

(I) RWF HOLIDAY HOMES

Particulars	Holiday Home, Ooty	Holiday Home, Mysore
Location & Address	Near Railway station, Ooty (Udagamandalam)	Near old Bamboo Bazaar & State Ware Housing corporation, Sayyaji Rao Road, Mysore Approx. 1 km. From Mysore Railway station.
Number of suites	2	4
Facilities provided	One bed room suite with attached bathroom and toilet, hot water facility and room heater.	One bed room suite with attached bathroom and toilet, hot water facility, common kitchen.
Names, Designation, addresses and phone nos. of the official designated for booking of the holiday homes	Assistant Personnel Officer – II, Personnel Department, 2 nd Floor, Rail Wheel Factory, Yelahanka, Bangalore – 560106. Ph. Nos. 72806 (Rly.), 9449871283, 080-28565096 (Res.)	
Rules regarding booking	<ol style="list-style-type: none">1. The period of stay at Holiday Home is limited to three days only in all seasons. The staff concerned should vacate the accommodation as soon as their sanction period of stay is over in order to allow other staff to avail the same.2. Rate of charges per day for serving employees:<ol style="list-style-type: none">a. Group A & B officers – Rs. 25/-b. All Group C staff – Rs. 12/-c. Group D staff – Rs. 5/-3. Rate of charges per day for Retired employees:<ol style="list-style-type: none">a. Officers above JAG – Rs. 75/-b. Officers upto & inclusive of JAG – Rs. 35/-c. Group ‘C’ – Rs.25/-d. Group ‘D’ – Rs.12/-4. The charges mentioned above is inclusive of electricity and water supply.	

Rules regarding booking	<ol style="list-style-type: none">5. Applications for accommodation should be sent by the Officers/staff atleast two months in advance to the Sr. Personnel Officer through proper channel in the prescribed format.6. Allotment will be made strictly in the order of priority i.e. on first come first serve basis Whenever accommodation is not available for the date of requirement their applications can be considered against cancellation, if any.7. The charges for occupation of Holiday Home have to be paid well in advance with Asst. Chief Cashier/RWF and a copy of receipt should be submitted to Personnel Branch. However, in respect of staff other than RWF, the charges can be remitted with SMR/SWR/MYS.8. Calculation of day commences from 10:00 hrs. to next day 10:00 hrs. or part thereof.9. Staff desirous of cancellation allotment should intimate same in writing atleast ten days before the date of commencement of reservation, failing which full charges will be recovered.10. During the stay in Holiday Home, if staff are found responsible for any misconduct, disorderly behaviour they are liable to be taken up under DAR.11. The employees and their family members covered under pass rules are only permitted to stay in the Holiday Home.12. The occupants will be responsible for the articles handed over to them during their stay in the Holiday Home and should pay the cost for any damages.13. Staff and their family members suffering from contagious diseases should not stay in the Holiday Home.
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APPLICATION FOR ACCOMMODATION IN HOLIDAY HOME OOTY/MYSORE

1. Name of the employee (in block letters) - _____
2. Designation - _____
Branch - _____
Office in which working - _____
3. GROUP A/B/C /D - _____
4. Reservation required - From: _____ To: _____
5. State if alternative date that are accepted if the accommodation is not available for the dates asked for - From: _____ To: _____
6. Address for communication - _____
7. Have you availed Holiday Home in the previous years If yes mention the year. - _____
8. Date of Appointment - _____
9. Rate of pay - _____

Date:
Place:

SIGNATURE OF APPLICANT.

The staff applying for reservation would be granted leave for the period the reservation of Holiday Home is applied for.

Date:

Signature of Immediate Supervisor.
Designation.

(II) RWF EMPLOYEES INSTITUTE

Address: Rail Wheel Factory, West Colony,
Yelahanka, Bangalore – 560 106
(landmark near Bilwa Vinayaka Temple, RWF West colony)
Phone - 080-28072770 (DOT), 72770 (Rly.)

Recreation facilities available -

- Reading room
- Library
- Carom Boards
- Shuttle and Table tennis courts
- Gymnasium
- Swimming Pool

Timings of Railway Institute - Office hours – 09:00 hrs. to 13:00 hrs. and 16:30 hrs. to 21:00 hrs. (Monday weekly holiday)

Membership - All RWF employees as well as retired employees of RWF can become member on payment of monthly subscription as under:

- Serving employees - Rs. 5/- per month
- Retired employees - Rs. 10/- per month

(III) OFFICER'S CLUB

RWF East colony, Yelahanka, Bangalore – 560 106
(Landmark - near NES office)
Phone - 080-28072768 (DOT), 72768 (Rly.)

Recreation facilities available -

- Reading room
- Library
- Carom Boards
- Shuttle and Table tennis courts
- Gymnasium
- Swimming Pool
- Lawn Tennis
- Billiards

Office hours – 18:00 hrs. to 21:00 hrs. (All days)

(IV) Kendriya Vidyalaya/RWF - Link to <http://www.kvrwfyel.org/>