



HEAD-QUARTERS OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
PANCHDEEP BHAWAN: C.I.G MARG: NEW DELHI
(ISO 9001:2008 CERTIFIED)

No.D-13/14/TOR/Policy/2000-E-VI

Dated:- 28-03-2017

To,

1. All Regional Directors/Director, Regional Offices, ESI Corporation.
2. Additional Commissioner, NTA, Dwarka, New Delhi.
3. All Joint Directors (I/C), Sub. Regional Offices, ESI Corporation.
4. D(M)D, D(M) Noida, Dir.(K.K.Nagar).
5. All Medical Superintendent ESIC Model Hospitals.
6. Dir.(F) Director E-V/General Branch/WCM for uploading on website.
7. Rajbhasha Shakha for hindi translation.
8. Guard file.

Sub: Booking of TOR/Holiday Home of ESI Corporation by the ESIC pensioners-Simplification of procedure thereto.

Sir,

I am directed to refer to Hqrs. circular, circulated vide letter No. D-11/27/TOR/Policy/09/CT dated 22/12/2009, and to inform that the procedure for booking TOR/Holiday Home for ESIC Pensioner has been simplified as under:-

- 1) The pensioner will deposit the requisite amount for booking of Holiday Home by way of demand draft/pay order/cheque in favour of ESI Fund A/c No. 1 to the concerned R.D. authorized for booking of Holiday Home/TOR in the region, well in advance from the date of booking.
- 2) The concerned region will directly inform over email to the pensioner for confirmation of booking of accommodation immediately after the booking.
- 3) In case the accommodation is not available on the required particular date the Demand Draft/Pay order/Cheque will be returned to pensioner immediately.

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

Yours faithfully

(Prabha Saini)
Assistant Director