

The Regional Executive Director,
Airports Authority of India,
RED NR/WR/ER/SR/NER

The Executive Director (RCDU/FIU),
Airports Authority of India,
New Delhi.

The Airport Director,
Kolkata/Chennai.

The General Manager (CRSD/E&M),
Airports Authority of India,
New Delhi.

The Principal,
CATC Allahabad,

The Director, IAA
New Delhi.

Corporate Administrative Circular No.: 01 /2014


Sub.: **HOLIDAY HOME FACILITY AT SHIMLA, MANALI, DHARAMSHALA & DALHOUSIE.**

It has been decided to provide the Holiday Home facility at Shimla, Manali, Dharamshala & Dalhousie for the year 2014-15. The availability of rooms at the above said stations along with the Application Form has also been uploaded in Infosaarthee > Board Member > Member (HR) > Administration.

It has also been decided to allot the rooms at Shimla, Manali, Dharamshala & Dalhousie to the employees of AAI once in three years only. In other words if an employee has availed Holiday Home facility during 2014 at Shimla, he/she shall be eligible to avail the facility at Manali, Dharamshala & Dalhousie during 2015.

The allotment of rooms at Shimla, Manali, Dharamshala & Dalhousie will be on first-cum-first-serve basis.

Airports/Regions are requested to circulate the above, so that the employees can avail the Holiday Home facility.



(T. PREMNATH)

EXECUTIVE DIRECTOR (ADMN.)

Distribution :

- OSD to Chairman/PS to Member (HR)/Plg./Ops./ANS/F&A/CVO.
- All Head of Department at RGB/Ops. Offices
- ✓ ED (IT) : for uploading in AAI website
- General Secretary AAEU
- President/Gen. Secy. AAOA (I)/IAAIOA/ACOA(I)/ATC Guild/AAIEG/
- AAI SC/ST Welfare Association
- Notice Boards

RESERVATION PROFORMA

The Executive Director (Admn),
Airports Authority of India,
Rajiv Gandhi Bhawan,
NEW DELHI – 110003
Fax No.011 24636464

(THROUGH PROPER CHANNEL)

Request for Reservation of Holiday Home, Shimla /Manali /Dharamshala &
Dalhousie

✓ Whichever is applicable)

Sir,

I hereby apply for reservation of AAI Holiday Home at Shimla / Manali/
Dharamshala/ Dalhousie, with following details :

(1st Preference).

No. of Rooms: one/two No. of nights _____ : Dates From _____ to _____
My check out time & date is _____.

(2nd Preference).

No. of Rooms: one/two No. of nights _____ : Dates From _____ to _____
My check out time & date is _____.

2. I will proceed to Shimla/Manali/Dharamshala/Dalhousie after the leave/station leave is duly sanctioned by the Competent Authority.
3. I have not availed this facility during the calendar year in any of the above mentioned Holiday Homes.
4. The following members of my family will accompany me.

S.NO.	NAME	AGE	RELATIONSHIP
			SELF

NOTE : In one Double Bed Room either 2 (two) adults and 2 (two) children (below the age of 12 years) OR 2 (two) adults and 1 (one) child (above 12 years) can be accommodated. The room charges are Rs. 50/- per room per night.

4. I am also enclosing photocopy of the Identity Card and original Cash Receipt No. _____ dated _____ for Rs. _____.

5. I have availed the facility of Hotel Holiday at _____ in the year _____.

Please Note

1. *Incomplete application forms will not be entertained.*
2. *Non availing the facility or leaving the hotel early, the employee will be penalized the full day charges charged by the hotel authorities..*
3. *Allotment is subject to terms & conditions for allotment of Hotel Holiday Home, Shimla/ Manali/ Dharamshala/ Dalhousie.*
4. *Allotment is on first-cum-first serve basis.*
5. *In case of non-allotment, Airport / Unit shall be advised to refund the amount deposited.*
6. *In case of non-availing the Holiday Home, Administration Deptt. will be informed well in advance.*

UNDERTAKING

I hereby agree to abide by all the rules framed by AAI for occupation and use of holiday home. I also declare that neither myself nor any member of my family accompanying me suffer from any infectious disease. I hereby agree to give sufficient notice (of not less than 15 (fifteen) days for cancellation of reservation failing which the charges may be forfeited for the period the accommodation is reserved.

2. I also give an undertaking that in case of non-availing the accommodation without information at any of the Holiday Homes, retention money charged by the authorities may be recovered from my salary.

Yours faithfully,

Date :

Signature : _____

Full Name : _____

Designation : _____

Department/Section : _____

Telephone No. : _____

E-mail ID _____
