



தொழிலாளர் அரசு காப்பீட்டு கழகம்  
कर्मचारी राज्य बीमा निगम  
EMPLOYEES' STATE INSURANCE CORPORATION  
க.நி.வீ.ரா. தொழிலாளர் & வேலைவாய்ப்புத் துறை, இந்திய அரசு  
E.S.I.C. श्रम एवं रोजगार मंत्रालय, भारत सरकार  
Ministry of Labour & Employment, Govt. of India



சார் மண்டல அலுவலகம்  
उप क्षेत्रीय कार्यालय  
SUB REGIONAL OFFICE  
पंचदीप भवन, 1897, त्रिची रोड, रामनाथपुरम, कोयंबतूर -45  
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சं./No .56/D/19/14/TOR/CASH/2023

दिनांक/ Date: .11.2024

### CIRCULAR

#### **SUB: Reservation of Accommodation in TOR**

1. The allotment of TOR/Camp Accommodation will be as per rules, regulations and rates as laid down in Headquarters Office Circular No D-11/27/TOR/Policy/09/CT. dated 22.12.2009.
2. Applications for reservation of TOR should be sent **3 days prior to the occupancy date**. It is to be noted that no application will be accepted before three days of occupancy to ensure the timely reservation of TOR.
3. Cancellation of booking should be intimated **at least 3 days in advance**. Tendency of last minute cancellation of booking is resulting to denial of facilities to other prospective visitors.
4. Check-in and Check-out time will be 12.00PM. Kindly adhere to it.
5. TOR request for non-dependents alone will not be entertained.

This is issued with the approval of Deputy Director Incharge.

उप निदेशक (रोकड़)  
Deputy Director (Cash)