

APPLICATION FOR ALLOTMENT OF ACCOMODATION IN HOLIDAY HOME AT _____

1. Name of the employee (in BLOCK letters).....
2. Designation..... Shop/Office..... T/No.....
3. Employee/Control No..... Bill Unit No.....
4. Basic Pay..... Level.....
5. Date of Regular appointment in Railway Service.....
6. Period for which leave have been sanctioned From..... To.....
7. Number of family members who will be staying at Holiday Home.....
8. Period of which accommodation is required : From..... To.....
9. Contact No.....

I am enclosing here with copy of latest Pay Slip & Medical Identity Card for information please.

I agree to pay prescribed charges as mentioned below per day for the type of accommodation which will be available at the Holiday Home for me and my family members.

Group 'C'	-	Rs. 30/-
Officers	-	Rs. 60/-

I also clearly understand that, I will be liable to pay the prescribed charges if I fail to give fortnight notice of cancellation. I shall abide by the Rules and Regulations of the Holiday Home and also certify that the members of my family and dependent will be staying in the above Holiday Home and covered by the extant rules. I shall abide by the directives contained in GM(P) Circular No.GMA/HL9(Policy) dated 17-01/22-01-1977 and Railway Board's letter No.E(IW)2012/WE-2/4 dated: 09-09-2012.

I have availed / not-availed of accommodation in the Holiday Home at.....
for the period from..... to..... in the past. (Please cross out
which is not applicable). Each application to be submitted in duplicate.

Signature of the applicant

Date:

Forwarded for consideration.

(Signature of the Deptt. Officer)
Designation & Office Seal