



COAL INDIA LIMITED
"COAL BHAWAN"

APPLICATION FORM AVAILING HOLIDAY HOME RETIRED EMPLOYEES OF CIL & IT'S SUBSIDIARY COMPANIES
अवकाश गृह प्राप्त करने के लिए आवेदन सीआईएल और सहायक कंपनियों के सेवानिवृत्त कर्मचारी के लिए

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

Date:/...../.....

Dear Sir,

Kindly arrange reservation of **One Room/Two Rooms** at CIL's Holiday Home at For..... day's, fromto

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 include perquisite amount against this facility availed by me and this responsibility is solely upon me to include perquisite as income
4. This is certified that I have not availed Holiday Home for this station previously in this calendar year.

1	Name & Ex. Designation (In Block Letter)	
2	Employee Number	
3	Last place of posting	
4	Full residential address with contact numbers	
5	Proof of Photo Identity of Ex. Employee (Medical card/Aadhar Card)	
6	Name & Relationship of the person, accompanying the retired person	
7	PAN	
8	E-mail Mob No.	
9	Payment details	

Signature with date

Encl: DD/Pay Order/Cheque & Proof of Photo Identity

FOR OFFICE USE ONLY

Holiday Home at.....Sl. No. Room No.
From..... to.....Amount paid Rs.....by.....