

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

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| 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) Furnish details of No. of adults (above 12 years as on the date of booking) below:				
	SN.	Name	Age (in yrs.)	Relation with the employee	
	1				
	2				
	3				
	4				
	5				
	b) Furnish details of No. of children (upto the age of 12 years) below:				
	SN.	Name	Age (in yrs.)	Relation with the employee	
1					
2					
3					
4					
5					

Signature of the employee_____

Project / Functional Head

FOR USE IN HRM, CORPORATE OFFICE

No. IRCON / HRM / Welfare / Resort Booking /

Dated:

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

Dealing Official

Manager / HRM

Concerned employee – alongwith original booking/ guest voucher.