

I/1031500/2024



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
Employees' State Insurance Corporation
(Ministry of Labour & Employment,
Govt. of India)



चिकित्सा महाविद्यालय एवं अस्पताल
Medical College & Hospital
देसूला, एमवाई ए, अलवर (राज.)-301030
Desula, MIA, Alwar (Raj.)-301030
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File No.:D-11020/6/2022-General

01-02-2024

CIRCULAR**Sub:-Allotment of staff quarters of various categories during the calendar year-2024**

Applications are invited from interested ESIC Officers/Officials for preparation of priority list for allotment of staff quarters for Group A,B,C,D Cadre officials at ESIC Medical College & Hospital, MIA, Alwar during the calendar year 2024. 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 (New Format) enclosed duly filled in must be submitted Through Proper Channel to this office and should reach this office latest by 13.02.2024, 04.00 PM. 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 Alwar on transfer or on fresh appointment. Application should clearly indicate as application for New Allotment or Change of Staff Quarter. After receipt of such applications, the respective competent authority has to forward such applications after due verification and certification of the correctness of the particulars in application forms viz. Date of appointment, Date of birth, Pay, Category, Date of joining current station 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 three months 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 2024. 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 for a period of one month. The entitlement of the Type -III ,IV, V,VI staff quarter as per 7 th pay commission is as under:-

Type of Residences	Existing Grade Pay	Level in the Pay matrix
II	Rs 1900, Rs 2000, Rs 2400 and Rs 2800	2,3,4,5
III	Rs 4200, Rs 4600 and Rs 4800	6,7,8
IV	Rs 5400 to Rs 6600	9,10,11
IV(S)	Rs 6600	11
V A (D-II)	Rs 7600 and Rs 8000	12
V-B (D-I)	Rs 8700 and Rs 8900	13, 13A
VI A (C II)	Rs 10000	14

Contents of this circular may be brought to the notice of all officials including those on leave under acknowledgement. This issues with the approval of competent authority.

[Signature]
1/2


Mukesh Chand Meena
(Assistant Director, General)

Note :- At present, no vacant staff quarter of Type II, III, IV & VI in the areas is in possession of Estate Officer ESIC MC&H, ALWAR. However, as and when the same will happen allotment will be started from the priority list prepared on the basis of applications received by this office during the prescribed period

Copy To: -

1. Dean Office, ESIC MC&H, Alwar .
2. Medical Superintendent Office, ESIC MC&H, Alwar .
3. All HODs & Branch Officers at ESIC MC&H, Alwar .
4. ANS Office, ESIC MC&H, Alwar
5. Notice Board ESIC MC&H, Alwar.
6. Care Taker, ESIC MC&H, Alwar, with the request to intimate the exact position of vacant staff quarters at ESIC MC&H, Alwar at the earliest to this branch.

o/c

Audit
1/2/24

Please Select: New Allotment / Change of Staff Quarter

Application for Issue of ESIC MC&H, ALWAR Residential Accommodation

1	Name of the applicant (In Block Letter)			
2	Designation & Place of Posting			
3	Service Book No. & Employee I.D.			
4	Drawing and Disbursing Officer (Accounting Unit)			
5	Contact No.			
6	NIC Email Id			
7	New Allotment / Change of Staff Quarter			
	a)	Present Basic Pay and Grade Pay (PRE-RIVESED As per 7th CPC) Pay level as per 7th CPC Date of increment		
	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.		
8	Whether appointment is regular or temporary, from which date			
9	Location and type of staff quarter applied for (Separate application shall be given for separate category of staff quarters)			
	a)	Eligible Type		
	b)	Lower to Eligible Type, if interested		
10	Category (S.C./S.T./Ex- servicemen/Handicap)			
11	Particulars of the family members who will reside in the quarter when allotted and occupied			
Sl. No.	Name of the family member(s)	Age	Relationship with employee	If employed indicate the name of the office (Govt./PSU/Bank etc.)
1				
2				
3				
4				
5				
12	Whether wife / husband of the applicant employed with ESIC (if yes, give details)			
13	Whether owning a house at the place of posting in his name or in the name of any family member (if yes, give details)			
14	Whether residing in staff quarter at present, if so, furnish the location & type of quarter and probable date of surrender of quarter			
15	Present residential address			
16	In case of change, please specify the reason for change			

Place:

Date:

Signature of the Applicant

Annexure- B

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:

(For Office Use)

CERTIFICATE

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

Certified that the particulars furnished by the applicant in Column No. 2 to 15 have been verified from the relevant service records in service book and found to be correct.

Date:

Signature of the Head of the Office / Admn Branch

Forwarded to the Estate Officer, ESI Corporation, Medical College & Hospital, Alwar (Rajasthan) for further action.

Date:

Signature of the Head of the Office / Branch