

क.स.सी.नि.  
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**कामगार राज्य विमा महामंडळ**  
(कामगार आणि रोजगार मंत्रालय, भारत  
सरकार)  
**कर्मचारी राज्य बीमा निगम**  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
EMPLOYEES' STATE INSURANCE CORPORATION  
(Ministry of Labour & Employment, Govt. of India)



क्षेत्रिय कार्यालय मुंबई / क्षेत्रीय कार्यालय मुंबई / Regional  
Office Mumbai  
५ वा मजला, एम. जी. एम. रुग्णालय, डॉ. एस. राव  
मार्ग, परल, मुंबई-400 012  
५वीं मंजिल, एम. जी. एम. अस्पताल, डॉ. एस. राव  
मार्ग, परल, मुंबई-400 012  
५th Floor, M. G. M. Hospital, Dr. S. S. Rao Road, Parel, Mumbai – 400 012  
Phone: 022 61209700/742  
Email: rd-maharashtra@esic.gov.in  
Website: www.esic.gov.in

No. 31-D-27/H.H./Genl./Shirdi

Dated:16/01/2026

## CIRCULAR

### **Subject: Accommodation of Holiday Home at Shirdi**

It is brought to the notice of all concerned that Holiday Home at Shirdi, Nashik will be operational for a period of 02 (Two) year from **19/01/2026 to 18/01/2028**. Details of Holiday Home and Terms & Conditions are appended below:

Name & Address of the Hotel	Accommodation details	Persons allowed	Contact details
M/s Shirdi Country Inns Pvt. Ltd. (Hotel St Laurn -The Spiritual Resort)  S. No. 5/19, Rus-Shiv Road, Shirdi, Taluka: Rahata, District: Ahmednagar, Maharashtra – 423109	2 Double bedded AC Rooms	2 Adult + 2 Children  (Dependent Children of the Applicant can be allowed in one room irrespective of their age)	Regional Director (In-charge), Regional Office Mumbai, ESI Corporation, 5th Floor, MGM Hospital, Dr. S. S. Rao Marg, Parel, Mumbai – 400012.  Contact: 022 6120 9742  Email: rd-maharashtra@esic.gov.in

1. The allotment of Holiday Home accommodation shall be governed by the Rules, Regulations and Rates as laid down in Headquarters Office Circular No. D-11/27/TOR/Policy/09/CT dated 22/12/2009, as amended from time to time.
2. Booking of rooms shall be made strictly on a “**First Come, First Served**” basis. Requests for booking received more than **60 days** prior to the proposed date of check-in shall not be entertained.
3. Booking of the Holiday Home shall be confirmed only upon issuance of an Allotment Letter by the competent authority. The Holiday Home charges in respect of serving ESIC personnel shall be recovered from the salary of the concerned employee through the respective Controlling Authority. In respect of other allottees i.e. ESIC Pensioners / Guests, proof of deposit of the prescribed Holiday Home charges shall be submitted at least 10 days prior to the date for which reservation is sought, failing which the reservation shall be liable to be treated as cancelled.
4. Cancellation of booking shall be intimated at least **15 days** in advance; failing which, recovery of the applicable charges shall be made from the concerned official through their Controlling Office, as per extant rules. It is observed that last-minute cancellations result in denial of accommodation to other eligible applicants and shall, therefore, be discouraged.

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5. All applications shall be routed and duly forwarded through the Controlling Officer of the applicant and submitted either by dak/post or by email to the following address:

**Regional Director (In-charge),  
Regional Office Mumbai,  
Employees' State Insurance Corporation,  
5th Floor, MGM Hospital,  
Dr. S. S. Rao Marg, Parel,  
Mumbai – 400012  
Email: rd-maharashtra@esic.gov.in**

Applications received directly from the applicant shall not be entertained, except in the case of retired ESIC personnel.

6. No extra person(s) shall be accommodated under any circumstances. Accommodation shall be provided strictly to the person(s) in whose name(s) the booking has been made, and no request for inclusion of additional occupants shall be entertained.

7. Accommodation shall be provided for a period not exceeding five (05) days. The check-in time shall be **02:00 PM** and the check-out time shall be **12:00 Noon**.

8. The guest shall produce the Allotment Order issued by this office to the Hotel Management at the time of check-in, failing which accommodation shall not be permitted. The guest shall also carry valid identity proof and produce the same to the Hotel Authority on demand.

9. Consumption of intoxicants and smoking within the premises is strictly prohibited. The allottee shall maintain utmost discipline, decorum, and decency, and shall not indulge in any indecent or objectionable behaviour.

This issues with approval of the Competent Authority.

**Amod Kumar  
Assistant Director  
(General Branch)**

Copy to:

1. Director (General Branch), ESIC, Headquarters Office, New Delhi for information.
2. All Branches/Branch Offices/All DCBOs under R.O Mumbai for information.
3. SRO Thane/ SRO Marol/ SRO Pune/ SRO Nagpur/ SRO Nagpur/ SRO Nashik/ ESICMH Andheri/ ESICH Kandivali/ ESICH Bibwewadi for information.
4. Rajbhasha Sakha, R.O. Mumbai for issuance of the order in Hindi.
5. Website Content Manager, Hqrs's Office, ESIC, New Delhi / ESIC, RO Mumbai with request to upload on the website.