



कर्मचारी राज्य बीमा निगम

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

EMPLOYEES' STATE INSURANCE CORPORATION

(Ministry of Labour & Employment, Govt. Of India)



क्षेत्रीय कार्यालय/REGIONAL OFFICE

पंचदीप भवन, हाउसिंग बोर्ड फेस-1, साई रोड,

बद्दी, सोलन, हिमाचल प्रदेश-173205

PANCHDEEP BHAWAN, HOUSING BOARD PHASE I,

SAI ROAD, BADDI, SOLAN, HIMACHAL PRADESH-173205

Phone No.- 01795-245961, Email- [rd-hp@esic.gov.in](mailto:rd-hp@esic.gov.in)

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No. D-11011/47/2022-Gen

Dated – 30-03-2026

### Circular

#### **Subject - Holiday Home at Shimla in Himachal Pradesh Region reg.**

It is informed to all concerned that a Holiday Home at Shimla will be operational **w.e.f. 01<sup>st</sup> April, 2026** for a period of 2 (Two) years. The details and terms & conditions of the holiday home are as follows:

Name & address of the Hotel	Accommodation	Persons allowed	Check in/out
Hotel Pineview, Circular Road Near Petrol Pump Upper Kaithu, Mythe Estate, Shimla H.P -171003.	2 DBR (Two Double Bedded Room)	2 Adults+2 Children's Below 10 Years Old or 2 Adults	12:00 Noon.

1. The allotment of Holiday Homes will be as per rules regulations and rates as laid down in Hqrs. Office circulars No. D-11/24/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**" Booking request if received 30 days before, from the date of booking will not be entertained.
3. Cancellation of booking should be intimated to this office at least 10 days in advance, or else the recovery is liable to be made from concerned official through their Controlling Office as per rules and also room will be allotted to other applicant.
4. Application for booking should be in advance to the Regional Director (General), ESIC Regional Office, Panchdeep Bhawan, Housing Board, Phase-1, Sai Road Baddi, H.P. in the prescribed Proforma enclosed by post/Fax on 01795-245962/Email: [rd-hp@esic.gov.in](mailto:rd-hp@esic.gov.in) incomplete application will not be entertained and no booking whatsoever shall be done in such case.
5. All the application should be routed through the controlling Officer of the applicant. Application received directly from the applicant shall not be entertained.
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 Controlling Authority. Apart from this, as per point no. 3 of Headquarters letter No: D-13/14/TOR/Policy/2000-E-VI dated 19-09-2017, "ESIC Pensioners may be allowed to deposit the amount at the counter of Holiday Home/TOR/Guest House also before availing the facility."
7. The Check-in/out time will be 12:00 noon. Hence, the applicant should clearly mention both date and time of his/her proposed visit in the application Form.
8. 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.
9. The guest is also required to carry proper identification documents along with his/her and produce before concerned caretaker before check-in on demand.
10. The allottee shall maintain utmost discipline/decency and decorum and should not indulge in any indecent behavior so that corporation name is not defamed.

11. The Hotel shall provide the following facilities at free of cost or on discounted

Sr. No.	Facilities	Free or Discount
1	Breakfast (from 08:00 am onwards to 10:00 am)	Yes, Complimentary Breakfast
2	Parking facility	Yes (Free)
3	Electric Room heater (on demand)	Yes (Free)
4	Restaurant facility	Yes (Chargeable, @10% Discount)

This circular has been issued with the approval of the competent authority.

Manjeet Katoch  
REGIONAL DIRECTOR  
30-03-2026  
(General Branch)

To

All ROs., SROs, Deans, MSs of ESIC.

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 Manger, Hqrs. for uploading in the website.