



தொழிலாளர் அரக காப்பீட்டுக் கழகம்
தொழில் மற்றும் வேலைவாய்ப்பு அமைச்சகம்
कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour and Employment, Govt. of India)



सत्यमेव जयते

தொ.அ.கா.க. மருத்துவக் கல்லூரி மற்றும் மருத்துவமனை
க.ரா.வி.நி. चिकित्सा महाविद्यालय एवं अस्पताल
E.S.I.C. MEDICAL COLLEGE AND HOSPITAL
அசோக் பில்லர் சாலை, கே. கே. நகர் சென்னை -600 078
अशोक पिल्लर मार्ग, के.के. नगर, चेन्नई- 600 078
ASHOK PILLAR ROAD, K.K. NAGAR, CHENNAI- 600 078
Phone: 044- 24748959 Email: deanmc-kkn.tn@esic.nic.in
Website: www.esic.nic.in/ www.esic.in

No.GE-54/12//2023-GENL

Dated : 06-08-2024

CIRCULAR

Sub: TOR at ESIC Staff Quarters Premises, KK Nagar, Chennai.

It is brought to the notice of all concerned that TORs are operational at KK Nagar, Chennai with effect from 07-08-2024 at the following address.

Address of TOR	Accommodation Details	Maximum persons allowed	Contact Details
ESIC TOR ESIC Staff Quarters Premises, Ashok Pillar Road, KK Nagar, Chennai-600 078	5 TORs (Single Bed). Additional Foldable Bed on request.	2 per TOR	The Dean, ESIC Medical College & Hospital, Ashok Pillar Road, KK Nagar, Chennai-600 078

1. The allotment of TOR will be done as per Headquarters Office Circular No. D-11/27/TOR/ Policy/09/CT Dated.22.12.2009.
2. Booking of the rooms will be strictly on "First Come, First Serve Basis".
3. Booking request received 60 days before the date of booking will not be entertained.
4. Incomplete application will not be entertained and no booking whatsoever shall be done in such case.
5. Tendency of last minute cancellation of booking is resulting into denial of facilities to other prospective visitors. Hence, cancellation of booking must be intimated in advance or else the recovery is liable to be made from the concerned officer / official through their controlling office as per rules.
6. All the applications shall be routed and duly forwarded through the controlling officer of the applicant via Email / Dak Post to "The Dean (General Branch), ESIC Medical College & Hospital, Ashok Pillar Road, K.K. Nagar, Chennai". TOR Applications directly received from the applicant shall not be entertained except in the case of Pensioners of ESIC.
7. The charges for TOR / Camp Accommodation in respect of serving personnel of ESIC will have to be paid in advance by ESIC Challan or will be recovered from the salary of the employees by the controlling authority. In respect of other allottees, documentary evidence of payment for TOR / Camp Accommodation charges through ESIC Challan to be submitted 10 days prior to the date of reservation asked for, so that the reservation can be confirmed. Cash payment shall not be entertained except during extraordinary circumstances.

8. The Guest is required to produce the Allotment Order of ESIC Medical College & Hospital, KK Nagar, Chennai along with ESIC Office ID Card during Check-in, otherwise they will not be allowed to check-in.
9. The Guest is also required to carry proper documents issued by Government for identifications with him / her and produce the same during check-in and as & when demanded.
10. Accommodation can be provided for a period not exceeding 05 days in normal circumstances. However, the competent authority reserves the right to decide the period of maximum of stay as per instruction at Sl.No.1 above.
11. The guest shall maintain utmost discipline / decency and decorum and he /she should not indulge in any indecent behaviour.
12. No refreshment / Food / Tea / Beverage, except normal Drinking Water, will be provided. Cooking of Food etc in the Rooms is not permitted.
13. Additional friends, relatives and strangers are not permitted to stay in the Room other than the persons mentioned in the TOR Application.
14. Strictly prohibited – Smoking, Consumption of Liquor and usage of banned substances.
15. Guests are advised to keep the Room, Toilet, Furniture and Fixtures clean and tidy and ensure all taps are closed after usage to avoid wastage of water and report any malfunction to the Reception / Security Desk.
16. No person(s) will be allowed to stay or visit the person(s) provided with accommodation after 10.00 pm. Guests should return to TOR latest by 11.00 pm positively. In case of any visitors coming to meet the Guests, it is to be ensured that their personal particulars are reported to the reception / security desk before taking them inside.
17. In case of any loss / damage to the inventory available in the room, the same is to be indemnified by the guests.
18. The Dean's decision is final in case of any issues.


(CHAVAN KALIDAS DATTATRAYA)
DEAN

To:

1. The Director General (General Branch), HQRS. Office, E.S.I. Corporation, New Delhi.
2. The AC & RD, Regional Office, E.S.I. Corporation, Tamil Nadu.
3. All ROs / SROs / BOs / Hospitals / Institutions of ESIC.
4. ICT Branch with request to upload in the H.Q. Website.
5. Notice Board.



EMPLOYEES' STATE INSURANCE CORPORATION
HQRS. OFFICE : C.I.G. MARG : NEW DELHI-110002
(ISO 9001-2000 QMS CERTIFIED)

No.D-11/27/TOR/Policy/09/CT

Dated: 22/12 /2009.

CIRCULAR

Subject:- Policy for Allotment of Camp Accommodation.

The issue of allotment of Holiday Home / T.O.R. / Guest House at the various places and the per day charges has been reviewed and the rates have been revised as mentioned in the table below along with modification of the instructions pertaining to allotment..

Accommodation can be allotted to the visitors of the following categories:-

- A) ESIC Staff / Officers on tour / official duty / transfer, etc.
- B) ESIC staff / Officers on non-official visits.
- C) PSU employees.
- D) Private persons.

Rates for TORs/Holiday Homes/Guest Houses:-

S.No.	Category	Period of stay (Double Bed Rooms)			Additional charges
		First 5 days (Rs. Per day)	From 6th to 10th Day (Rs. per day)	From 11th day onwards (Rs. Per day)	
1.	ESIC employees (on official tours)	50	75	100	20% additional amount for AC rooms
2.	For Holiday Homes (for ESIC staff / family)	100	Not allowed	Not allowed	-
3.	ESIC employees (on leave/LTC/Private visit)	100	200	300	-Do-
4.	PSU employees	600	1000	1400	-Do-
5.	Private Persons	800	1200	1800	- Do-

Note:- These rates are for double bed rooms and incase of single bed, the charges will be 50% and for one additional mattress 50% additional charges are to be recovered.

I. Instructions for Booking of Guest House / TORs / Holiday Homes

1. Possession of the accommodation is to be given on furnishing a copy of the booking letter issued by Competent Authority.
2. 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.
3. The allotment priority would be first come first serve basis. However, incase the applications are received simultaneously on the same date the serving employees would get preference over the retired employees and the officers / staff on official visits will again have the priority over the officers who are on LTC or private visits. Otherwise, the rule first come first serve is to be applied. It is further added that these Holiday Homes / TOR / Guest House are strictly for the use of ESIC employees and officers (serving & retired). So in ordinary circumstances these Accommodation should not be allotted to private persons. However, incase of exceptional situation where the private persons are allotted a accommodation, the charges as applicable are to be levied and recovered. The payment

is to be collected by the Caretaker or the authorised persons strictly in advance because collecting the payment from these private persons afterwards would be difficult. In case of retired persons also payment in advance is to be collected. The possession of the room is to be given only on receiving Advance payment in such cases. Inventory after the Guest vacates the room is also to be verified and in case of any loss it is to be indemnified by the Guest.

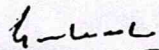
4. The charges indicated above are for double-bedded accommodation. For single bed accommodation, the charges will be 50% of the above mentioned rates, and the charges of Four bedded rooms (wherever available) will be double the rates of double bed rooms. However, for additional one mattress 50% of the rates of double bed is to be charged extra.
5. Only one room / suite would be booked for an officer/staff person/family. In exceptional cases, additional room will be allotted, but only after meeting the requirement of other applicants, charges for additional room would be as per the rates applicable to private persons.
6. Cooking of food, etc. in the suits/rooms would not be permitted.
7. No person(s) will be allowed to stay with or visit the persons(s) provided with accommodation after 10 PM.
8. Consumption of intoxicants and smoking would not be permitted.
9. Accommodation can be provided for a period not exceeding 5 days. In exceptional cases, the accommodation in excess of 5 days and upto a total of 10 days can be permitted with the prior approval of the Competent Authority and at enhanced rates.
10. The period of occupation of the Camp Accommodation in case of regular transfer will be for a maximum period of 60 days after which the employee must vacate the premises and no request/representation will be entertained. In case an employee on regular transfer does not vacate Camp Accommodation even after the usage of 60 days, he will be charged Rs.100/- + AC charges per day, no house rent allowance will be paid after a period of 60 days.

The above revision of rates is being made because ESI Corporation has to incur substantial expenditure on account of hiring of accommodation for Holiday Homes, for our TORs, Guest Houses and also we are incurring considerable expenditure due to soft service and security arrangement in addition to maintenance, etc. Moreover, the existing rates are not in accordance with the rates circulated by Directorate of Estates, Govt. of India vide Memo. No.D-11028/02/2007-Regions dated 28th January, 2008. However, partial modifications have been made in accordance with our usage patterns and the type of accommodation available. The rates, etc. would apply uniformly for all the places.

This issues with the approval of Adtl. Commissioner (P&A) & concurrence of Financial Commissioner.

An earlier instructions on this matter stand modified and revised upto the extent as above.

Hindi version will follow.


(GULSHAN KUMAR)
DY.. DIRECTOR (GENL.)

To 1 All officers in Hqrs. office

1. All Additional Commissioners / Regional Directors / Jt. Director (I/c)
2. AC (NTA) / Director (Medical) Delhi/ Director (Medical) Noida, Director (FW) / Director (Med.), Hqrs.
3. All the SSMC / SMC / MS / DMC / IMO (I/c)
4. System Division, Hqrs. Office is requested to upload to same in our Website.
5. Hindi Cell for translation.
6. Guard file.