

**APPLICATION FORM FOR RESERVATION OF ACCOMODATION IN
THE HOLIDAY HOME AT _____**

1. Name of the employee :
2. Emp.no./PPO No. :
3. Designation :
4. Office /Depot/Shop/Station :
5. Division & Railway :
6. Residential address :

7. Mobile no / Telephone no. :
8. No of Days required : Days
9. Date of holiday home required from : to.....

10. Particulars of family members for whom the holiday home is required (as per pass declaration)

S.No	Name	Relationship	Age
1.			
2.			
3.			
4.			
5.			

Declaration

11. Hereby declare that
1. I have not been allotted holiday home at-----in the past one year.
 2. I will not accommodate more than 5 members in the holiday home allotted to me.
 3. The amount towards the rent for allotment may be recovered from my salary.

Note : The Holiday Home will be allotted for a maximum period of 3 days in a spell /at a time. Check-in time for Holiday Home is 08.00 AM & Checkout is 07.00 AM and it will be reckoned for counting of allotment period.

Signature of the applicant
Date:

12. Forwarded to OS/Labour Welfare.

Date:

Signature of the Supervisory Official

Office seal: