

**APPLICATION FOR BOOKING OF KALYAN MANDAP AT RAIL VIHAR, BHUBANESWAR**

**TO**  
**THE SECRETARY,**  
**E.Co.RLY KALYAN MANDAP, RAIL VIHAR, BHUBANESWAR &**  
**DY. CHIEF PERSONNEL OFFICER (IR&W), E.Co.RLY, BHUBANESWAR**

**Sub: Booking of Kalayan Mandap for \_\_\_\_\_ Day on \_\_\_\_\_.**

୧୦-୬

I, the undersigned beg to state that for self /son /daughter /sister's \_\_\_\_\_ marriage /reception / thread ceremony / \_\_\_\_\_ (function) is fixed to be held on \_\_\_\_\_, which I intend to perform in KALYAN MANDAP. I would now request you to kindly arrange to allot Kalayan Mandap at Rail vihar for the said function on usual payment and terms and conditions of KALAYAN MANDAP. The wedding card/function card will be submitted at the time of the receipt of confirmation of booking.

Thanking you,

*Yours faithfully,*

Applicant	(Tick)
Serving Employee	✓
Retired Employee	
Official Function	
Organization/Union	
Outsider	
Mob No.	

Signature/Date : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Profession/Occupation (in case of Outsider)

Deptt/Station : \_\_\_\_\_

Address : \_\_\_\_\_

ID /Adhar No : \_\_\_\_\_

(Attach self attested xerox copy)

FORWARDING FROM THE PASS ISSUING AUTHORITY IN CASE OF DEPENDENT RELATIVES	FORWARDING FROM THE CONTROLLING OFFICER
The applicant is having dependent (Name & Relation) _____ whose name included in the Pass Declaration. Name : _____ DOB : _____ Age _____	<i>Forwarding in original for further disposal please.</i>
<i>Signature &amp; Designation of the Pass Issuing Authority</i> <b>(OFFICE STAMP)</b>	<i>Signature of the Controlling Officer</i> <b>(OFFICE STAMP)</b>

**-: FOR OUTSIDERS / RETIRED RAILWAY EMPLOYEES :-**

I, on behalf of applicant stand surety against any breakage / loss to KALYAN MANDAP during the period of occupation. The cost of such damages or loss to the KALAYAN MANDAP may be recovered from my salary.

**SURETY**

Signature: \_\_\_\_\_ Name : \_\_\_\_\_

Design : \_\_\_\_\_ PF No. \_\_\_\_\_ Deptt/Station \_\_\_\_\_

*Forwarded in original for further disposal please*

Date:

**SIGNATURE & DESIGNATION OF THE CONTROLLING / FORWARDING OFFICER**

**# I have read the terms & conditions overleaf and I will strictly adhere to the same.**