

APPLICATION FORM

To,
The HOD (Admn.)-A,
Admn. Dept, CIL (Hq),
10, NS Road, Kolkata- 700 001

(THROUGH PROPER CHANNEL)

Dear Sir,

Kindly arrange reservation of ONE Room at CIL’s Holiday Home at.....

For..... days from to

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 members only.

Yours faithfully,

Dated: -

Signature

Name.....

Designation.....

Full Office address.....

.....

.....
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:
1. The above request for booking will become invalid, if payment of booking money is not received within seven days from the date of receipt of this request.
 2. Confirmed booking can be cancelled with prior notice, in exceptional circumstances.
 3. Provision of Circular No.CIL/GS/HH/GEN/3.0/96 dated 28.05.96 will apply to this booking.

कोल इण्डिया लिमिटेड

10, नेताजी सुभाष रोड, कलकाता - 700 001, W. B.
फोन : 033 248 8099, ग्राम : कोल इण्डिया
फैक्स : 033 243 5316
इमेल : telecil@cal2.vsnl.net.in
वेबसाइट : www.coalindia.nic.in



Coal India Limited

10, NETAJI SUBHAS ROAD, KOLKATA-700 001, W. B.
PHONE : 033 248 8099, GRAM : COAL INDIA
FAX : 033 243 5316
E-MAIL : telecil@cal2.vsnl.net.in
WEBSITE : www.coalindia.nic.in

संदर्भ संख्या : Ref. No.....

तिथि Date.....

I hereby declare that my family members like to enjoy the Holiday Home of CIL at
..... The following are my family members whose names are quoted below:

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

Signature of Employee.