



EMPLOYEES' STATE INSURANCE CORPORATION
REGIONAL OFFICE, "PANCHDEEP BHAWAN"
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No.41.D/11/14/H.H/Gangtok/2015-Genl. 1/33

Dated : 11/11/2016

CIRCULAR

Sub : Holiday Home at Gangtok in West Bengal & Sikkim Region

It is informed to all concerned that a Holiday Home at Gangtok will be operational w.e.f. **16th November, 2016** for a period of 01 (one) year. Details of Holiday Home and terms & conditions are appended below :

Name & address of the Hotel	Accommodation	Persons allowed	Check in/out time
Hotel Zi Tibet Road, Gangtok, Sikkim (Near Sadar Police Station and M.G. Marg) Mobile : 8334955569	02 Executive Rooms each consisting of 01 Double Bedded and 01 single Bedded	04 adults in each room	10.30 A.M. 10.00 A.M. respectively

1. The allotment of Holiday Homes will be as per the rules regulations and rates as laid down in Hqrs. Office Circular No.D-11/27/TOR/Policy/09/CT dated 22/12/2009 on the subject "Policy for allotment of Camp Accommodation".
2. Booking of the rooms will be strictly on '**First come first serve basis**'.
3. Application for booking should be made in advance to the Regional Director (Estt. Br.-II), ESIC, Regional Office, 5/1 Grant Lane, Kolkata-700012 in the prescribed Proforma enclosed by Post / Fax-033-22365279 / E.mail : rd-westbengal@esic.nic.in. Incomplete application will not be entertained and no booking whatsoever shall be made in such case.
4. All the applications should be routed through the Controlling Officer of the applicant. Application received directly from the applicant shall not be entertained.
5. Booking requests should be forwarded at least 30 days prior to date of booking otherwise it will not be considered.

Pl. see overleaf.....

6. The Holiday Home charges in respect of serving personnel of ESIC will be paid in advance or will be recovered from the salary of the employee by the Controlling Authorities. In respect of other allottees evidence of deposit of Holiday Home charges to be submitted 10 days prior the date of reservation, asked for, so that the reservation can be confirmed from this end.
7. The check-in/out time will be 10:30 A.M. and 10.00 A.M. respectively. Hence, the applicant should clearly mention in the application Form both the date and time of his/her proposed visit.
8. Following facilities shall be provided at no extra cost :-
- (i) Free Room service and 24 hours power back-up.
 - (ii) Two Ltrs mineral water per room per day and filtered drinking water in jugs as per requirement.
 - (iii) Morning Tea (upto 04 persons) per room per day.
 - (iv) One nation wide circulated newspaper in English per room per day.
 - (v) Free Wi-fi facility in the Hotel building.
 - (vi) Total waiver of service charge/premium over food items and 15% discount on all food & beverage items.
9. The guest is required to produce the allotment order to be issued by this office to the Hotel Management before check in, otherwise they will not be allowed to check in.
10. The guest is also required to carry proper identification documents with him/her and produce before the concerned caretaker before Check-in on demand.
11. The allottee shall maintain utmost discipline / decency and decorum and he/she should not indulge in any indecent behaviour.

This issues with the approval of the Regional Director.

Hindi version will follow.

Encl. As above

To

All RDs., SROs, DOs, ESIC / ESIS Hospitals. ESIC Dispensaries, SSMC/ SMC Offices.

Copy to:

1. PS to Director General, Hqrs. Office, New Delhi.
2. PS to Insurance/Medical/Financial Commissioners, Hqrs. Office, New Delhi.
3. PS to Commissioner (P&A), Hqrs. Office, New Delhi.
4. Website Content Manager for uploading in the website.
5. Hindi Branch, R.O., Kolkata for translation.

(S.C. Majumder)
Assistant Director (Genl.)

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