



RAILWAY INSTITUTE
SOUTH EASTERN RAILWAY
GARDEN REACH, KOLKATA-700043

AUDITORIUM/ TABLE TENNIS

PRESCRIBED FORMAT

To
The Adhoc Executive Committee
Railway Institute
South eastern railway, garden reach
Kolkata – 700 043

Dear Sirs,

Sub: Request for booking of Auditorium / Table Tennis Hall at Railway Institute / GRC

I request for booking in the Railway Institute Hall as per details herein below

1.	Name (in block letters)	:	
2.	Designation	:	
3.	Employee No.	:	
4.	Department	:	
5.	Date of Booking required	:	
6.	Booking Timings (12 / 24 Hrs. as per Rate Chart)	:	
7.	Purpose of Booking	:	
8.	Hall Required (Auditorium / Table Tennis)	:	
9.	Present Address	:	
10.	Contract Mobile Number	:	

I hereby declare that the above particulars are true and correct to the best of my knowledge. I have read all the terms and condition regarding use of Institute and I hereby undertake to abide by them. If any information is found to be false in future, Railway Administration is at liberty to initiate disciplinary proceeding against me.

Awaiting for your confirmation, please.

Thanking you,

Yours faithfully,

Date : _____

Signature of Applicant

Enclo : Pay Slip & ID Card
Proof of purpose of booking

NAME: _____