

APPLICATION FOR BOOKING OF HOLIDAY HOME

The Circle Head,

_____ Circle

(Through Proper Channel)

Dear Sir,

Reg: Allotment of Accommodation in Holiday Home at

I shall be glad if you will please allot me a cottage/ room in the Bank's Holiday Home situated at _____ for a period of _____ Days preferably from _____ to _____ or from any date available. The rules have been read by me/ or have been read to me. I shall abide by the rules and bye laws, if any.

In case or any damage/ loss/ breakage to the property which is attributable to me, I hereby irrevocably authorise you to recover the appropriate amount as may be determined by the competent authority by debiting it to my A/c No. _____ or from my salary.

Details of my family who will accompany me:

<i>No.</i>	<i>Name</i>	<i>Relation</i>	<i>Age</i>
1.			
2.			
3.			
4.			
5.			
6.			

I have deposited Rs. _____ to A/c No. _____
Trans ID No. _____ dated _____ for the above proposed period of stay.

I am enclosing DD/ Cheque No. _____ for Rs. _____ dated _____

Date:

Signature of Applicant

Name:

Designation:

Employee No:

Office: