

Eastern Railway

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

Kolkata, dated 01.10.2018.

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

Sub: Opening of Holiday Home at New Delhi under CSBF.

Central Staff Benefit Fund, Eastern Railway is going to open a Holiday Home at **Hotel Sun International, 7875-79, Arakashan Road, Ram Nagar, Pahar Gang, New Delhi - 110 055** (Phone No.011-23526565, 9871506050) on **06.10.2018** with two AC rooms, for the employees of Eastern Railway under the aegis of CSBF. Considering the hardship of the non-gazetted staff who are going to NDLS 'On Duty', one 4 bedded room will be utilized like a dormitory, specifically for 'Duty Purpose'. Allotment of this 4 bedded room will be made separately against each bed for four 'On duty' staff. The other room will be utilized as Holiday Home purpose.

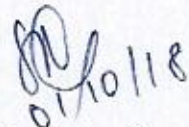
Regular allotment will start with immediate effect.

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/ PCPO's Office/ Eastern Railway/ Kolkata. Ph. No. 24124(FP).

May kindly acknowledge the receipt.

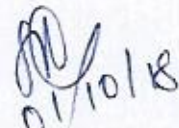
DA: Annexure I & II



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

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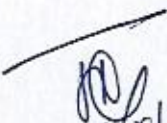
- (1) Secy. to GM for kind information to GM.
- (2) PS to AGM for kind information to AGM
- (3) Secy. to PCPO for kind information to PCPO & Chairperson/CSBF.
- (4) PA to CPO(Admn.) for kind information to CPO (Admn.)
- (5) GS/ERMC.
- (6) GS/ERMU.
- (7) CSBF Members



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

**TERMS AND CONDITIONS FOR BOOKING OF HOLIDAY HOME SPONSORED
BY CSBF/E. RLY./KOL AT HOTEL SUN INTERNATIONAL, 7875-79,
ARAKASHAN ROAD, RAM NAGAR, PAHAR GANG, NEW DELHI - 110 055**


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: ₹200/- per room per day.** These charges are to be deposited at the nearest Railway Cash office under head of allocation "**SBF 00812104**". 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 and allotment advice at the time of Checking-in.


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Annexure-II

TERMS AND CONDITIONS FOR BOOKING OF ACCOMMODATION "ON DUTY PURPOSE" AT HOLIDAY HOME SPONSORED BY CSBF/E. RLY./KOL AT HOTEL SUN INTERNATIONAL, 7875-79, ARAKASHAN ROAD, RAM NAGAR, PAHAR GANG, NEW DELHI - 110 055

1. Only serving non-gazetted employees of Eastern Railway proceeding to **NDLS "ON DUTY PURPOSE"** are eligible for booking.
2. Accommodation (Dormitory Bed) will be allotted for a maximum period of **FIVE days** in a spell/ at a time.
3. Allotment will be recommended by concerned Welfare Section only on production of duty pass/ sanction of Competent Authority for duty.
4. After getting confirmation from Headquarter's Welfare Section, final allotment will be issued on production of Money Receipt.
5. Allotment will be made strictly on "**First come first serve**" basis.
6. **Rate: ₹100/- per bed per day.** These charges are to be deposited at the nearest Railway Cash office under head of allocation "**SBF 00812104**". Original Cash Receipt is required to be deposited for booking /allotment order.
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 and allotment advice at the time of Checking-in.


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