

## APPLICATION FOR ALLOTMENT OF ICF TOURIST COACH

1. Name of the Applicant :
  2. Designation :
  3. Emp.No. :
  4. Shop / T.No :
  5. Place of visit :
  6. Date required for :
  7. First Fortnight (i.e 3<sup>rd</sup> to 15<sup>th</sup>) : Yes / No
  8. Second Fortnight (i.e 18<sup>th</sup> to last day): Yes / No
  9. No. of persons traveling in the coach :
  10. Whether all members are traveling  
In the coach on Pass / PTOs :
  11. Mobile No :
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The allotment of the said ICF Tourist Coach will be subject to the following conditions.

- A. The employees seeking allotment of the coach for their tours (priority No.4) will have to submit their application for allotment 3 months in advance. This will be followed on calendar month bases e.g. for the tours commencing on any day in the month of April, applications will be entertained on any working day in the month of January, in the same way the applications will be entertained for other months excepting the months of May and October as the coach will be reserved for Holiday Camps during these two months.
- B. Every month two allotments will be made one in the first fortnight i.e. from 3<sup>rd</sup> to 15<sup>th</sup> and second fortnight from 18<sup>th</sup> to the last day of the month i.e. maximum 13 days for first fortnight and 14 days for second fortnight. This will be effective from first fortnight of June 1998 onwards.
- C. On receipt of application the same will be registered for the particular fortnight for which application has been submitted and the Reg.No. will be given in the acknowledgement.
- D. After registration if the coach is required for the purposes of Administration as indicated at priority No.1, 2 & 3 above the registration will be cancelled under advice to the applicant.
- E. The allotment of the coach to employee's tours under priority No.4 will be allotted one month in advance of commencement of the tour.
- F. In the event of applicant desires to cancel the registration the same will be done only on the written request from the applicant employee.

- G. The allotment will be made strictly on the basis of seniority of registration subject to maintaining above priorities.
- H. Once the registration is cancelled and regrets reply is given for non-availability of coach, if the employee is desirous of booking coach during any other fortnight he will be required to submit fresh application.
- I. The employees will have to submit their applications in the prescribed application form available in welfare center duly forwarded by concerned supervisory officials.
- J. The employees in whose favor the allotment is given should ensure that the coach is utilised to full capacity and only bonafide railway employees and their dependents covered under pass rules are taken in the coach with Free Pass / PTOs. In the event of any outsider traveling in the coach the allottee employee will be personally held responsible and action will taken under DAR.
- K. The details of the persons proposed to be taken on tour such as Name, Emp.No. Design., T.No / Office, Pass / PTOs No, valid from , to and the signature of the pass holder et. To be furnished before commencing of the journey. After completion of the tour a declaration has to be submitted by the allottee employee stating that the same employees who figured in the list submitted by him before the commencement of the tour have actually traveled as per the Programme. If there are any permissible changes the same should be declared.
- L. In the event of violation of any conditions stipulated in the procedure order the allottee of the coach will be liable for action under DAR.
- M. In case the applicant desires to take cooks, who are outsiders cooking vessels, inside the coach during tour he has to obtain prior permission of this administration together with a copy of journey tickets.
- N. Staff canceling the allotment should intimate the same in writing 10 days before the date of commencement so that writing will do cancellation of haulage arrangement to S.Rly.
- O. The coach should not be defaced by pasting posters / pamphlets on either side or by any other act.
- P. Consumption of alcoholic drinks or drugs inside the coach is prohibited.
- Q. No inflammable / explosive material should be carried inside the coach. In case of any damage to the coach the amount involved in repair of the same will have to be borne by the party to whom it is allotted.

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I here by undertake that the condition laid down above will be followed strictly and I am aware that any violation of the conditions stipulated above will render me liable for action under DAR 1968.

Encl: A copy of Tour Programme

Signature of the employee

Date:

Forwarded by

Date: