

SAMPLE " LETTER OF ALLOTMENT FOR PENSIONER/ RETIRED EMPLOYEE "



REGIONAL OFFICE MAHARASHTRA  
EMPLOYEES' STATE INSURANCE CORPORATION

(An ISO 9001:2008 Certified Organization)

Panchdeep Bhavan, 108, N. M. Joshi Marg,

Lower Parel, Mumbai - 400 013.

Telephone No. : 022 6120 9700/773, Fax : 022 2492 1701 / 6120 9741

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No:31-D-11-2/Shirdi HH 2017/Vol-II

Date: \_ / \_ / \_

To,  
The Manager  
Hotel The Temple View, Opp. Sai Temple,  
Nagar-Manmad Highway, Shirdi 423 109  
Tel. No.: 02423-255299 / 77750 77750

Subject : Reservation and allotment of A.C. Room No.101/102 meant for ESIC-reg.

Sir,

You are informed that Shri / Smt \_\_\_\_\_ retired from the office of the ESI Corporation at \_\_\_\_\_ has been provisionally allotted A.C. Room No.101/102 in your Hotel during the period from \_\_\_\_\_ (12 PM) to \_\_\_\_\_ (12 PM). The allotment is to be treated as CONFIRMED subject to either on production of photo copy of deposit challan (if paid in advance to ESI Fund A/c No. 1) or by deposit of Rs. \_\_\_\_\_ to the hotel before CHECK IN by the said guest.

You are requested to allow Shri / Smt \_\_\_\_\_ to stay only for the permitted period in the allotted accommodation, subject to showing his / her Identity Card issued by the ESI Corporation or any other proof of his / her identity. You should not charge any rent from our guest at the time of check out except for the additional bed / services availed if any.

Yours faithfully,

Dy. / Asstt. Director (General)

Copy to:-

1. Shri /Smt \_\_\_\_\_ is requested to either deposit Rs. \_\_\_\_\_ in ESI Fund A/c No.1 by challan in SBI for his /her \_\_\_\_\_ days stay at Shirdi & forward the challan copy to this office immediately by mail ( if already deposited & forwarded ,then ignore) or you may directly deposit Rs. \_\_\_\_\_ at the hotel counter itself & obtain a receipt before checking in. **In the event of non-production of proof of advance payment (Copy of Challan) of Rs. \_\_\_\_\_ , Hotel Authority will allow to check in only after spot deposit of money by you at the hotel counter itself.( However, it is preferable to deposit in advance in favour of ESI Fund A/C No. 1).**
2. R. D./J. D. I/C (General Br./ CRI Br.) of \_\_\_\_\_ for information & necessary action.

Dy. / Asstt. Director (General)

Note:

- Check-in time: 12 Noon & Check-out time: 12 Noon.
- Maximum only 04 persons allowed.
- If amount is deposited in advance (before check in date) in favour of ESI A/C No. 1, **then the guest is requested to carry a photo copy of paid challan, for production at the check in counter of the Hotel.**
- In case of any difficulty, guest may contact on 022-61209773 to General Br., ESIC, R. O. Mumbai

Date & Time of \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Check in : 12 Noon

Date & Time of \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Check Out : 12 Noon