



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



मुख्यालय
Headquarters
पंचदीप भवन सी०आई०जी रोड, नई दिल्ली-110002
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-110 002
Phone: 011-23604700 Email: dir-gen@esic.nic.in
Website: www.esic.nic.in / www.esic.in

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Subject : Hiring of Premises – Establishing of (SOP)

Several representations were received from various ESIC Units citing the non-availability of State Govt./PSU building and significant challenges experienced by field unit in finding suitable premises. As such, a High Level Committee was set up to review the guidelines earlier issued vide circulars dated 23.06.2023, 28.06.2024 and SOP dated 29.01.2021 which were found to be inadequate to hire the premises.

On the basis of Committee report, Competent Authority has approved hiring of private properties at places where Government or PSU buildings are either unavailable or in such dilapidated or inhabitable conditions that are not viable options for different reasons.

Further, the SOP has also been approved by the Competent Authority and is being issued for compliance by all the offices while hiring any premises. The following SOP provides comprehensive guidelines for assessing the need for premises, determining suitability, evaluating rent reasonability, and conducting tender processes.

STANDARD OPERATING PROCEDURE FOR BUILDING HIRING

S.No.	Process	Owner
1.	Need analysis of requirement and communication to the General Branch.	Benefits Branch/SMO office of Regional Office or Sub-Regional Office.
2.	Analysis of the proposal with applicable instructions regarding suitability, rent ceiling and statutory requirements.	General Branch
3.	Preparing tender and ensuring timely publication and wide publicity after due approvals. Govt/PSU/Private premises can be asked to submit the bid and in case of rejection/unavailability of Govt/PSU premises, it should be certified by authorities one level above.	General Branch in consultation with Fin. & A/cs Branch.
4.	Opening of the tender responses and analysis by the Committee (Two Bid	General Branch

	<p>system)</p> <ul style="list-style-type: none"> The Committee should include General Branch Officer, Benefits Branch Officer, SMO, representative of Engineering Division and Finance & A/cs Officer. <p>Visits to the premises found suitable during the process of technical evaluation as per tender conditions.</p> <ul style="list-style-type: none"> Photographs of the premises and its precincts to be taken. Rough sketch of the premise duly indicating the distance from bus stop/railway station to be prepared. Analysis of accessibility of the premises, suitability of location and availability of public transport should be made. 	<p>Committee should submit their report within 7 days from the date of formation of Committee.</p>
5.	Processing of the report of the committee of officers and taking due approvals from the competent authority for opening of the financial Bid.	General Branch will complete the process within 7 days after receiving the Committee report as per Para IV.
6.	Evaluation of Financial Bid.	Finance Division will accord concurrence within 7 days after receipt of the proposal.
7.	Refer to Hqrs in case of any query/ rate issue.	General Branch may refer the case to Hqrs Office, if required, within 7 days and reply would be given by Hq within 30 days from the receipt of the letter.
8.	Entering into agreement with the selected landlord and monitoring compliance of each clause of the terms and conditions.	General Branch within 15 days of the order of the Competent authority approving the proposal.
9.	Action for renewal of agreement or calling for fresh tender three months	General Branch in consultation with Benefits

	before expiry of the agreement period.	Branch/ SMO Office
10	Procedures for vacation <ul style="list-style-type: none"> • Any violation of any condition in the agreement should be brought to the notice of the other party for giving an opportunity for rectification. The premature vacation of the premises should be resorted to only when the violations are not corrected in a time bound manner. • Notice for vacation should be given by either party with three months notice period without fail. No premises should be vacated without giving such clear three months time period to the other party. 	General Branch

Branch office should ideally be on ground floor but in no case should be on any floor above first floor of the building. Dispensary should only be on ground floor of the building. DCBO should also be on the ground floor of the building. However, in case adequate space is not available on the ground floor of otherwise suitable premises then the Branch Office portion can be moved on the first floor but the dispensary should only be on the ground floor.

The rate reasonability certificate may be obtained from CPWD where ever applicable, If CPWD does not provide rate reasonability then rates may be taken from empaneled valuator of PSU/ Banks.

All the offices should follow the guidelines diligently so that the process is standardized and chances of allegations/complaints while hiring the premises or vacating them can be avoided in future. Moreover, in case any action is taken for cancellation of agreement or vacation of the premises on the ground of suitability at the later stage where the premises were hired after following the procedure prescribed in the guidelines, the same may result in adverse inference about the integrity of the process followed by the officer concerned.

This issues with the approval of the Competent Authority.

(Om Prakash Thakur)
Asstt. Director (Genl.)

Copy to:

1. The PS to DG/FC/CVO/ICs/MCs/AC (Fin)/AC (Vig) for information
2. All A.Cs./RDs/JD (I/c)s/DD I/c, Regional Office/NTA/Sub-Regional Office for information and necessary action.
3. IC (MSU) for making necessary changes in the Delegation of Powers
4. All Dean/SSMCs/SMCs/MSs/D(M)D/D(M)Noida
5. System division is requested to upload the same on ESIC Website