

Subject: **Welfare Schemes - Application for booking of accommodation in * Dalmia / Sterling Resort.**

- | |
|--|
| 1. Accommodation in Dalmia / Sterling resort would be available to IRCON employees and their family members. |
| 2. Accommodation can be availed maximum for 3 nights at one station. |

Note:	1. Information in respect of all columns is compulsory for processing of application.
	2. * Strikeout whichever is not applicable.

1.	Employee code No.		2.	Name of the employee	
3.	Designation		4.	Place of posting	
5.	Status	* Regular / Ad hoc / Contract			

6.	Name of Resort	* Dalmia / Sterling
7.	Station at which accommodation is required	
8.	Period for which accommodation is required (maximum – 3 nights)	Option 1 - From _____ to _____
		Option 2 - From _____ to _____
		Option 3 - From _____ to _____
9.	Details of family members for whom the accommodation is required	
	a)	No. of adults (above 12 years as on the date of booking)
	b)	No. of children (upto the age of 12 years)

Signature of the employee_____

Project / Functional Head

FOR USE IN HRM, CORPORATE OFFICE

No. IRCON / HRM / Welfare / Resort Booking / 2005

Dated:

Booking / guest voucher confirming the dates for booking of accommodation is attached.

Dealing Official

Manager / Welfare

Concerned employee – alongwith the photocopy of this note and original guest / booking voucher.