

Allotment No.

Allotment slip.

**GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
(STAFF WELFARE ORGANIZATION)**

Room No. _____

From _____ to _____

APPLICATION FOR THE RESERVATION OF HOLIDAY HOMES

1. Name of Applicant (In Block Letters). _____
2. Designation with BPS. (Photocopy of payslip/PPO must be enclosed) _____
3. N.I.C. No. (Photocopy Must be enclosed) _____
4. Office Complete address. _____
5. Residential address. _____
6. Ph: No. Office. _____ Residence. _____
7. Date on which Room is required: From. _____ To. _____ Day(S) _____
8. Room required for Single Family

I hereby acknowledge that it is the first and the only request for booking between the period May to August of this year. I also undertake to abide by the rules and regulations of holiday home to make good of the loss/ damage of property which may occur during my stay at home, and in case of shortage of Electricity, water and Gas, I shall not claim for its supply.

Signature of Applicant

ENDORSEMENT BY THE OFFICE OF THE APPLICANT

No. _____

Dated _____

It is certified that the information furnished by Mr./Mrs./Ms. _____ under col. 1-8 above is correct.

Signature & Seal of
Forwarding authority

OFFICE USE ONLY

Applicant has requested for a suit/ room at holiday homes from _____ to _____. It is the first request of the season, Director (A&F) may kindly approve the booking of Room No. _____.

Signature of Welfare Officer/Booking Desk

Approved / Not approved

Signature of Staff Welfare Officer