

SOUTH WESTERN RAILWAY

**Headquarter Office
Personnel Department
Hubli – 580 020
Date:05.12.2019**

No. SWR/P.721/Holiday Homes

**CAO/CN/BNC, All PHODs / CHODs ,
DRMs -UBL, SBC, MYS
CWMs -UBLS & MYSS**

Sub: Holiday Home at Madgaon/Goa for Non-Gazetted staff of South Western Railway.

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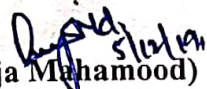
The Indian railway holiday home for Non-Gazetted staff is constructed at Madgaon/Goa and the details are as under:

Holiday Home consists of 27 rooms with attached bathroom. The location of the newly constructed Indian Railway Holiday home is just near the Madgaon railway station and a walkable distance of 400 mtrs from platform No.04 of Madgaon railway station.

The booking for Holiday Home for Non-Gazetted staff will commence from **15.12.2019**. The proforma of application along with Terms & Conditions are enclosed herewith

Wide publicity may be given to staff working under your control please.

Encl: Application Form alongwith Terms & Conditions.


(Shuja Muhamood)
Dy.CPO/Gaz & Welfare
for Principal Chief Personnel Officer

Copy to all for kind information and requested to attend the function please.

Secy. to GM – for GM's kind information.

DGM(G) -Cum –CPRO,

Sr.DPO/UBL,SBC &MYS, Dy.CPO/CN/BNC,

WPO/UBLS & MYSS.

President & Secretary- SWRMU.

President & Secretary- AISCTREA, SWRRPF Assn.

Notice Board.

**TERMS AND CONDITIONS FOR BOOKING OF HOLIDAY HOME (NG) AT
MADGAON/GOA**

1. Only serving Non-Gazetted Railway Employees are eligible for allotment of Holiday home. Preference will be given to the Employee of S.W.Rly.
2. Room will be allotted for a maximum period of **03 Days** in a spell/ at a time. Check-in / Check-out time for Holiday Home is **08.00 AM** and it will be reckoned for counting of allotment period.
3. Charges for Holiday Home for **serving employees** are **Rs.12/- per room per day for Group 'C' & Rs.05/- for erstwhile Group 'D' employees**. It is to be paid by cash to care taker at Holiday Home/Madgaon/Goa along with application in prescribed format at the time of occupation.
4. Charges for Holiday Home **Retired Employees** are **Rs.25/- per room per day for Group 'C' & Rs.12/- for erstwhile Group 'D' employees**. Accordingly, it is to be paid by cash to care taker at Holiday Home/Madgaon/Goa along with application in prescribed format at the time of occupation.
5. Once allotted, no request for alternative dates will be entertained. Further, no refund will be made in case of cancellation of booking.
6. Employees are eligible to take their family as per **Pass Rules. Only two adult 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.
7. Suites are equipped with double beds, linen, attached bathroom 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 shall 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. **Employee can enquire about status of booking on Rly. Phone No.26234 or P&T (0836) 2326234 or email address welpcposwr@gmail.com. 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 care taker 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 PCPO/SWR/UBL shall be final authority for allotment of Holiday Home.

SOUTH WESTERN RAILWAY

APPLICATION FOR BOOKING OF ACCOMMODATION IN THE RAILWAY HOLIDAY HOME (NG) AT MADGOAN/GOA

To,
The PCPO/SWR/UBL

- 1) Name of the employees In Full : _____
(In Block letters)
- 2) PF / NPS / Ticket No : _____
- 3) Designation, Office & Station : _____
- 4) Bill Unit No. : _____
- 5) Date of Birth : _____
- 6) Date of Appointment (On regular basis): _____
- 7) Residential Address : _____

- 8) Contact No.(Mandatory) : (Rly.) _____ (Mob.) _____
Email Id _____ (Fax) _____
- 10) Accommodation Required * : First Priority From _____ To _____
(maximum for 3 days) Second Priority From _____ To _____

* If the above dates are not available, kindly allot any other dates available within 02 months of my application -

I shall abide by the rules / instructions for Holiday Home Madgaon Goa, South Western Railway. In case any damage / misconduct occurred during the occupation of Holiday Home, I am liable for pay the damage / face D&AR action. I hereby give the consent, for the payment for damage (if any) caused by me may be deducted from my salary duly advising to the undersigned.

Date:

**Signature of the employee
Office/Station:**

Forwarded to the Bill Section for necessary action.

Date:

**Signature of Supervisory
Official
(with office seal)**

Date:

Office:

The above named employees particulars verified & found correct. If advised any damages occurred during the stay In the Holiday Home(NG), the same will be recovered from his salary duly advising the employee.

Forwarded to **The PCPO/SWR/UBL** for necessary action.

**Signature of the Bill Section Supervisory Official
(with office)**

(Terms & Condtions are mentioned on the reverse of this page)

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