



**HEAD-QUARTERS OFFICE**  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
**PANCHDEEP BHAWAN: C.I.G MARG: NEW DELHI**  
**(ISO 9001:2008 CERTIFIED)**  
**Email: jd-admin2@esic.nic.in**

No.D-13/14/TOR/Policy/2000-Genl.

Dated: 02/042014

To

1. All Regional Directors/, Regional Offices, ESI Corporation.
2. All Director (I/C) /Joint Directors (I/C), Sub. Regional Offices, ESIC
3. Joint Director (Genl.) Hqrs. Office.
4. W.C.M. for uploading on website.
5. Guard File.

**Sub: Creation/Renewal/Closure of Holiday Home/Guest House/TOR - Reg.**

Sir,

Please refer to this office letter of even no. dated 26/12/2011 regarding Delegation of Powers under D-16 for creation/renewal/closure of Holiday Home/Guest House/TOR.

In this context, it is requested to intimate the existing/Consolidated details with regard to Holiday Home/Guest House/TOR in your region containing full Address and Phone No., Retention Period, No. of Rooms available (with beds) alongwith a copy of Agreement Deed.


Any addition/deletion/renewal in future in r/o Holiday Home/Guest House/TOR may be intimated to Hqrs immediately alongwith above details.

The desired information may please be furnished to Hqrs. by **20<sup>th</sup> April.**

This issues with the approval of Ins. Commissioner (P&A).

वेबसाइट की विषय-सूची का प्रबन्धन.....  
Website Contents Management.....  
द्वारा सं./Diary No..... 383.....  
दिनांक/Date..... 03/04/14.....

**Yours faithfully,**

  
**(M. Nanda)**  
**Dy. Director**