

**Application for reservation of Holiday Homes of the Postal Department**

- Proposed Holiday Home to be reserved:.....

**Paragraph A**

- Required time period: from.....to..... Number of Nights:.....
- Details of the Applicant
  - Name: Mr./Mrs./Miss.....
  - Designation:.....
  - National Identity Card No:.....
  - Address:.....  
Office:..... Private:.....
  - Telephone No:  
Office:..... Mobile:..... Residence:.....
- If it proposes to reserve the holiday home for an officials work, write in brief the nature of the duty  
.....
- Information of other persons proposed to be lodged in the holiday home (This information should compulsorily be filled) (Don't mention the names of children less than 12 years of age)

Serial No:	Name	Serial No:	Name
1		14	
2		15	
3		16	
4		17	
5		18	
6		19	
7		20	
8		21	
9		22	
10		23	
11		24	
12		25	
13		26	

(Total number :.....)

- Cooks are necessary / not necessary for preparing meals: .....

I declare that above mentioned particulars are correct, I have read the conditions mentioned under the "Paragraph B" on overleaf and I agree to all the conditions contained therein.

Date:.....

Applicant's Signature: .....

- Only for the staff of the postal department and the Ministry

Postmaster (.....),

It is certified that the above request is an official/private reservation and this officer serve in this office/retired from this office.

Recommended/ not recommended

.....  
Ministry/ Head of Department/Section's Head  
Signature & official frank

## **Paragraph B**

To Mr./Mrs./Miss.....

It is given the approval to ..... persons indicated in overleaf for lodging at .....holiday home for .... day/days from 3.30pm on ..... to 1.00pm on .....You should comply with the following conditions.

- I. The applicant is expected to compulsorily lodge in the holiday home. As well, since it is reserved for the applicant, take action to submit the original of the cash paying receipt to the caretaker of the holiday home.
- II. It is your responsibility to pay services charges (water/electricity) of the holiday home to the Caretaker and take a receipt of Gen 172. Give assistance to expenses management and energy conservation by using water and electricity carefully.
- III. If you want to prepare the foods and drinks at the holiday home with cook's service, it can be prepared by discussing with the caretaker of the holiday home and giving required materials. It is kindly informed that strangers cannot be allowed to use the kitchen. The kitchen can be used to the strangers at the holiday home without cooks. It is stressed that it cannot be given the permission to cook foods and boil water in the rooms.
- IV. It is informed to avoid the charges collection for the damages from you by fulfilling your responsibility for the protection of the property of the home during the time period of lodging in the holiday home.
- V. Your attention is focused on the maximum number of the residents that can be stayed as per the facilities of this holiday home.
- VI. Avoid by bringing pet animals to the holiday home.
- VII. If it suffers from an infectious disease or any injury damaging to others, avoid by using the holiday homes.
- VIII. Take actions to avoid holding ceremonies and parties in this holiday home.
- IX. If any complaint is received against you with regards to an illicit act made during the staying of holiday home, the applications received for the reservation of holiday homes in future shall not be considered.
- X. If the reserved holiday home is not used, the money will not be refunded for any reason and If the reserved holiday home is not used only for unavoidable circumstances, it should be informed to the post office where the holiday home has been reserved and notified it to the information technology section of the department before 08 working days from the reserved date. Then it shall be considered to give another date before expiring of the relevant year.
- XI. This reservation can be cancelled by a short notification on the service requirement. Such an occasion the amount collected shall be refunded.

Assistant Superintendent (Headquarters)  
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Assistant Superintendent (Information Technology)  
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Holiday homes	Location	Telephone No:	Number of rooms	Number of maximum boarders	Fee	
					Department	Outside
Seegiriya A	Near Post Office	0662286250 0718290986	2 A/C	04	1875/-	5,000/-
Seegiriya B	Near Post Office	0662286250 0718290986	2 A/C	04	1875/-	5,000/-
Trincomalee A	Backside of Post Office	0262222250 0776539916	4 A/C	12	3,000/-	8,000/-
Trincomalee B	Backside of Post Office	0262222250 0776539916	Hall	25	7,500/-	7,500/-
Nuwaraeliya	Upper floor of Post Office	0522222250 0718062988	3	10	3,000/-	8,000/-
Anuradhapura	Upper floor of Post Office	025222182 0779937040	2 A/C	08	2,000/-	5,000/-
Mannar	Near Post Office	0232222250	3	10	2,500/-	6,000/-
Kareinagar	Near Post Office	0212211750	3	10	2,500/-	6,000/-
Mihintale	Upper floor of Post Office	0252266550	2 A/C	06	2,000/-	5,000/-
Chullipuram	Upper floor of Post Office	0212250184	3 A/C	10	2,000/-	4,000/-