



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