



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  
वैबसाइट/ Website: [www.esic.nic.in](http://www.esic.nic.in)  
Email: [rd-assam@esic.nic.in](mailto:rd-assam@esic.nic.in)

### CIRCULAR

#### **Subject: Accommodation of Holiday Home at Guwahati (Assam)-reg.**

It is brought to the notice of all concerned that Holiday Home at Guwahati, Assam is operational for a period of 01(One) Year w.e.f. 29th March, 2025. Details of Holiday Home and Terms & conditions are appended below:

Name and address of the Hotel	Accommodation Details	Person allowed	Contacts Details
M/s S3 VENTURES H. No 7, ROYAL PEARL INN, ABHAY PATH, GUWAHATI, KAMRUP METROPOLITAN, KAMRUP, ASSAM-781034	02 Double Bed Room (AC).	3 Adults + children (below 12) each room.	General Branch, Regional Office Guwahati, North East Region, Bamunimaidan, Guwahati-781021 Call:0361-2550357 Email: <a href="mailto:rd-assam@esic.nic.in">rd-assam@esic.nic.in</a>

1. The allotment of holiday home will be as per rules, regulation and rates as laid down in 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"**. Booking request received 60 days before the date of booking will not be entertained.
3. Cancellation of booking should be intimate at least 15 days in advance, or else the recovery is liable to be made from the concerned official through their Controlling office as per rules. Tendency of last-minute cancellation of booking is resulting into denial of facilities to other prospective visitors.
4. All the application shall be routed and duly forwarded through the Controlling Officer of the applicant via dak post to **" General Branch, Regional Office Guwahati, North East Region, Bamunimaidan, Gwahati-781021"** or email to **"rd-assam@esic.nic.in"**. Application received directly from the applicant shall not be entertained except in the case of Retired Personnel of ESIC.
5. It will not be possible to accommodate any extra person(s) and accommodation will be provided strictly to person(s) only in whose name(s) booking is done. No request will be entertained in this regard.
- 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 employees by controlling authority. In respect of other allottees, evidence of deposit of

Holiday Home charges to be submitted 10 days prior the date of reservation asked for so that the reservation can be confirmed.

7. 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.

8. The Guest is also required to carry proper identification documents with him/her and produce the same to the concerned Hotel Authority before Check in on demand.

9. Accommodation can be provided for a period not exceeding 05 days. The Check-in and Check-out time for the occupants shall be 12 Noon.

10. Consumption of intoxicants and smoking would not be permitted. The allottee shall maintain utmost discipline/decorum and decency and he/she should not indulge in any indecent behavior.

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

Sr. No.	Facilities	Free or Discount
1	Complimentary Breakfast with Tea/Coffee	Yes (Free of cost)
2	Restaurant facility	Yes (Chargeable, @30% discount on food bill)

This issues with the approval of Regional Director.

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**DEPUTY DIRECTOR, GENERAL BRANCH**

Copy to :

1. Insurance Commissioner (General Branch), ESIC, Headquarters Office, New Delhi.
2. Regional Director, Regional Office Guwahati-781021.
3. All Branches/Branch Offices/All DCBOs under Jurisdiction of R.O. Guwahati.
4. Website Content Manager, Hqrs. Office, ESIC with a request to upload on the website concern.
5. Rajbhasha Shakha for translation in Hindi.