



COAL INDIA LIMITED
"COAL BHAWAN"

APPLICATION FORM AVAILING HOLIDAY HOME FOR EXISTING EMPLOYEES
मौजूदा कर्मचारियों के लिए हॉलिडे होम उपलब्ध कराने के लिए आवेदन पत्र

To
The General Manager (Administration)
Coal India Limited
New Town, Kolkata.

DATE:/...../.....

THROUGH PROPER CHANNEL

Dear Sir,

Kindly arrange reservation of **One Room/Two Rooms** at CIL's Holiday Home
(Maximum 03 days)

At.....For.....Days From.....To

This is certified that :-

1. Payment of Rs. 400/- per room per day is being paid through enclosed **Cheque/DD**.
2. The above booking will be availed by me/my family members only.
3. I shall inform my tax deducting authority for deduction of perquisite tax against this facility availed by me and this responsibility is solely upon me to inform them.
4. I have not availed Holiday Home for this station previously in this Calendar year.

Yours faithfully,

Signature/ हस्ताक्षर

Name /नाम

Designation/ पद नाम

Employee code /कर्मचारी संख्या:

PAN :

Full Office Address/ कार्यालय का पूरा पता

.....

Mobile No./ मोबाइल नंबर.

E-mail /ईमेल

.....
Signature & seal of Controlling Officer with Designation



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I hereby declare that my family members likely to avail the Holiday Home of Coal India Limited at.....are :

(Maximum 02 Adults + 02 Children [Below 12 years] or 03 Adults/ room)

Sl. No.	Name of Family members परिवार के सदस्यों का नाम	Relationship रिश्ता	Age आयु	Aadhaar numbers आधार नंबर
1				
2				
3				
4				
5				
6				

Signature of employee

FOR OFFICE USE

Provisional booking accepted subject to the following

Holiday Home at Sl. No.....

Room No.From To

Paid Rs. By

NOTE:

- # The above request for booking should come with DD or Cheque in favour of Coal India Limited. Booking letter will be sent on mail only.