

EASTERN RAILWAY



Holiday Homes for Non-Gazetted Employees Booking Guidelines and Details

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Holiday Homes for Non-Gazetted Employees Booking Guidelines and Details

As part of its ongoing commitment to employee welfare, Eastern Railway, under the auspices of the Central Staff Benefit Fund (CSBF), has established seven holiday homes at the following popular locations:

- Mumbai
- Vellore
- Varanasi
- New Delhi
- Puri
- Bolpur/Shantiniketan
- New Digha



These holiday homes offer non-gazetted railway employees and their families a safe, comfortable, and affordable accommodation option during:

- Personal vacations
- Official tours
- Medical visits or treatment-related stays

This initiative reflects Eastern Railway's continued dedication to enhancing the quality of life of its employees beyond the workplace.

Eligibility Criteria

- Only non-gazetted employees of Eastern Railway are eligible to avail this facility.

- Bookings may be made for the employee and their immediate family members, including spouse, children, and dependents.

Booking Procedure

1. Submission of Application :

- Applications must be submitted up to 60 days in advance of the intended date of stay.
- Applications should be submitted to the respective Headquarters/ Division/ Workshop Welfare Section.
- The concerned Division/Workshop will forward the request to the Headquarters Welfare Section for final approval.
- Online booking & payment facility is being developed.

2. Room Allotment

- Rooms are allotted strictly on first come, first-served basis, subject to availability.
- Only one room per employee can be booked at any given time.
- Allotment confirmations will be issued at least 5 days before the date of occupancy.

3. Payment of Charges

- Applicable room charges must be deposited at the nearest Railway Cash Office under the allocation head:
SBF 00812104
- The original cash receipt must be submitted to the Welfare Section in order to receive the final allotment letter.

Cancellation & Refund Policy

- Cancellations must be communicated in writing to the respective Welfare Section at least 3 working days in advance.
- No refund shall be entertained for cancellations.

General Terms & Conditions

- The facility is meant strictly for short-term stays. Extensions may be granted only in exceptional cases and are subject to availability.
- All occupants must maintain proper decorum and cleanliness during their stay. Any misuse or damage to property will result in penalties and may lead to disqualification from future bookings.
- Subletting or transferring the booking to unauthorized individuals is strictly prohibited.
- Valid identity proof of the employee (and dependents, if any) must be presented at the time of check-in.

Permissible Purpose of Stay

Holiday homes may be availed for the following purposes:

- Recreational or vacation stay with family.
- Medical visits for the employee or dependents (subject to submission of relevant medical documents, if required)
- Official travel in connection with railway duty or training, when alternative accommodation is not available (only for holiday home located at New Delhi).

List of Holiday Homes

● **Mumbai**

Name of the Hotel : Hotel Vivekanand

Purpose : Only for medical purpose

No. of Rooms : 02 (Double Bedded) &
02 (Triple Bedded)

Room Rent : Rs. 300/- for double bedded rooms
Per day Rs. 400/- for triple bedded rooms

Maximum no. of
days allowed : 10 days
continuously



- **Vellore**

Name of the Hotel : Hotel Sri Vishnu Annex

Purpose : Visiting Vellore & medical purpose

No. of Rooms : 02 (Double Bedded) &
01 (Triple Bedded)

Room Rent : Rs. 200/- for double bedded rooms
Per day : Rs. 250/- for triple bedded rooms

Maximum no. of
days allowed : 10 days
continuously



● Varanasi

Name of the Hotel : Hotel Plaza Inn

Purpose : Visiting Varanasi & medical purpose

No. of Rooms : 02 (Double Bedded)

Room Rent : Rs. 500/- for visiting Varanasi
Per day : Rs. 250/- for medical purpose

Maximum no. of days allowed : 03 days for visiting Varanasi
continuously : 10 days for medical purpose



● **New Delhi**

Name of the Hotel : Hotel Sun International

Purpose : Visiting New Delhi & on duty purpose

No. of Rooms : 01 (Double Bedded) &
01 (Four Bedded dormitory)

Room Rent : Rs. 300/- for visiting New Delhi
per day : Rs. 100/- for duty purpose

Maximum no. of
days allowed : 05 days
continuously



- **Puri**

Name of the Hotel : Hotel Niribili

Purpose : Visiting Puri

No. of Rooms : 10

Room Rent : Rs. 300/-
Per day

Maximum no. of
days allowed : 05 days
continuously



● New Digha

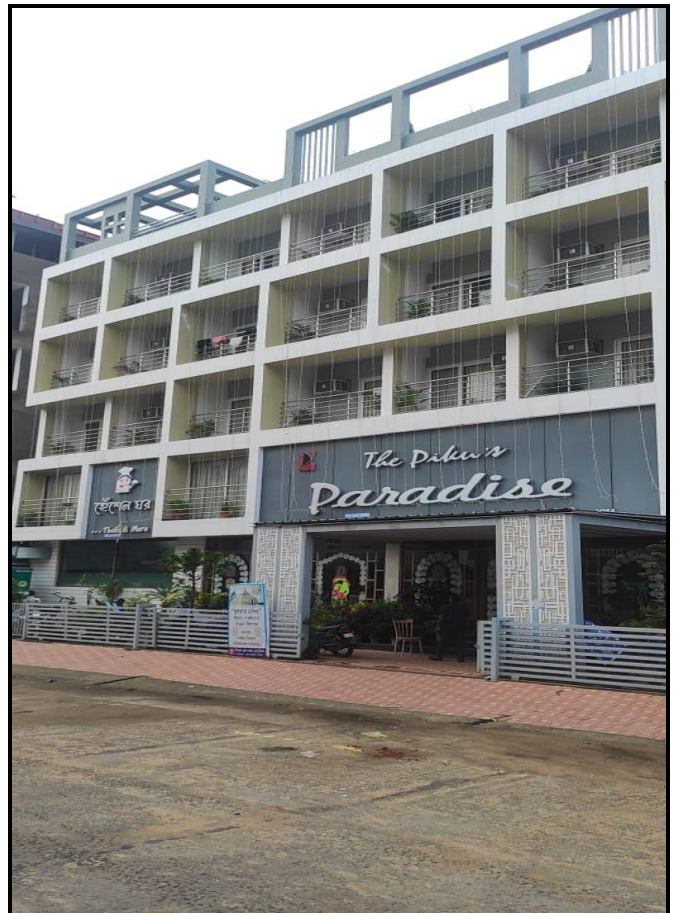
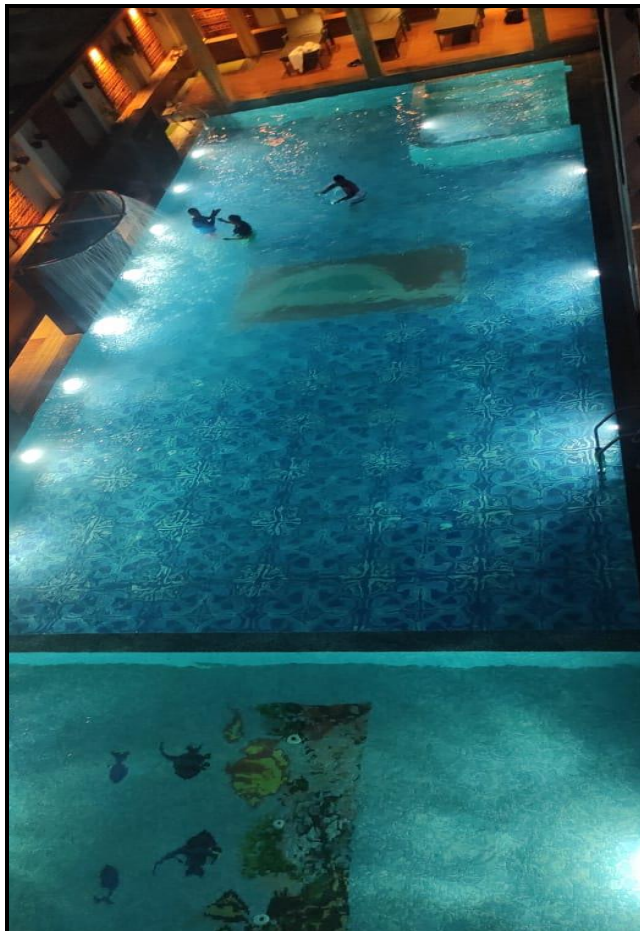
Name of the Hotel : The Piku's Paradise

Purpose : Visiting Digha

No. of Rooms : 02 (Double bedded)

Room Rent : Rs. 500/-
Per day

Maximum no. of
days allowed : 03 days
continuously



- **Bolpur/Shantiniketan**

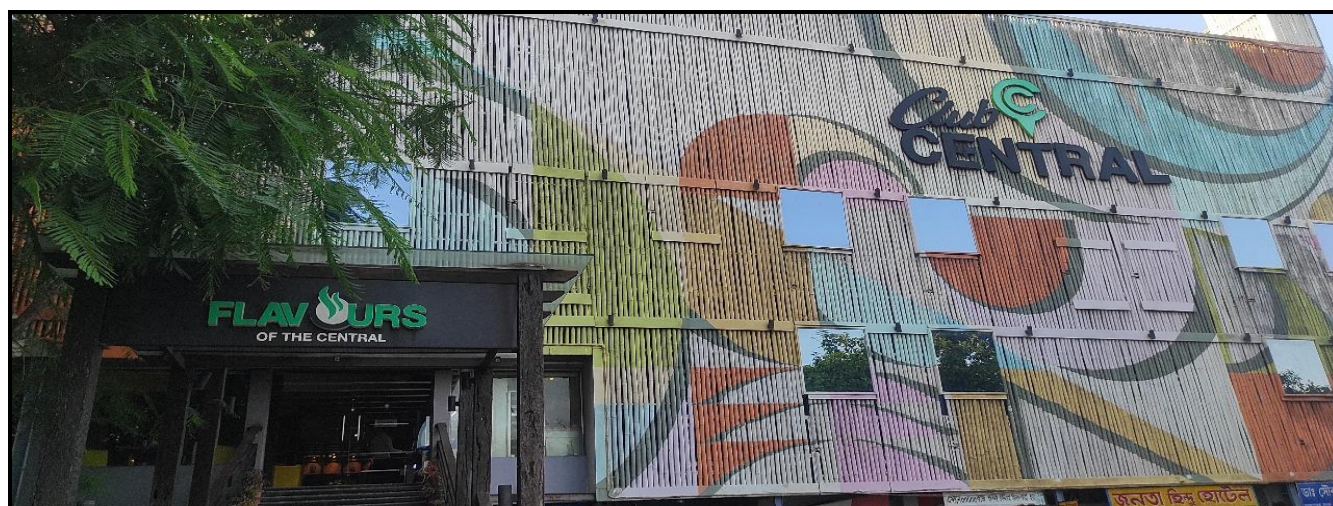
Name of the Hotel : Hotel Club Central (new property)

Purpose : Visiting Bolpur

No. of Rooms : 02 (Double bedded)

Room Rent : Rs. 500/-
Per day

Maximum no. of
days allowed : 03 days
continuously



Contact for Assistance

For any queries, updates on booking status, or additional support, employees are advised to contact the Welfare Section of their respective Division or Workshop.

Or

For Eastern Railway Headquarters Welfare Section contact persons

1. Sri Debabrata Banerjee
Designation : Chief Office Superintendent
Phone : 9002020696
Whatsapp No.: 9002020696
2. Sri Partha Pal
Designation : Sr. Clerk-cum-Typist
Phone : 7278748645
Whatsapp No.: 7278748645
3. Sri Rajib Banerjee
Designation : Chief Staff & Welfare Inspector
Phone : 9002020652
Whatsapp No.: 9002020652

Kindly ensure all communication is routed through the appropriate channel to facilitate timely assistance and smooth processing.

Thank You