

**S.E., S.E.C. & E.Co. Rlys. Employees' Co-operative Credit Society Ltd.**

**H.O. 93, Circular Garden Reach Road, Kolkata – 700043.**

**APPLICATION FOR BOOKING OF HOLIDAY HOME**

AT \_\_\_\_\_

To

The Chief Manager,

S.E., S.E.C. & E.Co. Rlys. Employees' Co-operative Credit Society Ltd.

93, Circular Garden Reach Road, Kolkata – 700 043.

Sir,

I intend to go to **Ayodhya/Darjeeling/Digha/Gangtok/Hardwar/Kolkata/Pelling/Puri/Shirdi/Tirupati/Varanasi/Vellore/**\_\_\_\_\_ with my family for holidaying purposes and therefore I would request you to kindly reserve one room for me and my family for \_\_\_\_\_ days for which necessary charges per day as per rule of the Society will be paid by me on date / within 10 days from the date of intimation of booking otherwise the booking may be treated as cancelled.

I being a shareholder would undertake to observe all the rules of the Society and ready to make good any loss or damage caused by me and / or my family members during our stay at Holiday Home. I have not availed of the Holiday Home facility at the place as applied during the last 1(one) year. **The rule of the Society to allow maximum Adult heads including children as the agreement with different Holiday Homes (as applicable) in one room will be duly followed by me.**

The required particulars are furnished below:-

Name \_\_\_\_\_ P.F.No. \_\_\_\_\_ B.U.No \_\_\_\_\_

Designation \_\_\_\_\_ Deptt./Off. \_\_\_\_\_ Stn. \_\_\_\_\_ Basic Pay \_\_\_\_\_

Dept. Phone No \_\_\_\_\_ Share Certificate No. \_\_\_\_\_ Date of Appointment \_\_\_\_\_

**Date of Booking**

- 1) 1st preference from \_\_\_\_\_ to \_\_\_\_\_
- 2) 2nd preference from \_\_\_\_\_ to \_\_\_\_\_
- 3) 3rd preference from \_\_\_\_\_ to \_\_\_\_\_

If no booking is available on the period of 1<sup>st</sup> preference then only 2<sup>nd</sup> and 3<sup>rd</sup> preference period may be looked into.

Dated : \_\_\_\_\_

\_\_\_\_\_  
**Signature of the Applicant**

**Mobile Phone No.**

Forwarded to the Chief Manager, SE, SEC & E.Co. Rlys. Employees' Co-operative Credit Society Ltd., Garden Reach, Kolkata – 700043, for disposal. Certified that the service particulars furnished by the applicant as above are correct.

Date \_\_\_\_\_

\_\_\_\_\_  
**Signature of the Controlling Officer /**  
**Sr. Subordinate under whom working**  
**( with Official Seal )**

**Salient Rules for Notice of Members**

- \* Holiday Home facility may be allotted before 15 (fifteen) days of the required slot, if room is lying vacant though the particular shareholder availed the same H/Home within last 1 (one) year.
- \* Proof of identity must be produced before entry in holiday home as per the rules of local authority.
- \* Cancellation is permitted prior to 30 days of booking. Refund will be made subject to re-allotment.
- \* Society is liable to refund only the booking fee received in case of failure to provide any room inspite of booking for any reason beyond its control.

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Name \_\_\_\_\_  
No. \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Receiving Clerk