EAST COAST RAILWAY

प्रमुख मुख्य कार्मिक अधिकारी का कार्यालय
Office of the Pr. Chief Personnel Officer
द्वितिय तल, रेल सदन, भुबनेश्वर- 751 017
2nd Floor, Rail Sadan, Bhubaneswar-751 017

No. ECoR/Pers/Wel/Holiday Home/ARK/2019 Dated: 8.01.2020

To
All PHODs/CHODs/HODs
CAO (Con.)/ECoR/BBS,
CWM/CRW/MCS, CPM/RE/BBS,
Chairman/RRB/BBS & PDA/ECoR/BBS.

Sub: Holiday Home at Araku (ARK) for Gazetted staff & Non-Gazetted staff.
Ref: WPW/Welfare/Holiday Home/ARK/2019

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The Indian Railway Holiday Home for Gazetted &non-Gazetted staff was developed at Araku with the aegis of Central Staff Benefit Fund (CSBF) and the details are as under :

Holiday Home/ARK consists of 5 rooms out of which 2 were earmarked to officers and 3 for the Non-Gazetted staff with all basic amenities like double cot bed, dining table, dressing table, geyser, television etc. The location of the newly developed Indian Railway Holiday Home is just opposite of Araku Railway Station and a walkable distance of 200 mtrs from the Araku Railway Station.

The booking for Indian Railway Holiday Home for the staff has been commenced from 01-01-2020 and the existing procedure for booking of Holiday Home will continued at Welfare Section of Sr.DPO's Office, Waltair.

The proforma of application along with Terms & Condition are enclosed herewith for information.

Encl:As above.(02)

08/01/2020
(R. C. Sethy)
Asst. Personnel Officer - II
For Principal Chief Personnel Officer

Copy for information & necessary action to:
1. The Ch. S&WI to PCPO for kind information to PCPO.
2. The PS to CPO (Admin) for kind information to CPO (Admin).
3. DRMs: KUR & SBP, Sr. DPO/ KUR & SBP, Dy. CPO(Con)/Co-Ordn./BBS, SPO/RE/BBS, WPO/CRW/MCS.
4. All Concerned.

(R. C. Sethy)
Asst. Personnel Officer - II
For Principal Chief Personnel Officer

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APPLICATION FOR BOOKING OF ACCOMMODATION IN THE RAILWAY HOLIDAY HOME, VISAKHAPATNAM / ARAKU, (PLEASE TICK ANY ONE) E.Co.RAILWAY, WALTAIR DIVISION

To
The Sr.Divl. Personnel Officer,
Waltair.

1) Name of the employee in Full (In Block letters) :_____

2) PF /NPS /Emp. No. :_____

3) Designation, Deptt.,Office & Station :_____

4) Bill Unit No. :_____

5) Date of Appointment (on regular basis):_____

6) Residential Address :_____

_____

_____

7) Contact No.(Mandatory) : (Rly.)_____ (Mob.)_____

Email ID_____

8) Accommodation Required (Maximum for 3 days) : From: _____ To _____

I shall abide by the rules / Instructions for Holiday Home, Araku, East Coast Railway. In case any damage / Misconduct occurred during the occupation of Holiday Home, I am liable for pay the damage / face D&AR action. I hereby give the consent, for the payment for damage (if any) caused by me may be deducted from my salary duly advising to the undersigned.

Date:

Signature of the employee
Office/Station

Forwarded to:
The Sr.DPO/E.Co.Rly.WAT for necessary action;

Signature of Immediate Officer
Under whom the employee is working
(with office seal)

FOR OTHER THAN THE STAFF OF WALTAIR DIVISION:

Date:

Office:

The above named employees particulars verified & found correct. If advised any damages occurred during the stay in the Holiday Home, the same will be recovered from his salary duly advising the employee.

Forwarded to:
The Sr.DPO/E.Co.Rly.WAT for necessary action;

Signature of Immediate Officer
Under whom the employee is working
(with office seal)

(Terms & Conditions are mentioned on the reverse of this page) over leaf

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TERMS AND DCONDITIONS FOR BOOKING OF HOLIDAY HOME AT ARAKU, WALTAIR DIVISION EAST COAST RAILWAY

1. Gazetted Railway Officers, Non-Gazetted Railway employees and Retired railway employees are eligible for allotment of Holiday Home. Preference will be given to employees of E.Co.Railway.
2. Room will be allotted for a maximum period of 02 Days at a time and extension will be given for 01 more day only.
3. Check-in/Check-out time for Holiday Home is 08.00 AM and it will be reckoned for counting of allotment period.
4. Employees are eligible to take their family as per Pass Rules. Only two adults and two children (below 10 years) are allowed per room. For additional members of the family an employee is allowed to book one additional room subject to maximum of two rooms at one time.
5. Charges Per Suit Per Day as per RBE No.104/2012 CPO/BBS' Estt.Srl.No.155/2012 is as under:

Serving Employees:

(a)	Gazetted Officers	Rs.60/-
(b)	Group"C"	Rs.30/-
(c)	Group"D"	Rs.12/-

Retired Employees:

(a)	Officers above JAG	Rs.175/-
(b)	Officers upto and inclusive of JAG	Rs.80/-
(c)	Group"C"	Rs.60/-
(d)	Group"D"	Rs.30/-

6. Once allotted, no request for alternative dates will be entertained. Further no refund will be made in case of cancellation of booking.
7. Suits are equipped with Double Cot, Beds, Linen, TV, Dining Table with chairs, Dressing Table, Geyser etc.
8. If the boarders' cause any damage during their stay in the Holiday Home, they are liable to pay the full cost of damaged item(s). The same will be deducted from salary duly advising the employee.
9. In case of any misconduct during stay in Holiday Home, employee will be liable to be taken up under D&AR.
10. The boarders solely be solely responsible for all their belongings during their stay in the Holiday Home. No complaint in this regard will be entertained by Railway Administration under any circumstances.
11. Employees should bring with them Photo Identity Card (viz. Railway Identity Card/ Voter Card/ Pan Card/ Aadhar Card/ Driving License, Etc.) to be produced to the care taker.
12. Employees can enquire about status of booking on Rly. Phone No.83062(Welfare Section). The allotment is liable for cancellation at short notice by administrative grounds.
13. Any other specific instructions communicated by the Administration from time to time will be intimated by the caretaker to the Boarders at the time of occupation of Holiday Home.
14. Visiting Register shall be available with the Care Taker. Entry should be made by the Boarders at the time of their occupation/vacation.
15. The Sr.DPO/E.Co.Railway/WAT shall be final authority for allotment of Holiday Home.

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