



COAL INDIA LIMITED
'COAL BHAWAN'

ANNEXURE – 1

APPLICATION FORM

TO
THE GENERAL MANAGER (ADMN)
COAL INDIA LIMITED (HQ)
COAL BHAWAN, PREMISES NO-04MAR
PLOT NO- AF-III, ACTION AREA-1A
NEW TOWN, RAJARHAT, KOLKATA-700156

Date: ___/___/___

(THROUGH PROPER CHANNEL)

DEAR SIR,

KINDLY ARRANGE RESERVATION OF ONE ROOM AT CIL'S HOLIDAY HOME

AT.....FOR.....DAYS FROM.....TO.....

FOR THE UNDERSIGNED AND FAMILY DETAILS OF PAYMENT TO BE MADE BY ME MAY KINDLY BE INTIMATED. THE ABOVE BOOKING WILL BE AVAILED BY ME/MY DIRECT FAMILY MEMBRS ONLY.

YOURS FAITHFULLY

SIGNATURE.....
NAME.....
DESIGNATION.....
FULL OFFICE ADDRESS.....
.....
MOBILE NO.....
EMAIL I/D.....

.....
SIGNATURE OF CONTROLLING OFFICER WITH DESIGNATION.

(PROVISIONAL BOOKING ACCEPTED SUBJECT TO THE FOLLOWING)

HH AT.....SL.NO.....

ROOM NO.....FROM.....TO.....

PAID RS.....BY.....

(FOR OFFICE USE)

NOTE:

The above request for booking should come with DD or Cheque in favour of Coal India Limited. Letter will be sent on mail only.



COAL INDIA LIMITED
'COAL BHAWAN'

I HEREBY DECLARE THAT MY FAMILY MEMBERS LIKE TO ENJAY THE HOLIDAY HOME OF
COAL INDIA LIMITED AT.....

SL.NO	NAME OF FAMILY MAMBERS	RELATIONSHIP	AGE
1			
2			
3			
4			

SIGNATURE OF EMPLOYEE