

**APPLICATION FOR RESERVATION OF ACCOMMODATION IN THE HOLIDAY
HOME AT PURI / GOPALPUR**

1. Name of the employee :
2. Ministry / Department :
3. Designation :
4. Office Address :
5. Date of appointment :
6. Basic Pay :
7. Reservation required from
(Maximum 5(five) days)
:
8. State, if accommodation is acceptable
at short notice, if accommodation is
not available for the days applied for :
9. State, if alternative dates are acceptable :
10. Have you availed the holiday home in
the previous years? If so, mention the year :
11. Particulars of I.P.O. attached with date
:
12. Declaration :

I certify that the accommodation requested for will be occupied by me and my family members noted below. I undertake to abide by the discipline of the holiday home.
Name of the family members showing their relations with applicant be noted down serially.

Name

Relationship

Date:

Signature of the applicant

Note: The staff applying for reservation must be on leave during the period applied for. A certificate from the competent authority to this effect should be enclosed with the application.

In cash leave is not sanctioned it is required to furnish the following certificate:-

“Certified that leave and permission to leave Hqrs during the period mentioned above will be granted to the official”.

Signature of the Controlling Officer
With designation and seal.