***Booking of Holiday Home***

The Chief Manager, *Please note that only employees*

State Bank of Patiala *and their dependants are*

Industrial Relations Deptt. *eligible to stay in*

Head Office, Patiala *Bank's Holiday Home.*

Dear Sir,

***Booking of Holiday Home***

I want to stay at Bank's Holiday Home situated at\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Date you will occupy the  room after 12.00 Noon | Date you will vacate the  room before 12.00 Noon | Number of Days | Room No. |
|  |  |  |  |

Therefore, I request you to book one/two suits for use by the following members of my family:

**S.No. Name Relationship Age**

1.

2.

3.

4.

5.

6.

I undertake that the persons mentioned above only will stay at the Holiday Home.

Further, I undertake that I or the person staying with me will not drink or gamble at the

Holiday Home and shall abide by the rules. Any violation will render me open for

disciplinary action against me. If I do not occupy the Room the amount of penalty may

be debited to my A/c No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at Branch\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_without

referring to me.

Yours faithfully

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

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

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

Name of the Branch/Deptt. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Endst. No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have verified the contents of the application and recommend that

accommodation be reserved for the above named employee as requested by him.

Branch Manager/

Head of Deptt.