

APPLICATION FOR ACCOMMODATION IN HOLIDAY HOME AT

1. Name of the Employee (in Block letters) :

.....

2. Designation

:

Office/Dept. :

.....

3. Group (A/B/C/D) :

.....

4. Reservation required

: From To

.....

5. State if alternative date that are

: From To

.....

accepted if the accommodation is not available for the dates asked for

6. Address for communication :

.....

:

.....

.....

:

.....

.....

7. Have you availed Holiday Home in the

:

.....

previous years, if yes, mention the year

8. Date of Appointment :

.....

9. Rate of Pay :

.....

Date :

Place :

Signature of Applicant

The staff, applying for reservation would be granted leave for the period the reservation of Holiday Home is applied for.

Date

Signature of Immediate supervisor