



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

**PLEASE READ THE ENCLOSED
INSTRUCTIONS CAREFULLY
BEFORE FILLING UP TO THE
FORMAT.**

DEAR SIR,

Sub: A request for booking of Auditorium / Table Tennis hall at Railway Institute /
GRC as on _____ 20____, for the purpose of
_____.

I Sri/Smt _____
of _____ who is neither a member of Rly.
Institute nor Railway Employee, would like to request you for booking the Auditorium / Table
Tennis Hall of the Institute in my favour on _____ for the purpose of
_____ from
_____ hrs. to _____ hrs.. I am ready to pay the fixed booking fees as fixed
prescribed for non-members by your institution, excluding the other facilities provided item
wise, as under for the non-members / non-railway persons on payment.

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.

Awaiting for your confirmation, please.

Thanking you,

Yours faithfully,

Date : _____

SIGNATURE OF APPLICANT

NAME: _____

ADDRESS: _____

CONTACT No.: _____

(SIGNATURE, NAME & DESIGNATION
OF THE GUARANTOR, IF THE BOOKING
HAS TO BE MADE BY RETIRED EMPLOYEE/NON RLY)

NAME:

DESIGNATION:

DEPTT :

PF No.....

BILL UNIT No.....