



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



क्षेत्रीय कार्यालय, पूर्वोत्तर क्षेत्र  
REGIONAL OFFICE, N. E. REGION  
बामुनीमैदाम, गुवाहाटी-781021  
BAMUNIMADAM, GUWAHATI-781021  
वेबसाइट/ Website: www.esic.nic.in

### CIRCULAR

Sub: Invitation of application for shifting /allotment of Type-I, II and III Quarters at ESIC, Regional Office Staff Quarter Complex, Bamunimaidam Guwahati-21 for the calendar year 2025 subject to vacancy.

Applications in the prescribed format are invited from interested ESIC Officers/Officials for preparation of priority list for allotment of staff quarters of various categories located at ESIC Regional Office Complex for calendar year 2025 which shall remain effective up to 31-12-2025. Allotment of staff quarters will be made on availability of quarters. Interested ESIC Officers /Officials, including those who had applied earlier but not been allotted staff quarters, may also apply afresh for the allotment of staff quarters. Application duly filled in may be submitted Through Proper Channel to this office and should reach this office latest by **28/02/2025**. Application received after the aforesaid date shall not be entertained except on transfer ground. Incomplete applications will not be considered and no correspondence will be entertained thereafter. The allotment of the quarters will be made according to the provisions of allotment rules. Further, the allottees of the staff quarters who desire shifting within same eligibility type may also apply for the same.

It may also be noted that in case the applicant refuses to accept the allotment of staff quarter of entitled requested type/change of accommodation, in such case:

1. applicant may be debarred for another allotment for the Calander year for which allotment was offered subject to payment of one month's licence fee for that type of accommodation.
2. If an allottee occupying a lower type of accommodation refuses to accept the offer of an accommodation of the type for which he is eligible under these rules, he shall be permitted to continue in the previously allotted accommodation. Provided that such allottee shall not be eligible for another allotment for the Calander year for which allotment was offered.
3. If an allottee fail to accept a change of accommodation offered to him within eight days of the issue of such offer or allotment, he shall not be considered again for a change of accommodation for that type of accommodation. However, if the allottee who, after accepting a change of accommodation fails to take possession of the same, shall be charged one month licence fee for such accommodation in accordance with the provisions of these rules in addition to the normal licence fee for the accommodation already in his possession.

Sl. No.	Type of Staff Quarter	Level in pay matrix of 7 <sup>th</sup> pay
1.	Type-I	1
2.	Type-II	2,3,4,5
3.	Type-III	6,7,8

The Estate Officer on exigency may cancel the existing allotment of quarters to any official or may allot alternative residential quarters of the Type next below the Type which he/she is entitled.

  
Deputy Director (Genl)

To:

1. All Officers and Staffs, ESIC, Regional Office Guwahati, Bamunimaidam-21.
2. The Branch Offices, ESI Corporation, Amingaon, Chandrapur and Guwahati.
3. IT Branch, ESIC, Regional Office Guwahati for uploading in the website.
4. Rajbhasha Shakha, ESIC, Regional Office Guwahati for translation.
5. Notice Board, ESIC, RO, Guwahati-21.

योगेश प्रकाश/Yogesh Prakash

उपनिदेशक /Deputy Director

कर्मचारी राज्य बीमा निगम /ESI CORPORATION

श्रम एवं रोजगार मंत्रालय, भारत सरकार

MoLE, Govt. of India

पूर्वोत्तर क्षेत्र, गुवाहाटी /N.E. Region Guwahati



**APPLICATION FORM FOR ALLOTMENT/SHIFTING STAFF QUARTERS AT ESI REGIONAL OFFICE RESIDENTIAL COMPLEX, BAMUNIMADAM****GUWAHATI-21**

SNo	PARTICULARS	INFORMATION REQUIRED TO BE FILLED BY APPLICANT
1	Name of the Applicant (in block letter)	
2	Employee No.	
3	Designation	
4	Date of Joining in the ESIC	
5	Date of Birth	
6	Sex (Male/Female)	
7	Marital Status (Married/ Unmarried)	
8	Whether Permanent/ Temporary (If temporary, whether the applicant is substantive of any other post)	
9	Details of Past Service, if any	
10	a) Present Pay Band b) Basic Pay c) Date of Next Increment	
11	Types of Quarters applied for	
12	Shifting from type to Type (may be filled in case of shifting)	
13	Reason for Shifting	
14	Whether wife/husband of the applicant employed (if yes, give details)	
15	Whether applicant or any of his/her family members own any house/allotted any accommodation within the Guwahati Municipal Area.	
16	Whether the applicant has read the allotment rules?	
17	Whether applicant is ready to comply with the allotment rules?	
18	Details of family member who will be in the quarters when allotted and occupied	

Sl. No	NAME	Age	Relationship with applicant	Occupation

**Note:**

1. Application received after due date will not be considered and no correspondence whatsoever in this regard will be entertained except on transfer ground.
2. Incomplete application will not be considered.

Place:

Date:

**SIGNATURE OF APPLICANT**