

APPLICATION FOR BOOKING OF ACCOMMODATION IN THE RAILWAY HOLIDAY HOME (for Non-Gaz) AT MADGOAN/GOA

**To,
The PCPO/SWR/UBL**

- 1) Name of the employees in Full : _____
(in Block letters)
- 2) PF / NPS No. : _____
- 3) Designation : _____
- 4) Office & Station : _____
- 5) Railway : _____
- 6) Bill Unit No. : _____
- 7) Date of Birth : _____
- 8) Date of Appointment (On regular basis): _____
- 9) Residential Address : _____

- 10) Contact No.(Mandatory) : (Rly.) _____ (Mob.) _____
Email id _____ (Fax) _____
- 11) Accommodation Required * : First Priority From _____ To _____
(maximum for 3 days) Second Priority From _____ To _____

* If the above dates are not available, kindly allot any other dates available within 02 months of my application -

I shall abide by the rules / instructions for Holiday Home Madgaon Goa, South Western Railway. In case any damage / misconduct occurred during the occupation of Holiday Home, I am liable for pay the damage / face D&AR action. I hereby give the consent, for the payment for damage (if any) caused by me may be deducted from my salary duly advising to the undersigned.

Date:

**Signature of the employee
Office/Station:**

Forwarded to the Bill Section for necessary action.

Date:

**Signature of Supervisory
Official
(with office seal)**

Date:

Office:

The above named employees particulars verified & found correct. If advised any damages occurred during the stay in the Holiday Home(NG), the same will be recovered from his salary duly advising the employee.

Forwarded to **The PCPO/SWR/UBL** for necessary action.

**Signature of the Bill Section Supervisory Official
(with office)**

(Terms & Conditions are mentioned on the reverse of this page)