



HEADQUARTER'S OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN : CIG ROAD : NEW DELHI
(ISO: 9001-2008 Certified)

No.D-11/19/Allot/13-Estate

Dated :21.11.2014

MEMORANDUM

Subject:- Allotment of Type-I, II, III, IV & V residential accommodation
At ESI Colony, Sector-56, Noida.

Applications are invited from the officers & staff posted in following offices and are interested and eligible for allotment of Type-I, II, III, IV & V Staff Qtr. at ESI Colony, Sector-56, Noida, in the enclosed proforma duly verified by respective office for drawing up priority list.

S.No. Category

1. Officers / Staff of Hqrs. Office.
2. Officers / Staff of Regional Office, Delhi, SRO - Rohini, Nandnagri, Okhla including Branch Offices, SRO's, D.O. & SRO, Noida, etc.
3. All categories of Officers and staff of D(M)D including ESI Hospitals at Delhi/Noida and Family Welfare Project, Basaidarapur, New Delhi, who are not eligible for allotment of Staff Quarters in ESI Hospitals/other Staff Colonies at Delhi/Noida and Staff Quarters constructed in ESI Dispensaries Complex in Delhi / Noida.

This Priority list shall remain effective from 1.1.2015 to 31.12.2015 or upto the date as may be decided otherwise. The entitlement of various categories of employees is as under:-

Grade Pay	Entitled Type of Staff Qtr.
Rs.1300, Rs.1400, Rs.1600, Rs.1650 & Rs.1800	I
Rs.1900, Rs.2000, Rs.2400 & Rs.2800	II
Rs.4200, Rs.4600 & Rs.4800	III
Rs.5400 to Rs.6600	IV
Rs.7600 & above	V

Application in the prescribed proforma duly filled in shall be received at Hqrs. Office, New Delhi latest by 15.12.2014.

The allotment of the quarters will be made according to the provisions of Staff Qtr. allotment rules. Any conditional acceptance or request for deferment of allotment, etc., if any, will be deemed as REFUSAL and such applicants will be debarred from the allotment for the period of one year and drawl of HRA/Licence Fees will be regulated as per instructions.

वेबसाइट की विषय-सूची का प्रबन्धन
Website Contents Management.....
डायरी सं./Diary No..... 800
दिनांक/Date..... 21/11/2014

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It may please be noted that "No Accommodation Certificate" for availing leased accommodation facility will be issued to only those officer who has applied for but not provided with the ESIC Residential accommodation.

The applications received after 15.12.2014 or incomplete application will not be entertained / considered and no correspondence, whatsoever, in this regard will be entertained.

It is informed to all concerned that J.D.(Genl.), Hqrs. Office has been notified as the ESTATE OFFICER for the ESIC Residential Colony, Sector-56, Noida and he will accordingly exercise the powers of ESTATE OFFICER for the above mentioned Residential Colony. As per SR-317-BN-7(2) of the allotment rules, the Director of Estate may cancel the existing allotment of an officer / staff and allot him/her an alternative Staff Qtr.

The contents of the memorandum may please be brought to the notice of all concerned. While forwarding the application to the Estate Officer, Hqrs. the Competent Authority may please verify the particulars of the applicants and forward them to Estate Cell, Hqrs. Office.

Hindi version will follow.

Encl:- As above.

(A.K. SHARMA)
ESTATE OFFICER/ JT. DIRECTOR (GENL.)

TO

1. Addl. Commissioner / Regional Director, Delhi / Director (Med.) Delhi, ESI Scheme, Basaidarapur, New Delhi.
2. Director (Med.), Noida, Sector-24, Noida.
3. M.S., ESI Hospitals, Basaidarapur / Jhilmil/ Okhla/ Rohini.
4. Project Officer, Family Welfare Project, ESI Hospital, Basaidarapur, New Delhi.
5. J.D. (I/c), SRO, Noida (UP)
6. All Officers / Branches at Hqrs. Office
7. D.D. Website Content Management with request to upload the same in our official website.
8. Notice Board, Hqrs. Office
9. Hindi Cell for Hindi version.
10. Guard file / spare copies.

**APPLICATION FORM FOR THE ALLOTMENT OF STAFF QUARTERS AT E.S.I.
COLONY, SECTOR-56, NOIDA (U.P.)**

1.	Name of the applicant (IN BLOCK LETTERS)	
2.	Applicants' Date of Birth	
3.	Designation/ place of posting/Contact No.ID No	
4.	Drawing & Disbursing Officer	
5.	Sex (Male / Female)	
6.	Marital status (Married/ Unmarried)	
7.	Date of continuous service in the E.S.I. Corporation	
8.	Details of past service if counted for all purposes	
9.	Date of first increment	
10.	a) Present basic pay & grade pay b) Pay scale c) Date of next increment	
11.	Type of staff quarter applied for	
12.	Whether belongs to SC/ST/PH category. If yes, name of category	
13.	Whether wife / husband of the applicant employed (if yes, give details)	
14.	Whether applicant or any of his/her family member own any house / allotted any accommodation within the municipal limits of DELHI / NEW DELHI / NOIDA etc., (if yes, give details)	
15.	Whether presently allotted any staff quarters? If yes, details thereof. If surrendered, the reasons therefor.	
16.	Details of family member who will reside in the quarter when allotted and occupied.	
	Sl. No.	Name of the Family Member
		Sex
		Date of BIRTH/ AGE
		Relationship
17.	Whether the applicant has read the allotment rules?	
18.	Whether he/she is ready to comply with the allotment rules?	

Place _____
Date _____

Signature of the applicant _____
Place of Posting _____

(FOR OFFICIAL USE ONLY)

Forwarded To Joint Director (G) / Estate Officer, HQRS. E.S.I. Corporation, Panchdeep Bhawan, Kotla Road, New Delhi for further necessary action. The matter regarding appointment of the above said employee / officer is correct as per record of this office.

SIGNATURE _____
DESIGNATION / _____
OFFICE SEAL