



कर्मचारी राज्य बीमा निगम
अस एंड मेम्बर मजदूरों का कल्याण
EMPLOYEES STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



क्षेत्रीय कार्यालय Regional Office
-10वीं राधा भवन, (शास्त्री नगर, जम्मू) जे एंड के-180004
10 B Radha Bhawan, Shastri Nagar, Jammu (J&K)-180004
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File No.:GE-54/2/2024-GENL

Date: -30.06.2025

CIRCULAR

Subject: Accommodation of Holiday Day Home/Guest House at Katra (J&K).

It is brought to the notice of all concerned that Holiday Home/Guest House at **Katra (J&K)** is operational for a period of **02 (Two) years** w.e.f. **01.07.2025**. Details of Holiday Home and Terms & Conditions to book TOR are appended below:-

Name & address of the Hotel	Accommodation details	Person allowed	Contact Details
M/s Jai Mata Di Guest House, Railway Road Katra, (UT of J & K) 182301	02-Double Bed Room (A/c)	02 Adult + 02Children (below 10 Years) per room	The Assistant Director, (General Branch) Regional Office, ESI Corporation, Jammu-180004. Phone no. 0191-2435136 VOIP-20191017 Email-rd-jnk@esic.nic.in

1. The allotment of Holiday Homes will be as per the rules, regulations and rates as laid down in Headquarters Office Circular No. D-11/27/TOR/Policy/09/CT dated 22.12.2009.
2. The allotment priority would be strictly on "First Come, **First Serve Basis**". and as per policy of allotment of Holiday home as mentioned in Hqrs Office' Circular dated 22.12.2009.
3. The application of booking of holiday home should be sent in advance to the Regional Director Regional Office, ESI Corporation, Jammu (UT of J & K) in prescribed proforma though the controlling officer of the applicant. Application received directly form the applicant or incomplete application will not be entertained
4. The application of booking of the holiday home should be received to this office at least 30 days prior to the dated of booking otherwise it will not be considered.
5. Cancellation of if , any shall be intimated at lest 15 days in advance, else the recovery of charges applicable as per rule may be made form the concerned official though his c controlling Officer.
6. The charges of allotment of holiday home will be as per Hqrs, Office' Circular dated 22.12.2029 and as per instruction issued by the Hqrs. Office, ESIC from time to time.
7. Only one room would be booked for an Officer/Staff person/Family. In exceptional case, additional room will be allotted, but only after meeting the requirement of other applicant, charges for additional room would be as per the rates applicable to privateer person.
8. The Guest in required to produce booring letter to be issued by this office to the Hotel Management before check in, otherwise they will not be allowed to check in.
9. The Officers/Staff have also to produce valid Identity Card issued by the ESIC, at the time of checking in. For others, Photo Identity Card issued by Central/ State Govt/ Local Authority is to be furnished.
10. The check in/ check out time will be 12:00 noon. Hence, the applicant should clearly mention both the day and time of his/her proposed visit in the application form.
11. Consumption of intoxicants and smoking would not be permitted. The allottee shall maintain utmost discipline/ decorum and decency and he/she should not indulge in any indecent behaviour.

This issues with the approval of the Competent Authority.

Digitally signed by
Mukesh Kumar
Date: 30-06-2025

(Mukesh Kumar)
Assistant Director (Genl.)

Copy to:

1. The Director (General Branch), ESIC, Headquarters Office, New Delhi.
2. All Branches/Branch Offices/All DCBOs under under R.O., Jammu.
3. ESI Model Hospital , Bari-Brahmana, Jammu
4. Website Manager, ESIC with a request to upload on the website concern.
5. **M/s Jai Mata Di Guest House, Railway Road Katra, (UT of J &K) 182301**