

अधिकारी विश्राम गृह बुकिंग हेतु आवेदन

(बुकिंग का आवेदन फ़ैक्स नं. 0535-2704325 पर भेजा जाए।)

कृपया मुझे अधिकारी विश्राम गृह डि. के. जेड./एल. के. ओ./एल. एल. जे. में सूट बुक करने का प्रबंध निम्नानुसार करें।

1. अधिकारी का नाम
2. पद नाम
3. कार्य स्थल
4. ठहरने का उद्देश्य (ड्युटी/व्यक्तिगत)
5. ठहरने का समय :- दिनांक..... सेतक
समय..... से.....तक
6. मोबाईल नं., ई-मेल

अधिकारी का हस्ताक्षर

(केवल कार्यालय उपयोग हेतु)

बुकिंग नं.:-

दिनांक :-.....

सूट नं. :-, दिनांक(.....) से(.....) तक

अनुमोदित

उपमहाप्रबंधक/समान्य

वरिष्ठ अनुभाग
अभियंता (यांत्रिक)/समान्य

RAIL COACH FACTORY, RAEBARELI

Ministry of Railways

Form for Booking of Rooms/Beds in Supervisor's Rest House.

(The request for Booking may be sent by Fax at 0535-2704325)

To

Dy. GM/G

RCF/Raebareli

Sub: Booking of Rest House

Kindly arrange to book bed/room in supervisor's rest house at Rail Coach Factory, Raebareli as per the details given below:

S No.	Descriptions	
1.	Name of the Employee	
2.	Designation	
3.	Place of posting	
4.	Purpose (Duty/Personal)	
5.	No. of persons	
6.	Period of Booking:	From To
7.	Mobile number	
8.	Duty Pass No & Issued By	

Type of Booking	Rent (In Rs. Per Room per Day)	
	Dormitories(one Bed)	Family Room
On Duty	Nil	Nil
On Leave/For Family	10	20
On Transfer(Up to 7 days)	10	20
Retired Railway Employee	10	20
For Guest of Rly Group-C(Except Technicians)	100	150
For Guest of Rly Group-C (Technicians) &Group-D	50	75
Outsiders (Non-Railway) (Up to 3 days)	200	300
Outsiders (Non-railway) (4 th day onwards)	300	400

Declaration:

1. I hereby declare that the above particulars given by me are true to the best of my Knowledge and belief.
2. I hereby undertake to pay the charges as applicable.

Date..... Place..... Signature of the Employee

Booking No. Date.....

Name of the Employee..... No. of Person.....

Accommodation has been booked for you as per following details.

Room No.....

Bed No.....

From Time.....

To..... Time.....

Category of Booking.....

Rent per day.....

Total Rent.....

Rent Collected

Jr. Clerk/SRH