

APPLICATION FOR RESERVATION OF ACCOMMODATION AT

Date:

To
The Chief Officer,
Andhra Bank,
Personnel Department (IR),
Staff Welfare Section,
Head Office, Hyderabad.

1. Name of the Employee :
2. Code No. :
3. Designation :
4. Branch / Office / Department / Zone :
5. Place of Holiday Homes for which
Reservation is required :
6. No.of Days for which reservation
is required : No.of Days:
(Maximum of 4 days will be allotted) : From _____ To _____
7. Period of alternate days required if any: From _____ To _____
8. Number of Family Members
Accompanying (Maximum – 3 Members) :
9. Full Postal address for communication :

I hereby declare that I have gone through the Circular No(s) that are given from time to time and shall abide by the rules and conditions contained therein.

Signature of the Employee

Recommendation of the Branch Manager / Officer-in-charge:

**THIS IS TO CERTIFY THAT ACCOMMODATION CHARGES OF Rs. _____ CREDITED
TO P&L ACCOUNT – STAFF WELFARE ON _____ (date of credit)**

Date :

Branch Manager / Officer-In-Charge:

Specimen Signature of the Employee:

Please note that:

1. Only one room will be provided.
2. Check out time : 6.00 A.M.
3. Minimum time required for reservation : 15 days
4. Acceptance of Application : Not more than 90 days in advance
5. No. of persons allowed : Maximum Four Persons