



REGIONAL OFFICE : ODISHA
EMPLOYEES' STATE INSURANCE CORPORATION
Ministry of Labour & Employment (Government of India)

PANCHDEEP BHAWAN : JANPATH : UNIT-IX : BHUBANESWAR-751022

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(ISO 9001-2008 CERTIFIED) (TOLL FREE NO.1800-34567-12)

No.44-D-11/19/20/Qrs./2017-Genl.

Date: 07.12.2016

C I R C U L A R

Subject: Allotment of Type-I, II, III & IV residential accommodation at ESIC Staff Quarters.

Applications are invited from the officers & staff interested and eligible for allotment of Type-I (A), II (B), III (C) & IV (D) Staff Quarters at Bhubaneswar, Jagatpur, Choudwar, Brajrajnagar, Hirakud, Jaykaypur, Barbil and Jharsuguda, in the enclosed proforma duly verified by respective office for drawing of Priority List for the Allotment Year, 2017.

The Priority List shall remain effective from 01.01.2017 to 31.12.2017 or up to the date as may be decided otherwise. The entitlement of various categories of employees is as under:

GRADE PAY/PAY MATRIX	Entitled Type of Staff Qtr.
Rs.1,300/-, Rs.1,400/-, Rs.1,600/-, Rs.1,650/- & Rs.1,800/- (Up to Level – 1)	I (A)
Rs.1,900/-, Rs.2,000/-, Rs.2,400/- & Rs.2,800/- Level (2 to 5)	II (B)
Rs.4,200/-, Rs.4,600/- & Rs.4,800/- Level (6 to 8)	III (C)
Rs.5,400/- & above. (Level 9 & above)	IV (D)


Application in the prescribed proforma duly filled in shall be received at Regional Office, Bhubaneswar latest by **28.12.2016**.

The allotment of the quarters will be made according to the provisions of Staff Qtrs. Allotment Rules. Any conditional acceptance or request for deferment of allotment etc., if any, will be deemed as REFUSAL and such applicants will be debarred from the allotment for a period of one year and drawal of HRA / Licence Fees will be regulated as per instructions.

It may please be noted that "No Accommodation Certificate" for availing leased accommodation facility will be issued to only those officer who has applied for but not provided with the ESIC Residential Accommodation.

The applications received after **28.12.2016** or incomplete application will not be entertained / considered and no correspondence, whatsoever, in this regard will be entertained. As per SR-317-BN-7(2) of the allotment rules, the Estate Officer / Regional Director may cancel the existing allotment of an officer / staff and allot him / her an alternative Staff Qtrs.

The contents of the CIRCULAR may please be brought to the notice of all concerned. While forwarding the application to the Estate Officer, Regional Office, the Competent Authority may please verify the particulars of the applicants.


(B. NAYAK) 07/12/16
DY. DIRECTOR (GENL.)
For ESTATE OFFICER

Copy to:

1. All Officers at Regional Office, Bhubaneswar.
2. All Branches at Regional Office, Bhubaneswar.
3. All Branch Managers in Odisha / SSO, Inspection Division _____
4. PS to State Medical Commissioner, Regional Office, Bhubaneswar.
5. PA to Regional Director, Regional Office, Bhubaneswar.
6. System Division to upload in the Regional Office website.
7. Regional Office Notice Board.

APPLICATION FORM FOR ALLOTMENT OF STAFF QUARTERS AT ESIC STAFF QUARTERS

1.	Name of the applicant's (IN BLOCK LETTERS)				
2.	Applicant's Date of Birth				
3.	Designation / Place of posting / Contact No. / ID No.				
4.	Drawing & Disbursing Officer				
5.	Sex (Male / Female)				
6.	Marital status (Married / Unmarried)				
7.	Date of continuous service in ESIC				
8.	Details of past service if counted for all purposes				
9.	Date of first increment				
10.	a) Present basic pay & grade pay b) Pay scale c) Date of next increment				
11.	Type of staff quarter applied for				
12.	Whether belongs to SC/ST/PH category. If yes, name of category				
13.	Whether wife / husband of the applicant employed (if yes, give details)				
14.	Whether applicant or his / her family member own any house / allotted any accommodation within the municipal limits of the area of allotment (if yes, give details)				
15.	Whether presently allotted any staff quarters ? If yes, details thereof. If surrendered, the reasons therefor)				
16.	Details of family member who will reside in the quarter when allotted and occupied.				
	Sl.No.	Name of the Family Member	Sex	Date of Birth / Age	Relationship
17.	Whether the applicant has read the allotment rules ?				
18.	Whether he / she is ready to comply with the allotment rules ?				

Place :
Date :

Signature of the applicant
Place of Posting _____

(FOR OFFICIAL USE ONLY)

Forwarded to the Regional Director / Estate Officer, ESI Corporation, Panchdeep Bhawan, Janpath, Unit-IX, Bhubaneswar for further necessary action. The matter regarding appointment of the above said employee / officer is correct as per record of this office.

SIGNATURE _____
DESIGNATION _____
OFFICE SEAL _____