

EAST COAST RAILWAY / WALTAIR DIVISION
Application for booking of accommodation in the Railway Holiday Home, Araku.

1	Name of the employee in full in block letters				
2	PF/NP/Emp. No. & HRMS ID				
3	Designation, deptt., office and station				
4	Bill unit number				
5	Date of appointment				
6	Residential address				
7	Contact No. mandatory	Railway No. _____	Mobile No. _____		
8	Email address				
9	Accommodation required (Maximum 02 days allowed & maximum 02 rooms allowed)	From: _____	To : _____		
10	I hereby certify that I/We am/are not suffering from any contagious or infectious disease.				
11	Declaration : I shall abide by the rules/instructions for Holiday home, ARK. In case of any damage/misconduct occurred during occupation of holiday home, I am liable to pay damages/face DAR action. I hereby give the consent for payment of damage, if any, caused by me may be deducted from my salary duly advising to the undersigned.				
12	Particulars of family members/close relatives/indicating names of individuals, relationship to applicant, age, dependency for whom the Holiday home is required.				
	Sl. No.	Name	Relationship	Age	Dependency
	1				
	2				
	3				
	4				

Date: _____

Signature of employee/office/station

Forwarded to Sr. DPO/E.Co.Rly/WAT for necessary action. The employees particulars verified and found correct. Damages, as per above declaration, if any, may be informed for recovery & advise. (By post or to e-mail: arakuhhbooking@gmail.com Phone No.085-83062)

Signature of controlling officer with office seal

FOR OFFICE USE

(A) Allotted Room No. _____ (B) CHARGES PAYABLE ₹. _____

The occupant shall pay the charges, as per (B) above to the Staff & Welfare Inspector, East Coast Railway, Araku & make an entry, duly signed, in the Booking Register, before the Holiday home is occupied. The Welfare Inspector is advised to maintain a register and the amount collected thereof shall be deposited in Divl. Cash Office, E.Co.Rly, Waltair and reconcile the accounts with Welfare section of this office.

C/- Allottee & SWI/ARK. [by mail/post]

For Sr DPO/E.Co.Railway/Waltair

(Terms & Conditions are mentioned on the reverse of this page) over leaf
TERMS AND DCONDITIONS FOR BOOKING OF HOLIDAY HOME AT ARAKU, WALTAIR DIVISION
EAST COAST RAILWAY

1. Gazetted Railway Officers, Non-Gazetted Railway employees and Retired railway employees are eligible for allotment of Holiday Home. Preference will be given to employees of E.Co.Railway.
2. Room will be allotted for a maximum period of 02 Days at a time and extension will be given for 01 more day only.
3. Check-in/Check-out time for Holiday Home is 08.00 AM and it will be reckoned for counting of allotment period.
4. Employees are eligible to take their family as per Pass Rules. Only two adults and two children (below 10 years) are allowed per room. For additional members of the family an employee is allowed to book one additional room subject to maximum of two rooms at one time.
5. Charges Per Suit Per Day as per RBE No.104/2012 CPO/BBS' Estt.Srl.No.155/2012 is as under:

Serving Employees:

(a)	Gazetted Officers	Rs.60/-
(b)	Group "C"	Rs.30/-
(c)	Group "D"	Rs.12/-

Retired Employees:

(a)	Officers above JAG	Rs.175/-
(b)	Officers upto and inclusive of JAG	Rs.80/-
(c)	Group "C"	Rs.60/-
(d)	Group "D"	Rs.30/-

6. Once allotted, no request for alternative dates will be entertained. Further no refund will be made in case of cancellation of booking.
7. Suits are equipped with Double Cot, Beds, Linen, TV, Dining Table with chairs, Dressing Table, Geyser etc.
8. If the boarders' cause any damage during their stay in the Holiday Home, they are liable to pay the full cost of damaged item(s). The same will be deducted from salary duly advising the employee.
9. In case of any misconduct during stay in Holiday Home, employee will be liable to be taken up under D&AR.
10. The boarders solely be solely responsible for all their belongings during their stay in the Holiday Home. No complaint in this regard will be entertained by Railway Administration under any circumstances.
11. Employees should bring with them Photo Identity Card (viz. Railway Identity Card/ Voter Card/ Pan Card/ Aadhar Card/ Driving License, Etc.) to be produced to the care taker.
12. Employees can enquire about status of booking on Rly. Phone No.83062(Welfare Section). The allotment is liable for cancellation at short notice by administrative grounds.
13. Any other specific instructions communicated by the Administration from time to time will be intimated by the caretaker to the Boarders at the time of occupation of Holiday Home.
14. Visiting Register shall be available with the Care Taker. Entry should be made by the Boarders at the time of their occupation/vacation.
15. The Sr.DPO/E.Co.Railway/WAT shall be final authority for allotment of Holiday Home.

East Coast Railway

No. WPW/HH/ARK

Office of DRM (P)
Waltair, dt.02.11.2021.

All Branch Officers
WAT Division

Sub. Holiday Home/ARK.

For the past over one year, the bookings to Holiday Home, ARK, have been stopped, as a preventive measure to contain the spread of Covid 19. As per reports of decline in new Covid cases and the demand from staff for opening the holiday home facility, the bookings have been opened for occupation of Holiday Home, Araku, with immediate effect.

The applications for booking as per prescribed format (copy enclosed) may be sent to this office (Welfare Section) by post or through email: arakuhhbooking@gmail.com. A copy of the terms and conditions of booking and charges payable etc. is also enclosed.

However, Key prevention strategies on account of Covid 19 shall be observed by the occupants, at their own cost & in their own interest.

All concerned may be informed accordingly and this may be given wide circulation among the field units of respective departments.

Encl: as above - 2.


(R.N. Abanikant Parida)
Sr Divl. Personnel Officer
East Coast Railway, Waltair

02/11/21.

C/- PCPO/BBS, with a request to advising all Zonal Railways/RB.

C/- Chief OS (G) for kind information of DRM / ADRM (Infra) / ADRM (OP) with a copy of application format.

C/- ADEN/ARK.

C/- Chief SWI/Coord; SWI/ARK.; Recognized trade unions/associations.

Encl: as above - 2.