

Proforma application to avail the Holiday Home facility for Retired Staff

From:

Date :

To

The Manager

Indian Bank

..... Branch [Controlling Branch]

Dear Sir,

Sub : Application to avail the Holiday Home facility by retired staff at.....

1. Name of the Retired Staff :
2. Residential Address :
3. Branch at which last served :
4. SR No :
5. Designation at Superannuation :
6. Date of Superannuation :
7. Whether drawing Pension/
Ex-gratia/Medical Aid :
8. Branch through which above
payment is received :
9. Dates on which holiday Home is to be reserved
 - a. From..... To..... (First preference)
 - b. From..... To..... (Second preference)
 - c. From..... To..... (Third preference)
 - d. For days on any other date in the next three months when the Holiday Home is available.
10. Particulars or remittance towards
occupancy charges :

Signature of the Retired Employee

Certified that the applicant is drawing pension / Ex-gratia/Medical Aid through our Branch and the necessary credentials have been verified and forwarded to (Controlling Branch).

Chief Manager / Senior Manager/ Branch Manager

Branch / Office :

Date :

CC to:Shri./Smt (Retired Staff)