

**APPLICATION FOR BOOKING OF ICF HOLIDAY HOME AT KODAIKANAL /
OOTY / COURTALLAM / KANYAKUMARI /**

1. Name of the employee : _____
2. Emp.no : _____
3. Designation : _____
4. Office/Shop/Tkt.No : _____
5. Group "C" or Group "D" : _____
6. Residential address : _____

7. Telephone no./mobile no. if any : _____

8. Date of holiday home required from : _____ to: _____

9. 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.			

Self Declaration

10. I hereby declare that
 1. I have not been allotted holiday home at Ooty or Kodaikanal or Courtallam or Kanyakumari in the past one year.
 2. I will not accommodate more than 5 members (only the members mentioned in the pass) in the holiday home allotted to me.
 3. The amount towards the rent for allotment may be recovered from my salary.

Signature of the applicant

Date:

11. Forwarded to OS/Labour Welfare.

Date:

Signature of the Supervisory Official
Designation:

Office seal:

Note

1. Application for allotment/booking of Holiday home application form should be submitted, four months in advance
2. If accommodation is available, allotment will be done even in the last minute (first cum first served basis) .
3. Amount of recovery

For Group – C employees	Rs.30/- per day
For Group – D employees	Rs.30/- per day.
For Retired employees	Rs.60/- per day.

4. The booking of Holiday home of Ooty, Kodaikanal & Kanyakumari will be 24 hrs from 12 noon to 12 noon (i.e, if the holiday home is allotted from 01.06.2013 to 04.06.2013, then he can avail the holiday home from 12 noon of 01.06.2013 to 12 noon of 04.06.2013) and for Courtallam from 08.00 am to 08.00 am. (i.e. if the holiday home is allotted from 01.06.2013 to 04.06.2013, then he can avail the holiday home from 08.00 am of 01.06.2013 to 08.00 am of 04.06.2013).
5. Cancellation can be done 15 days in advance i.e, before the date of allotment, failing which the amount deducted from salary towards the allotment will not be refunded.
6. Allotment of holiday home for retired employees and other railways employees will be confirmed only on payment of the charge in advance.
7. Preference in allotment will be given for Official Conference, Seminars etc, organized by Railways. The allotment already made is liable for cancellation in the administrative exigencies or otherwise .