



No.31-D-11/20/Allotment/2016/Genl.I

Date : 01/01/2016

C I R C U L A R

Sub:-Allotment of staff quarters of various categories during the calendar year-2016

Applications are invited from interested ESIC Officers/Officials for preparation of priority list for allotment of staff quarters of various categories situated at ESIC Nagar Andheri/Goregaon/Colaba, ESI Hospital Kandivali, Mulund, Thane, MGM, Vashi during the calendar year 2016. Applicants including of those who had applied earlier but have not been allotted staff quarters, shall apply for the allotment of staff quarter indicating location in prescribed form enclosed also available at www.esicmaharashtra.gov.in. Application duly filled in must be submitted **Through Proper Channel** to this office and should reach this office latest by **31.01.2016**. Incomplete applications will be rejected without assigning any reason, what so ever. The allotment of the quarters will be made according to the provisions of allotment rules. **Applications received after the aforesaid date shall not be entertained except from the officials who join duty in Mumbai on transfer or on fresh appointment. Application should clearly indicate as application for New Allotment or Change of Staff Quarter.**

Applicants in respect of SRO Marol, SRO Thane, ESI Hospitals viz. Andheri, PGMSR Andheri & Parel must submit their applications to their respective Head of the Office on or before 31.01.2016. **After receipt of such application the respective competent authority has to forward such applications after due verification and certification the correctness of the particulars in application forms viz. Date of appointment, Pay etc.**

It may please also be noted that in case the applicant refuses to accept the allotment of staff quarter of entitled requested type, applicant will be debarred for another allotment for the period of one year from the date of allotment.

If the applicant is holding a lower type of staff quarter than the eligibility and refuses to accept the allotment of staff quarter of entitled type, the applicant will be debarred for another allotment for the remaining period of the allotment in year 2016. In such situation, while permitting to continue in lower type staff quarter the license fee will be charged at the rates applicable to such higher type staff quarter.

The entitlement of various categories of employees is as under :-

S. No.	Location	Type of Quarter
1	Andheri	Type II to IV
2	Goregaon	Type III to IV
3	Kandivali	Type III
4	Colaba	Type IV
5	Thane	Type II
6	*Mulund	Information not available
7	*MGM Hospital	
8	*Vashi	

* Allotment in r/o of Staff quarters from S. No. 6-8 are done by Commissioner, ESIS. Applications for the same will be forwarded to him.

Contents of this circular may be brought to the notice of all officials including those on leave.

Receipts of the circular may please be acknowledged immediately.

Encl : As above

Rajeev Kumar
(Rajeev Kumar)
Dy. Director

Copy To:-

1. All Branch Officers at Regional Office, Mumbai/SRO Marol/SRO Thane.
2. All Branch Office Managers in R.O. Mumbai/SRO Thane/ SRO Marol.
3. ESIMH Andheri / PGI Parel / PGI Andheri.
4. General Secretary, ESIC Employees' Union Mumbai.
5. General Secretary, ESIC Officers' Association, Mumbai.
7. Notice Board R.O. Mumbai/SRO Marol/SRO Thane.
8. Website – www.esicmaharashtra.gov.in.
9. Care Taker, ESIC Nagar Andheri, Goregaon, Kandivali. Caretaker is requested to kindly intimate the exact position of vacant staff quarters at ESIC Nagar Andheri, Goregaon, Kandivali at earliest to this branch.

Rajeev Kumar
(Rajeev Kumar)
Dy. Director

Please Select : New Allotment / Change of Staff Quarter

Application for issue of ESIC Residential Accommodation

1	Name of the applicant (In block letter)	
2	Contact No.	
3	Designation and place of posting	
4	Service Book No. & Employee I.D.	
5	New Allotment / Change of Staff Quarter	
	a) Present Basic Pay and Grade Pay	
	b) Date of Birth:	
	c) Date from which the applicant is in continuous employment in the E.S.I. Corporation and / or otherwise.	
	d) Date of appointment in other Dept. prior to joining ESIC, if any.	
6	Whether appointment is regular or temporary, from which date	
7	Location and type of staff quarter applied for	
	a) Eligible Type	
	b) Lower to Eligible Type, if interested	
8	Category (S.C./S.T./Ex. Servicemen/Handicap)	
9	Particulars of the family members	

Sl. No.	Name of the family member(s)	Age	Relationship with employee	If employed indicate the name of the office (Govt./PSU/Bank etc.)

10	Whether owning a house at the place of posting in his name or in the name of any family member	
11	Whether residing in staff quarter at present, if so, furnish the location & type of quarter and probable date of surrender of quarter	
12	Present residential address	
13	In case of change, please specify the reason for change	

Place :

Date:

Signature of the Applicant

DECLARATION

Certified that the particulars given in the application are correct to the best of my knowledge.

I have gone through the Rules and other terms and conditions of allotment of ESIC residences and I promise to abide by them. Further, I will not sub-let the residence allotted to me or any portion thereof with or without receiving payment in contravention to these rules and utilize the undertake to seek permission from the Estate Officer, well in advance, for the overstay of casual visitor in the premises.

Signature of Applicant

Place:

Date:

CERTIFICATE

(To be given by the Head of the Office/Branch)

Certified that the particulars furnished by the applicant in Column No .2 to 12 have been certified from the relevant service records and found to be correct.

Date:

Signature of the Head of the
Office /Branch

Forwarded to the Estate Officer, ESI Corporation, Panchdeep Bhavan ,108 .N.M .Joshi Marg,
Lower Parel, Mumbai-400 013 for further action.

Date:

Signature of the Head of the
Office /Branch