



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



पंचदीप भवन, सर्वोदय नगर, कानपुर - 208005
Panchdeep Bhawan, Sarvodaya Nagar, Kanpur-208005
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Website: www.esic.nic.in / www.esic.in

No. 21-D-11/19(8)/6/2022-C.T.

Dated:- Jan 2025

CIRCULAR

Subject:- Regarding application for allotment of staff Quarters of Type-I, Type-II, Type-III & Type-IV at ESIC Staff Residential Colony, Sarvodaya Nagar/Sarojini Nagar, Kanpur (U.P.).

Fresh application forms are invited from the Officers/Officials of ESIC, who are interested and are eligible for allotment of Type-I, Type-II, Type-III & Type-IV Staff Quarters at ESIC Staff Residential Colony, Sarvodaya Nagar/Sarojini Nagar, Kanpur in enclosed proforma duly verified by the in charge of the place of posting as may be applicable for drawing the priority list for the year 2025 which shall be remain effective upto 31.12.2025.

The entitlement for the different types of Staff Quarters as per 7th Pay Commission is as under:

Type-I	Level-1
Type-II	Level-2 to Level-5
Type-III	Level-6 to Level-8
Type-IV	Level-9 to Level-11

Application forms in the prescribed proforma duly filled in, shall be received in this office latest by 10.01.2025. Incomplete application will not be considered and will be liable for rejection. The staff on leave may please be informed by the respective branch officer/in charge so that they may also be able to send their application latest by 10.01.2025. The application may be sent on E mail ID Mahesh.chandra@esic.nic.in. **The application received after 10.01.2025 will not be entertained/considered and no correspondence whatsoever in this regard will be entertained after the closure of receipt of application.**

Signed by

Garima Chandra

Date: 31-12-2024 15:57:28

Encl.:-Application Proforma

(Garima Chandra)
Deputy Director

Copy to:

1. All Branches of R.O. Kanpur & all Branch Offices in Kanpur District.
2. Branch Officer, I.T. Cell, R.O. Kanpur for uploading in website of U.P. Region.
3. Notice Board.

Application Form for the allotment of Staff Quarters at ESIC Staff residential Colony, Sarvodaya Nagar/Sd. ni Nagar, Kanpur (U.P.)

Sr.No.	Particulars	Applicant Details (duly filled by applicant)
1	Name of Applicant (In Block Letters)	
2	Date of Joining in ESIC	
3	Employee No.	
4	Designation	
5	Applicant Date of Birth	
6	Place of Posting	
7	Contact No./Mobile No.	
8	Drawing & Disbursing Officer	
9	Sex (male/female)	
10	Marital Status	
11	Details of Past Service if counted for all purpose	
12	Pay Details:- a) Pay Level as per 7 th CPC:- b) Grade Pay as per 6 th CPC:- Present Basic Pay:- (Attach copy of latest Pay Slip)	
13	Type of Staff Quarter Applied for	
14	Whether belongs to SC/ST/PH Category, If yes name of category	
15	Whether wife/husband of the applicant employed (If yes give details)	
16	Whether applicant or any of his/her family member own any house/allotted any accommodation with the municipal limits of	
17	Whether presently allotted any Staff Quarters? If yes details thereof. If surrendered the reasons thereof.	
18	Whether the applicant has read the allotment rules?	
19	Whether he/she is ready to comply with the allotment rules?	
20	Details of family member as below who will reside in the quarter when allotted and occupied.	

Sr. No.	Name of Family Member	Sex	Date of Birth	Relationship	Remarks (If any)
1.					
2.					
3.					
4.					

Place: _____
Date: _____

(.....)
Signature of Applicant

(For office Use)

Forwarded to the Administrative Branch, RO Kanpur for further necessary action. The matter regarding allotment of staff Quarter like date of appointment, pay level, basic pay, family details etc. have been verified from the service book record and are found correct

Signature.....
Designation.....
Official Seal.....