

Eastern Railway

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

Kolkata, dated 10.10.2017.

AGM, PFA, SDGM, PCCM, PCEE, PCMD, PCOM, PCME,  
PCMM, PCSTE, PCE, CAO(CON), CPRO, CSTE(CON),  
DRM – HWH, SDAH, ASN & MLDT,  
CWM – KPA, LLH, JMP.  
Eastern Railway.

Sub: Opening of Holiday Home at Gangtok under CSBF.


Central Staff Benefit Fund, Eastern Railway is going to open a 2 roomed Holiday Home at M/s. New Apsara Lodge, Pani House, NH-31A **Gangtok** - 737101 on 01.11.2017, for the employees of Eastern Railway under the aegis of CSBF. Regular allotment will start with immediate effect. Formal opening will follow.

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.

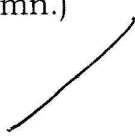
DA: As above.



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

Copy to :

- (1) Secy. to GM for kind information to GM.
- (2) PA to PCPO for kind information to PCPO & Chairman/CSBF.
- (3) PA to CPO(Admn.) for kind information to CPO (Admn.)
- (4) GS/ERMC.
- (5) 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 **NEW APSARA LODGE**, PANI HOUSE, NH-31A,  
GANGTOK - 737101.

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 **FIVE days** in a spell/ at a time.
3. Booking will open **60 days** in advance from the date of allotment. Respective Welfare Section of Divisions / Workshops will forward the application to Headquarter's Welfare Section for final allotment.
4. After getting confirmation from Headquarter's Welfare Section, final allotment will be issued on production of Money Receipt.
5. Rooms will be allotted strictly on "**First come first serve**" basis.
6. **Rate: ₹150/- per room per day.** These charges are to be deposited at the nearest Railway Cash office under head of allocation "**SBF 00082110**". Original Cash Receipt is required to be deposited for booking /allotment order.
7. Staff occupying the Holiday Home are eligible to take their family, subject to maximum of **Four**. 'Family' for the purpose of occupation of Holiday Home includes close relatives, not necessarily those entitled in Passes only.
8. No refund of the rental charges is admissible, in case of cancellation of booking.
9. 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.
10. Check-in / Check-out time: 12 Noon.
11. Allottee should produce their Photo Identity Card at the time of Checking-in.