

APPLICATION FORM

TO  
THE GENERAL MANAGER (ADMIN.)  
COAL INDIA LIMITED (HQ),  
COAL BHAWAN, PREMISES NO-04MAR  
PLOT NO. AF-III, ACTION AREA-1A,  
NEW TOWN,RAJARHAT,KOLKATA-700156

(THROUGH PROPER CHANNEL)

DEAR SIR,

KINDLY ARRANGE RESERVATION OF ONE ROOM AT CIL'S HOLIDAY HOME

AT..... FOR .....DAYS FROM .....TO.....

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FOR THE UNDERSIGNED AND FAMILY. DETAILS OF PAYMENT TO BE MADE BY ME MAY KINDLY BE INTIMATED. THE ABOVE BOOKING WILL BE AVAILED BY ME/MY DIRECT FAMILY MEMBER ONLY.

YOURS FAITHFULLY,

SIGNATURE .....  
NAME.....  
DESIGNATION.....  
FULL OFFICE ADDRESS.....  
.....  
MOBILE NO .....

.....  
SIGNATURE OF CONTROLLING OFFICER WITH DESIGNATION.

(PROVISIONAL BOOKING ACCEPTED SUBJECT TO THE FOLLOWING)

HH AT .....SL. NO.....  
ROOM NO.....FROM.....TO .....  
PAID RS .....BY .....

(FOR OFFICE USE)

NOTE:

- ❖ The above request for booking should come with DD or Cheque in favour of Coal India Limited.



COAL INDIA LIMITED (HQ),  
COAL BHAWAN, PREMISES NO-  
04MAR  
PLOT NO. AF-III, ACTION AREA-1A,  
NEW TOWN, RAJARHAT, KOLKATA-  
700156

REF: CIL/GS/HH/2015/

DATE:

I HEREBY DECLARE THAT MY FAMILY MEMBERS LIKE TO ENJOY THE HOLIDAY  
HOME OF COAL INDIA LIMITED AT .....

THE FOLLOWING ARE MY FAMILY MEMBERS WHOSE NAMES ARE QUOTED  
BELOW:

- 1).
- 2).
- 3).
- 4).

SIGNATURE OF EMPLOYEE.