



मुख्यालय/HEADQUARTER
कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय) भारत सरकार)
EMPLOYEES' STATE INSURANCE
CORPORATION
(Ministry of Labour & Employment, Govt.
of India)



पंचदीप भवन] सीआईजी मार्ग] नई

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No. D-13/14/TOR/HH/GH/2022-Estt.6

Dated:

To,

1. All Additional Commissioner/Regional Directors/Regional Offices, ESI Corporation.
2. All Director (I/C), Joint Directors (I/C)/ Dy. Directors (I/C), Sub Regional Offices, ESIC Corporation.
3. D(M) Delhi, D(M) Noida, Dir. (K.K.Nagar).
4. All Medical Superintendent ESIC Model Hospitals.
5. Dy. Director (Genl. Branch), Hqrs. Office.
6. Director (WCM) for uploading on website/Gurad File.

Sub: Booking of TOR/ Holiday Home/Guest House of ESI Corporation by the ESIC Pensioners Simplification of procedure thereto.

Sir/Madam,

Hqrs office has received representations from the ESIC Pensioners Welfare Association wherein it is cited that many of the field units are not following the Hqrs instruction issued vide No. D-13/14/TOR/Policy/2000-E-VI dated 19.09.2017 (copy enclosed).

In this regard, it is requested to all field units to follow the aforesaid instruction strictly as well as other relevant instructions issued from time to time by Hqrs office.

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

Yours faithfully,

Enclosure: As above

Signed by

Pankaj Kumar

(Pankaj Kumar)
Date: 29.05.2023 16:14:32
Asstt. Director (E-VI)



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:- 19-09-2017

To,

1. All Regional Directors/Director, Regional Offices, ESI Corporation.
2. All Joint Directors (I/C), Sub. Regional Offices, ESI Corporation.
3. D(M)D, D(M) Noida, Dir.(K.K.Nagar).
4. All Medical Superintendent ESIC Model Hospitals.
5. Director, General Branch, Hqrs.
6. Guard file.
- ✓ 7. W.C.M., Hqrs.

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, of even no. dated 02/08/2017 on the above subject.

In this connection, it is informed that the procedure for booking of TOR/Holiday Home/Guest House for ESIC Pensioners has been simplified as under:-

- 1) The Pensioners will apply for Holiday Home/TOR/Guest House to the concerned Regional Office, Regional Director authorized for booking of Holiday Home/TOR/Guest House.
- 2) The Concerned Region will directly inform over email to the pensioner for confirmation of booking of accommodation immediately after the booking.
- 3) ESIC Pensioners may be allowed to deposit the amount at the counter of Holiday Home/TOR/Guest House also before availing the facility.

This issues with the approval of Insurance Commissioner.

Yours faithfully

(Prabha Saini)
Assistant Director