

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