



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)



क्षेत्रीय कार्यालय/क्षेत्रीय कार्यालय/Regional Office Maharashtra
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31-D-20-11/StaffQuarterAllotment/2023/Genl

Date-22-05-2025

C I R C U L A R

Sub:- Mandatory Police Verification for House Helps to Staff Quarters at ESIC Nagar & DCBO Colaba

This is to inform all residents of staff quarters that with immediate effect, **all House helps / Domestic workers/ Nanny / Tuition teachers and any person regularly visiting or staying in the ESIC Nagar and DCBO Colaba staff quarters** must undergo **police verification** as a security measure.

It is brought to the all concerned that Mumbai is a very sensitive city in view of security point. Recently during the war, the Central & State Govt. have also shown seriousness toward the safety of citizens. To ensure the security of residents & staff & prevent incidents of theft, some security measures are being taken, which are mandatory to follow.

Action Required:

- Ensure police verification is completed for all domestic helpers, maids and any such individual regularly visiting or staying in staff quarters (other than family members).
- Submit a copy of the police verification certificate to the **Caretaker's Office** no later than **15 days from the date of this notice**
- Contract workers should submit identity proof to the Caretaker.
- New hires or visitors must complete verification **before** they begin residing or working in the staff quarters.
- Entry/access for individuals without verification may be restricted after the deadline.
- Visitors have to make entry in register and take entry pass from Security Guard while entering the premises. This pass should be submitted back to Security Guard while exit along with the signature of the resident.

This measure is being implemented to enhance the safety and security of all residents and their families. Your cooperation in this regard is mandatory and highly appreciated.

This issues with the approval of Regional Director (I/C) / Estate Officer.

(Amod Kumar)
Assistant Director
General Branch

Copy To:-

1. All Branch Officers at Regional Office, Mumbai / SRO Marol/ SRO Thane.
2. All Branch Offices under Regional Office, Mumbai / SRO Marol/ SRO Thane.
3. ESIMH Andheri / PGI Andheri.
4. General Secretary ESIC Employees'Union & ESIC Officers'Association, Mumbai
5. Notice Board R.O. Mumbai/ SRO Marol/ SRO Thane
6. Website
7. Caretaker, DCBO Colaba, ESIC Nagar,Andheri

AMOD KUMAR
ASSISTANT DIRECTOR