

Application for allotment of Railway Holiday Home at _____

1. Name of the Employee :
2. Designation and Grade :
3. Address and Contact No. :

4. a. Office and Station in which working :
- b. Address in case of Retired Railway Employee :
5. Place of Holiday Home Required :
6. No. of days required with date : days From To
7. Whether Group 'C' or Group 'D' :
8. No. of family members :

Signature of the employee

Certified that this employee is working in this Office.

Signature of the Supervisory Official with Seal

For Office Use

No.

Date : - -20 .

Forwarded to _____ for further action. The allotment advice may please be sent direct to the employee/retired employee with a copy to this office.

Signature of the forwarding Official with seal

Signature of the forwarding authority