



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



क.रा.बी.नि. आयुर्विज्ञान महाविद्यालय और अस्पताल अंधेरी
सेंट्रल रोड, एम.आई.डी.सी., अंधेरी(पूर्व), मुम्बई -400093
ESIC MEDICAL COLLEGE AND HOSPITAL ANDHERI
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Website: www.esic.nic.in / www.esic.in

No. W/15/2022-CONST

29-01-2026

CIRCULAR

Subject: -Allotment of staff quarters of various categories at ESIC Medical College & Hospital, Andheri (East) Mumbai during the calendar Year-2026.

Applications are invited from interested ESIC Officers/Officials for preparation of priority list for allotment of staff quarters situated at ESIC Medical College & Hospital, Andheri (East) Mumbai during the calendar year 2026. Applicants including of those who had applied earlier but have not been allotted staff quarters, shall apply for the allotment of staff quarter indicating location in Prescribed Form enclosed duly filled through Proper Channel to this office and should reach this office latest by 15.02.2026. Incomplete applications will be rejected without assigning any reason, what so ever. The allotment of the quarters will be made according to the provisions of allotment rules. Applications received after the aforesaid date shall not be entertained except from the officials who join duty in Mumbai on transfer or on fresh appointment. Application should clearly indicate as application for New Allotment or Change of Staff Quarter.

Applicants in respect of R.O Mumbai, SRO Marol, SRO Thane, must submit their applications to their respective Head of the Office before 15.02.2026. After receipt of such applications, the respective competent authority has to forward such applications after due verification and certification of the correctness of the particulars in application forms viz. Date of appointment, Date of birth, Pay, Category etc.

It may please also be noted that in case the applicant refuses to accept the allotment of staff quarter of entitled requested type, applicant will be debarred for another allotment for the period of one year from the date of allotment.

If the applicant is holding a lower type of staff quarter than the eligibility and refuses to accept the allotment of staff quarter of entitled type, the applicant will be debarred for another allotment for the remaining period of the allotment in year 2026. In such situation, while permitting to continue in lower type staff quarter, the license fee will be charged at the rates applicable to such higher type staff quarter for a period of one month.

The entitlement of the Type -1, II, III and IV staff quarter as per 7th pay commission is as under: -

Type-I	Level - 1 (Grade Pay 1800)
Type - II	Level - 2 to 5 (Grade Pay 1900 to 2800)
Type - III	Level - 6 to 8 (Grade Pay 4200 to 4800)
Type - IV	Level - 9 to 10 and above (Grade Pay 5400 and above)

Contents of this circular may be brought to the notice of all the officials including those on leave under acknowledgment

This issues with the approval of Dean.

Dy. Director (Construction)

Encl:- Quarters allotment application

1. All Branch Officers/H.O. Os/ In-charge/ Nodal Office, ESIC Medical College & Hospital, Andheri (East) Mumbai - 93.
2. All Branches/Departments, ESIC Medical College & Hospital, Andheri (East) Mumbai - 93.
3. A.C and R.D, Regional Office, Lower Parel, Mumbai -13.
4. Deputy Director (I/c.), SRO Marol.
5. Deputy Director (I/c), SRO Thane
6. Website.
7. Notice Board.
8. Caretaker, ESIC Medical College & Hospital, Andheri (E) Mumbai - 93.

Digitally signed by
Rajeev Kumar
Date: 29-01-2026
08:55:38

Please Select: New Allotment / Change of Staff Quarter

Application for Issue of ESIC Residential Accommodation

1	Name of the applicant (In Block Letter)			
2	Designation & Place of Posting			
3	Service Book No. & Employee I.D.			
4	Accounting Unit from where pay is drawn (DDO)			
5	Contact No.			
6	NIC Email Id			
7	New Allotment / Change of Staff Quarter			
	a)	Present Basic Pay and Grade Pay (PRE-RIVESED As per 7th CPC)		
		Pay level as per 7th CPC		
		Date of increment		
	b)	Date of Birth		
	c)	Date from which the applicant is in continuous employment in the E.S.I. Corporation and / or otherwise.		
d)	Date of appointment in another Dept. prior to joining ESIC, if any.			
e)	Date of joining current station (Mumbai MMR)			
8	Whether appointment is regular or temporary, from which date			
9	Location and type of staff quarter applied for (Separate application shall be given for separate category of staff quarters)			
	a)	Eligible Type		
	b)	Lower to Eligible Type, if interested		
10	Category (S.C./S.T./Ex- servicemen/Handicap)			
11	Particulars of the family members who will reside in the quarter when allotted and occupied			
Sl. No.	Name of the family member(s)	Age	Relationship with employee	If employed indicate the name of the office (Govt./PSU/Bank etc.)
1				
2				
3				
4				
5				
12	Whether wife / husband of the applicant employed with ESIC (if yes, give details)			
13	Whether owning a house at the place of posting in his name or in the name of any family member (in Mumbai MMR region) (if yes, give details)			
14	Whether residing in staff quarter at present, if so, furnish the location & type of quarter and probable date of surrender of quarter			
15	Present residential address			
16	In case of change of staff quarters , please specify the reason for change			

Place:

Date:

Signature of the Applicant

DECLARATION

Certified that the particulars given in the application are correct to the best of my knowledge. I have gone through the Rules and other terms and conditions of allotment of ESIC residences and I promise to abide by them. Further, I will not sub-let the residence allotted to me or any portion thereof with or without receiving payment in contravention to these rules and utilize the undertake to seek permission from the Estate Officer, well in advance, for the overstay of casual visitor in the Premises.

Signature of Applicant

Place
Date:

(For Office Use)

CERTIFICATE

(To be given by the Head of the Office/Branch)

Certified that the particulars furnished by the applicant in Column No. 2 to 15 have been verified from the relevant service records in service book and found to be correct.

Signature of the Head of the Office / Admin Branch

Date
:

