

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

1	Name of the employee			
2	Designation			
3	Emp. No. / PPO No.			
4	Office/Depot/Shop/Station			
5	Division & Railway			
6	Group "C" or Group "D"			
7	Date of appointment			
8	Residential address			
9	Mobile No.			
10	Whether coming on leave	Yes / No		
11	Date of accommodation required	From _____ To _____		
12	Particulars of family members for whom the holiday home is required (as per pass declaration)			
	<b>SNo</b>	<b>Name</b>	<b>Relationship</b>	<b>Age</b>
	1			
	2			
	3			
	4			
	5			
<b>DECLARATION</b>				
13	I 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	I will be liable to pay the prescribed charges towards the rent for allotment.		
	4	In case the above declaration given by me is not found true at any stage, I shall be liable to disciplinary action under Railway Servants (Discipline and Appeal) Rules, 1968 / Central Civil Services (Pension) Rules ,1976 as amended from time to time.		
	<b>Note</b> The Holiday Home will be allotted for a maximum period of 3 days in a spell / at a time. Check-in / Check-out time for Holiday Home is 08.00 AM and it will be reckoned for counting of allotment period.			
	Date	Signature of the applicant		
14	Forwarded for necessary action			
	Date	Signature of the Supervisor Official		
Office seal				