

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

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.			

Declaration

10. 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. 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

Office seal:
