



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
**EMPLOYEES' STATE INSURANCE
CORPORATION**
(Ministry of Labour & Employment, Govt. of
India)



चिकित्सा महाविद्यालय / **MEDICAL COLLEGE**
सनतनगर, हैदराबाद - 500 038
Sanathnagar, Hyderabad – 500 038
Tel. 040-67872002, E-mail: dean-hyd@esic.gov.in,
website: www.mchderabad.esic.gov.in

E.No. .1058264/799/D/ESIC/MCH/SNR/TOR/2024/GEN

C I R C U L A R

Sub: TOR/Camp Accommodation & Holiday Home at ESIC Staff Quarters
Premises, Sanathnagar, Hyderabad.

It is brought to the notice of all concerned that TOR/ Camp
Accommodation & Holiday Home are operational at Sanathnagar, Hyderabad
with effect from 01.01.2025 at the following address.

Address	Contact Details
D-1 Block ESIC Medical College Hospital Staff Quarters Premises, Sanathnagar, Hyderabad – 500 038	The Dean, ESIC Medical College & Hospital, Sanathnagar, Hyderabad – 500 038 Mail id: dean-hyd@esic.nic.in Ph.No 040-67872002

1. The allotment of TOR/ Camp Accommodation & Holiday Home 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. TOR/ Camp Accommodation will be strictly allotted to the Officers/ Staff on Official tours, LTC, Personal visit etc. Holiday Home will be strictly allotted to Officers, Staff and their “dependent family members only”.
4. Booking request received 60days before the date of booking will not be entertained.
5. Incomplete application will not be entertained and no booking whatsoever shall be done in such case.
6. Tendency of last minute cancellation of booking is resulting into denial of facilities to other prospective visitors. Hence, cancellation of booking must be intimated at least 5 days in advance or else the

recovery is liable to be made from the concerned officer /official through their controlling office as per rules.

7. All the applications shall be routed and duly forwarded through the controlling officer of the applicant via Email dean-hyd@esic.nic.in Dak Post to "The Dean (General Branch), ESIC Medical College & Hospital, Sanathnagar, Hyderabad".TOR/ Camp Accommodation & Holiday Home Applications directly received from the applicant shall not be entertained except in the case of Pensioners of ESIC.
8. The charges for TOR/ Camp Accommodation & Holiday Home 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 & Holiday Home 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.
9. The Guest is required to produce the Allotment Order of ESIC Medical College & Hospital, Sanathnagar, Hyderabad along with ESIC Office ID Card during Check-in, otherwise they will not be allowed to check-in.
10. 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.
11. 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.
12. The guest shall maintain utmost discipline/decency and decorum and he /she should not indulge in any indecent behavior.
13. No refreshment / Food / Tea / Beverage, except normal Drinking Water, will be provided. Cooking of Food etc in the Rooms is not permitted.
14. Additional friends, relatives and strangers are not permitted to stay in the Room other than the persons mentioned in the TOR/ Camp Accommodation & Holiday Home Application. (Refer point no 3)
15. Strictly prohibited—Smoking, Consumption of Liquor and usage of banned substances.

16. 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 Caretaker/ Housekeeping/Security Desk.
17. No person(s) will be allowed to stay or visit the person(s) provided with accommodation after 10.00pm. 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.
18. In case of any loss / damage to the inventory available in the room, the same is to be indemnified by the guests.
19. The Dean's decision is final in case of any issues.

(Dr. SHIRISHKUMAR G. CHAVAN)

DEAN

To:

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