



କର୍ମଚାରୀ ରାଜ୍ୟ ବିମା ନିଗମ  
(ଶ୍ରମ ଏବଂ ଚାକରମାନଙ୍କ ସୁରକ୍ଷା, ଭାରତ ସରକାର)  
କର୍ମଚାରୀ ରାଜ୍ୟ ବିମା ନିଗମ  
(ଶ୍ରମ ଏବଂ ଚାକରମାନଙ୍କ ମନ୍ତ୍ରାଳୟ, ଭାରତ ସରକାର)  
EMPLOYEES' STATE INSURANCE CORPORATION  
(Ministry of Labour & Employment, Govt. of India)



ଓଡିଶା ବାଣିଜ୍ୟ, ଉତ୍କଳା / କ୍ଷେତ୍ରୀୟ କାର୍ଯ୍ୟାଳୟ, ଓଡିଶା  
REGIONAL OFFICE, ODISHA  
ପଞ୍ଚଦୀପ ଭବନ, ଜନପଥ, ୟୁନିଟ୍-୧, ଭୁବନେଶ୍ୱର-୨୨  
PANCHDEEP BHAWAN, JANPATH,  
UNIT-IX, BHUBANESWAR-22  
Email: rd-orissa@esic.nic.in Phone: 0674-2546380  
Website: www.esic.gov.in

44-D/11/14/1/2016-Genl

Date:03.03.2025

**CIRCULAR**

**Subject: Accommodation Of Holiday Home at Puri ( Odisha )**

It is brought to the notice of all concerned that Holiday Home is operational at Puri (Odisha ). Details of Holiday Home and Terms & Conditions are appended below :-

Name & address of the Hotel	Accommodation details	Person allowed	Contact details.
M/s. Shakti International, VIP Road, Puri-752 001	Double bedrooms (A.C)	02 Adults + 02 child below 10 years.	Asst. Director (Genl), R.O, Bhubaneswar, VOIP No.20674046

1. The allotment of Holiday Home at Puri will be as per rules & regulations as laid down in Hqrs. 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. Application for booking should be forwarded at least 60 days prior to date of booking. Request if received 10 days before from the date of booking will not be entertained.
3. Application for booking should be sent in advance in the prescribed proforma to the Regional Director, Regional Office, Bhubaneswar through email i.e. rd-orissa@esic.nic.in..
4. All the applications should be routed and forwarded through the controlling officer of the applicant. Application received directly from the employee shall not be entertained. The applicant should ensure to mention his/her contact details such as Tel. No./ Mobile No. and email id in application form.
5. Booking request received 60 days before the date of booking will not be entertained. The cancellation of Holiday Home has to be made at least 07 days prior to date of stay.
6. Details of persons who will accompany the applicant and will stay at Holiday Home has to be invariably filled in the application form. Incomplete application will not be entertained and no booking what so ever shall be done in such cases.
7. The check in time will be 9 AM and check out time will be 8 AM. Hence, applicant should clearly mention both date and time of check in and check out of his/ her proposed visit in the application form, and also plan their visit accordingly.
8. The applicant is required to carry the allotment letter and proper identification document along with him/her produce before the concerning authority before check in or on demand.
9. The allottee shall maintain utmost discipline/decency and decorum and he/she should not indulge in any indecent behavior.
10. Two(02) water bottle per day per room and provision of tea will be provided

complimentary. Besides free use of swimming pool, Wi-Fi is available.

11. Pensioners need to deposit the requisite amount for booking of Holiday Home by way of DD in favour of ESI Fund A/c No. 1 to the concerned Regional Director well in advance and confirmation/copy of challan should reach the office at least 10 days prior to date of booking, failing which it will be cancelled.

12. The Hotel will also provide 20% discount to the occupants on food items, which is provided by the Hotel/Restaurant except breakfast, tea & coffee.

13. Children above 10 years will be counted as an adult and more 03(three) adult will be charged extra & to be paid at Hotel by itself.

14. One room will be allotted to one applicant. The second room, will be allotted subject to its availability, if allotted may be cancelled in case of any demand of another applicant on the same day.

15. The respective accounting units are requested to make necessary deduction of the room charges @ Rs. 120/- per day from the salary of the officials/officers. It should be ensured to sort the applicants and deduct amount from their salary accordingly.

16. The applicants are required to deposit the challan and send the copy of the same to the general.or@esic.nic.in after receiving the allotment letter.

This issues with the approval of Regional Director.

Hindi version will follow.

**Digitally signed by  
Pramod Kumar Nirala  
Date: 18-03-2025  
17:46:06**

**( P.K. NIRALA )**

**ASST. DIRECTOR(GENL.)**

Copy to:

1. P.S to Director General (Estt. br.) , ESIC Hqrs. Office, New Delhi.
2. All ROs, SROs, Deans, MSs of ESIC.
3. All the Officers/Branch Office/SSOs/Branches of Regional Office, Bhubaneswar.
4. Rajbhasha sakha for translation in Hindi.
5. Website content Manager, Hqrs. Office, ESIC, New Delhi with request to upload on the website.
6. Asst. Director ( ICT Division ), Regional Office, Bhubaneswar with the request to upload the same on the website.