



EMPLOYEES' STATE INSURANCE CORPORATION
HQRS. OFFICE: C.I.G. MARG : NEW DELHI-110002
(ISO 9001-2008 QMS CERTIFIED)

No.D-11/14/B.O./Ghusury/W.B/2010-Genl.

Dated : 06/07/2010

CIRCULAR

It has been observed in Hqrs. office that a number of cases seeking enhancement in rent with retrospective effect in respect of BOs/DOs/SROs/ROs are being received without proper reasoning/justification. In almost all such cases, it has been seen that the Br.Mgr./J.D (I/c) /RD have not taken up the matter with the landlord well before the expiry of the lease deed which resulted into payment of substantial amount of rent arrears by ESIC.

This kind of lapses on the part of field offices has been taken very seriously by the competent authority and it has been decided that proposals seeking enhancement of rent with retrospective effect for more than 3 months will not be entertained in this office at all. As such, all the Regional/ Sub-Regional Offices are hereby directed to take up the matter with the landlords for renewing the lease deed well before the expiry of the existing lease period and incase the enhancement of rent is involved the matter should reach Hqrs. Office well before expiry of the lease deed.

This issues with the approval of Addl. Commsisioner (P&A) & concurrence of Director (Fin.).

(T.T.M. THARAKAN)
JT. DIRECTOR (GENL.)

To

1. All Additional Commissioners & Regional Directors/Regional Directors/Joint Directors I/C, RO/SRO/DO for strict compliance.
2. PS to A.C(P&A) for information.
3. ✓ Director (ISD), ESIC, Hqrs. Office with the request to upload this Circular on our website.