room for ESIC employees on official visit and Rs. 100/- per day per room for ESIC employees on private visit/ leave/LTC/Family/ relatives of ESIC employees) to the hotel management and obtain the receipt.
5. The employees checking-in to the Guest House is required to carry identification documents, which may be shown to the hotel management on demand.
6. The hotel management has agreed to provide food & beverages as per the menu card of the hotel at a discount of 30% of the listed rates with no extra services charges.
7. 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 SSMCs and Model Hospitals etc.

(Satpal)

Asstt. Director
for Regional Director

Copy to:

1. All Principal Officers/ Regional Directors/Directors/Jt.Directors (I/c) of Regions/Sub Regions/ D(M)D/ All Med.Supdt. ESI Hospitals/ESI Model Hospitals
2. Hqrs. Office, System Div. with request to upload the same on the official website of ESIC.