



कर्मचारी राज्य बीमा निगम (क्षेत्रीय कार्यालय)
Employees' State Insurance Corporation (Regional Office)
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(Ministry of Labour & Employment, Government of India)
पंचदीप भवन, ई.डी.सी. प्लॉट संख्या 23, पाट्टो, पणजी, गोवा
Panchdeep Bhavan, EDC Plot No. 23, Patto, Panaji, Goa-403001
(आई.एस.ओ. 9001-2008 प्रमाणित कार्यालय) (An ISO 9001:2008 Certified office)



दूरभाष/Tel : 0832-2438853, 2438859, 2438870, फ़ैक्स/Fax : 0832-2438858, टोलफ्री/Toll free No. 1800-2330-132
ई-मेल/E-mail : rd-go@esic.nic.in, वेबसाइट/Website : www.esicgoa.org.in, www.esic.nic.in

No. 32-D-13/18/11/1/Genl/08

Date: 11.05.2018

CIRCULAR

Subject:- TOR/ Camp Accommodation at Regional Office, Goa
-Instructions for Guests – reg.

It is brought to the notice of all concerned that TORs/ Camps are operational in this Region at the following address:-

Address of TOR/ Camp	Accommodation details	Maximum persons allowed	Contact details
Employees' State Insurance Corporation, Regional Office, Panchdeep Bhawan, 5 th Floor, EDC Plot No.23, Panaji, Goa- 403001.	02 TORs (each having 01 double & 01 single bed)	03 persons	VOIP:-20832015/24 Tollfree No.:- 1800-2330-132 Reception:- 0832-2438859
	02 Camps (each having 05 single beds)	05 persons	

- 1) The allotment of TORs/ Camps will be done as per the Headquarters Office Circular No.D-11/27/TOR/Policy/09/CT, dated 22.12.2009.
- 2) All queries related to availability of TOR may be made at VOIP:20832015/24 during office hours.
- 3) Booking of the rooms will be strictly on "First come, first serve basis".
- 4) Regional Office, Goa is having two (02) TOR rooms with 01 double bed each and 01 additional single bed. Accordingly each TOR can accommodate three adults or two adults with two children comfortably. Similarly, 02 camp accommodations are having 05 single beds facility.
- 5) It will not be possible to accommodate any extra person(s) and accommodation will be provided strictly to person(s) only in whose name(s) booking is done. No request will be entertained in this regard.
- 6) Application for booking should be forwarded in advance to "The Deputy Director (General), Regional Office, ESI Corporation, EDC Plot no.23, Patto, Panaji, Goa- 403001" in the prescribed format, preferably by e-mail to rd-go@esic.in. Incomplete applications will not be entertained and no booking whatsoever shall be done in such cases.
- 7) All the application shall be routed and duly forwarded through the Controlling Officer of the applicant. Application received directly from the applicant shall not be entertained except in the case of Retired Personnel of ESIC.
- 8) Booking requests received 120 days before the date of booking will not be entertained. Cancellation of booking should be intimated at least 15 days in advance, or else the recovery is liable to be made from the concerned official through their controlling office as per rules. Tendency of last minute cancellation of booking is resulting into denial of facilities to other prospective visitors.
- 9) Possession of the accommodation will be given on furnishing a copy of booking letter issued by Competent Authority, i.e. AC & RD, Goa.

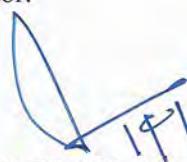
- 10) The officers/ staff will also have to produce valid Identity Card issued by the ESIC, at the time of checking-in, to the security guards. For others, Photo Identity Card issued by Central/ State Govt./ Local Authority to be furnished.
- 11) Payment to be made to the security guard before vacating the room. Kindly obtain official receipt for all payments made.
- 12) No refreshment/ food/ tea/ beverage, except normal drinking water, will be provided. Cooking of food, etc, in the rooms is not permitted.
- 13) Additional friends, relatives and strangers are not permitted to stay in the room other than the persons against whom booking is made.
- 14) Strictly prohibited – Smoking, Consumption of liquor and usage of banned substances.
- 15) Please keep your room, toilet, furniture and fixtures clean and tidy. Ensure all taps are closed to avoid wastage of water and report any malfunction to the Reception/ Security Desk.
- 16) No person(s) will be allowed to stay or visit the person(s) provided with accommodation after 10:00 PM. Guests should return to TOR/ Camp Accommodation latest by 11:00 PM positively. In case of any visitors coming to meet the Guests, it is to be ensured that their personal particulars are reported to the reception/ security desk before taking them inside.
- 17) In case of any loss/ damage to the inventory available in the room, the same is to be indemnified by the guests.
- 18) Accommodation can be provided for a period not exceeding 05 days. In exceptional cases, the accommodation in excess of 05 days and upto a total of 10 days can be permitted with the prior approval of the Competent Authority and at the enhanced rates (rates applicable to private persons).
- 19) The allottee shall maintain discipline/ decency and decorum and he/ she will not indulge in any indecent behavior. The decision of Additional Commissioner & Regional Director in this matter shall be final.
- 20) Most important: the charges, as per Headquarters Office, shall be as follows:

(1) Officers/ officials on Tour/ Training	: A per rules
(2) Others, i.e. Retired Officers/ Officials	: As per rules
(3) Others, i.e. Accompanied by in service/ retired officers/ officials	: As per rules
(4) All others	: Rates as for private persons.

For assistance contact:
VOIP: - 20832015/24
Tollfree No.:- 18002330132
Reception: - 0832-2438859


This issues with the approval of Additional Commissioner and Regional Director.

Hindi version will follow.


 19/5/18
 (N. M. Ojha)
Deputy Director (Cash)
For Additional Commissioner
and Regional Director

Copy to:-

1. Director (General Branch), ESIC, Headquarters Office, New Delhi.
2. All ROs/ SRQs/ Dos/ ESIC Hospitals.
3. Website Manager, ESIC with a request to upload on the website www.esic.nic.in
4. Notice Board and all TORs and Camps.


 19/5/18
Deputy Director (Cash)
For Additional Commissioner
and Regional Director