

No. E. 1210/2/Holiday Home/Mumbai

Kolkata, dated 02.02.2017.

AGM, FA&CAO, SDGM, CCM, CEE, CMD, COM, CME,
COS, CSTE, PCE, CAO(CON), CPRO, CSTE(CON),
DRM – HWH, SDAH, ASN & JMP,
CWM – KPA, LLH, JMP.
Eastern Railway.

Sub: Opening of Holiday Home at Mumbai under CSBF.

Central Staff Benefit Fund, Eastern Railway is going to open a 2 roomed AC Holiday Home at Hotel Vivekanand, Sri Raja Ram Sheth Lad Chawk, D. S. Phalke Road, Dadar (E), Mumbai – 14 (beside Dadar Rly. Station) under the aegis of CSBF on **16.02.2017**, for railway employees and their family members suffering from severe ailments. Regular allotment will start with immediate effect.

Provisional guidelines regarding facilities, rental charges, booking procedure etc. are attached for wide circulation among the staff under your jurisdiction.

For any further information, please contact Welfare Section/ CPO's Office/ Eastern Railway/ Kolkata. Ph. No. 24124(FP).

May kindly acknowledge the receipt.

DA: As above.


(S. K. Chattopadhyay)
Sr. Personnel Officer (HQ &PC)
for Chief Personnel Officer

Copy to :

- (1) Secy. to GM for kind information to GM.
- (2) Secy. to CPO/ C. Rly/ Mumbai for kind information of CPO/C. Rly.
- (3) PA to CPO for kind information to CPO & Chairman/CSBF.
- (4) PA to CPO(Admn.) for kind information to CPO (Admn.)
- (5) GS/ERMC.
- (6) GS/ERMU.


(S. K. Chattopadhyay)
Sr. Personnel Officer (HQ&PC)
for Chief Personnel Officer

TERMS AND CONDITIONS FOR BOOKING OF HOLIDAY HOME SPONSORED
BY CSBF/E. RLY./KOL AT **HOTEL VIVEKANAND**, SRI RAJA RAM SHETH
LAD CHAWK, D. S. PHALKE ROAD, DADAR (E), MUMBAI - 14,

1. Only serving and retired non-gazetted employees of Eastern Railway are eligible for booking.
2. Rooms will be allotted for a maximum period of **TWENTY days** in a spell/ at a time. It can further be extended on availability and advice of Doctors. Boarders are allowed to stay maximum **TWO days after discharge from the HOSPITAL.**
3. Rooms will be allotted strictly on "**First come first serve**" basis. Respective Welfare Section of Divisions / Workshops will forward the application to Headquarter's Welfare Section for confirmation and final allotment.
4. Final allotment will be issued from Headquarter's Welfare Section on production of Money Receipt.
5. **Rate: ₹500/- per room per day.** These charges are to be deposited at the nearest Railway Cash office under head of allocation "**SBF 000812104**". Original Cash Receipt is required to be deposited for booking /allotment order.
6. Staff occupying the Holiday Home are eligible to take their family, subject to maximum of **three (2 adult + 1 child)**. 'Family' for the purpose of occupation of Holiday Home includes close relatives, not necessarily those entitled in Passes only.
7. No refund of the rental charges is admissible, in case of cancellation of booking.
8. If any damage is caused by the allottee during their stay in the Holiday Home, they are liable to pay the damage charge as decided by the Hotel Authority, depending upon the gravity of the damage, to the Manager / Caretaker before leaving the room and obtain **Clearance Certificate** for future reference.
9. Check-in / Check-out time: 12 Noon.
10. Allottee should produce their Photo Identity Card at the time of Checking-in.