

APPLICATION FOR ALLOTMENT OF ROOM IN HOLIDAY HOME FOR RETIRED EMPLOYEES

P A R T - I

(To be filled in by the Retired Employee in duplicate)

<p>FROM Name: Sri/Smt..... E / M No.: (at the time of retirement) Designation: (at the time of retirement) Branch/Office last worked: CORPORATION BANK, Present Address for communication: </p>	<p>TO The Zonal Manager Zonal Office Through: The Branch Head/Officer in Charge Branch/Office:..... </p>
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Dear Sir,

I intend to visit _____ (mention the place of Holiday Home). I request you to allot me a room in Bank's Holiday Home situated in _____. Please find enclosed a cheque bearing No._____ dated _____ for Rs._____ (Rs _____) drawn on my _____ Account bearing No_____ maintained with Corporation Bank, _____ Branch, being the tariff for____. days for_____ persons.

I furnish below the relevant particulars:

1. Period of stay: From: _____ To:_____ [____ days]
2. Details of the family members accompanying me:

Sl. No.	Name	Relation	Age

I declare/undertake as under:-

- I. I have retired from the services of Corporation Bank on superannuation on _____
- II. The family members mentioned above are fully dependent on me.
- III. I have read the rules and regulations relating to availing of Holiday Home facility and undertake to abide by the same.
- IV. The expenses incurred by me/family members during the stay at Holiday Home will be reimbursed by me to the Hotel/Care Taker/Caterer, while checking-out of the Holiday Home.
- V. The loss/damage/breakage caused to the Hotel/Holiday Home property which is attributable to me/my family members, will be reimbursed by me to the Hotel/Care Taker/Bank.

I hereby declare that the particulars furnished above are true and correct.

Yours faithfully,

SIGNATURE OF THE RETIRED EMPLOYEE

PART - II

(To be filled in by the Branch Manager)

(Only the original application should be forwarded and the copy thereof be retained at the Branch/Office)

Forwarded to: The Zonal Office,
(which administers the said Holiday Home)

MANAGER/OFFICER-IN-CHARGE

(The application should be routed through the Branch where the pension is being disbursed to the retired employee. In case the retired employee is not a pension optee, application shall be routed through the nearest branch of the Bank of his place).

PART - III

[FOR USE AT ZONAL OFFICE WHICH ADMINISTERS THE HOLIDAY HOME]

1. Date of receipt of application :
2. Inward Registration No. :
3. Whether complete in all respect : YES / NO
4. **If YES,**
 - i) Whether accommodation allotted and communicated to the retired employee :
 - ii) No.of persons permitted to stay :
5. **If NO,** reason for non-allotment :

Place:

Date:

SENIOR MANAGER/MANAGER
(Zonal Office,)
