

**APPLICATION FOR ALLOTMENT OF ROOMS IN THE HOLIDAY HOME AT
HOTEL _____ ZONE**

Name :
PF No. :
Designation :
Branch :
Zone :

Date :

To
The Zonal Manager,
Zone,
HR Department.

Dear Sir,

I, _____ request you to allot me _____
room / s in the Bank's Holiday Home at _____ for _____ days from
_____ to _____.

2. The following members of my family will also accompany me :

	<u>Name of Person accompanying</u>	<u>Relationship</u>	<u>Age</u>
1.			
2.			
3.			
4.			

3. I hereby irrevocably authorise you to recover upon allotment, a sum of
Rs. _____ by debiting to my SB / OD / Salary A/c No. _____ with
_____ Branch.

4. In case of 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 my above
mentioned account.

5. I am bound by the rules and regulations (of the Bank / the Hotelier / Owner
of premises) in this regard and I am aware that no refund of rent will be made, in
case I do not avail the facility of Holiday Home or I cancel the booking made.

Yours faithfully,

(Signature)

Note : (1) 'Family' for this purpose means and includes spouse of the
employee, children, parents, brothers and sisters who are
dependents and normally residing with the Staff member.