



Office Order No. P/10

It is, hereby ordered that the booking of accommodation for **Digha Holiday Home** (Digha) of the Company shall henceforth be made by the Addl. General Manager(HR&A), Corporate C.S. Cell on the following terms & conditions:

1) Accommodation of the aforesaid Holiday Home:-

Suit/Family Unit (04 nos.)	: Two furnished rooms (one double bedded and one single bedded with dining), one Kitchen (with kitchen appliances) and one Toilet in each suit/family unit.
Dormitory (02 nos.)	: 5 beds in each Dormitory (furnished) with common toilet. One common kitchen for the whole Dormitory unit of 10 bedded accommodations.

2) Boarding Charges:-

Sl. No.	Accommodation	Boarding charge (only for employees, part-time employees, ex-employees of WBSEDCL and WBSETCL)	Caution Money (refundable)
1	Suit/Family Unit	₹50/- (rupees fifty) only per day per suit	₹150/- (rupees one hundred fifty) only per suit.
2	Dormitory	₹10/- (rupees ten) only per day per bed	₹20/- (rupees twenty) only per bed.

Booking of accommodation at aforesaid Holiday Home to the employees, part-time employees, ex-employees of WBSEDCL and WBSETCL shall be made before 60 (sixty) days from the day of intending occupation by the Addl. General Manager(HR&A), Corporate C.S. Cell on 'first-come-first-serve' basis. No booking of accommodations will be made to the outsiders.

3) Booking Procedure:

On receipt of request, in writing, from intending employees, part-time employees, ex-employees of WBSEDCL and WBSETCL for booking of accommodation, the Addl. General Manager(HR&A), Corporate C.S. Cell will issue provisional booking slip. On production of such booking slip, the Corporate Cash will accept the amount of boarding charge as well as caution money, as indicated in the booking slip. On production of money receipt issued by the Corporate Cash Department, the Addl. General Manager(HR&A), Corporate C.S. Cell will issue Final Booking Slip. Refund of Caution Money will be made from Corporate Cash only on production of necessary Clearance Certificate of the Caretaker/Supervisor of Digha Holiday Home followed of the Addl. General Manager(HR&A), Corporate C.S. Cell.

4) Refund of boarding charges, in case of cancellation:-

- If application is made for cancellation of booking more than 3 (three) clear working days before scheduled date of occupation, 15% of boarding charge will be deducted.
- No amount of boarding charge will be refunded, if cancelation is made within 3 (three) clear working days from the date of occupation.
- Full amount of boarding charge will be refunded in case of cancellation of booking by the Company due to unavoidable circumstances.
- Caution Money, in full, will be refunded under any of the above circumstances mentioned in (i), (ii) and (iii).

5) Entitlement/eligibility, revision of boarding charges etc. will be made from time to time by the Committee constituted vide Office Order No. P/160 dated 14.03.2013 of the Director(HR).

This has approval of the competent authority of the Company.

*(Signature)*  
(A.K. Majumder)  
General Manager (HR&A)

*Handwritten notes:*  
Amplified  
Pl. circulate  
20-5-13