

**STEEL AUTHORITY OF INDIA EMPLOYEES'
COOPERATIVE CREDIT SOCIETY LIMITED
Ispat Cooperative House
12, Charu Chandra Place (East), Kolkata 700 033**

Ref. No. SECS/002/15-16 / 003

Dated: 15 - 05 - 2015

HOLIDAY HOME RESERVATION RULES

- 01. Original Photo Identity card and one photo copy of the same must be submitted at the time of booking by all the visitors along with the persons for whom the room is booked. The photo copy of the same alongwith the allotment letter must be submitted to the respective holiday home manager.**
- 02. Members are allowed to book any of our Holiday Homes 125 days in advance excluding the date of commencement of booking.**
- 03. Members, posted out of Kolkata, are allowed to book Holiday Home at Kolkata, Digha and Puri, 127 days in advance excluding the date of commencement of booking.**
- 04. Nominal members and guests are allowed to book our Holiday Homes 90 days in advance excluding the date of commencement of booking.**
- 05. Nominal member and guests may obtain their nomination from the Member of the society.**
- 06. Others may also book accommodation in any Holiday Home subject to availability of vacancy with the production of photo I /D card along with residential / office address.**
- 07. Spouse of a Member is eligible to book accommodation at Member's rate even if the Member does not accompany the family. In the event, Member must submit an application with the signature of the duly attested.**
- 08. Generally, booking will be allowed for Members not exceeding seven consecutive days and not more than 2 (Two) rooms.**
- 09. Booking of accommodation may be reserved well in advance as specified in clause No. 01, 02 and 03 in prescribed form, in duplicate, available with society office, Kolkata for all Holiday Homes and with the Directors available at Chennai, Delhi and Mumbai for respective Holiday Homes.**
- 10. Booking will be done from cooperative Society's office at SAIL House, 50, J L Nehru Road, 3rd floor, Kolkata - 700 071 after receiving cash or demand draft.**

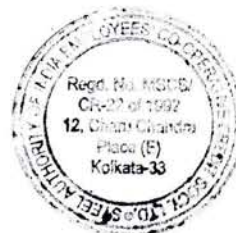
11. Ex- members and Nominal member are allowed to book accommodation for 1 (one) room at their specified rate.
12. Members / Nominal members belonging to the same family shall be treated as a single family at the time of booking of Holiday Home at a time for same period.
13. Charges for consumption of cooking gas shall be payable at respective Holiday Home at the prevailing rate, which may change time to time.
14. Children means upto 5 (Five) years at the Holiday Home at Kolkata, Digha , Puri , Delhi and Mumbai. However, rules of different hoteliers will prevail for other location.
15. All applicable charges are payable at the time of booking by cash/DD drawn on any bank of Kolkata in favour of Steel Authority of India Employees' Co-Operative Credit Society Ltd. or direct deposit with Society's bank account.
16. Services charges and rules are subject to revision at any time without prior notice.
17. Nominal members having inoperative account for last three months from the date of booking of holiday Home, will not be eligible for booking accommodation in Holiday Home.
18. Only the first name of any depositor will be eligible for booking accommodation at Nominal Members' rate.

Cancellation Charges for Holiday Homes as follows:

01. Before 90 days from the date of accommodation - Refund of 80% of accommodation charges in full
02. From 89 days to 60 days to the date of accommodation - Refund of 60% of accommodation charges in full.
03. From 59 days to 16 days to the date of accommodation - Refund of 40% of accommodation charges in full
04. Within 15 days to the date of accommodation - Refund of 20% of accommodation charge in full.

However, in case of Re-booking of the concerned accommodation, 80% of the accommodation charges will be refunded. Payment will, however, be effected to the allotter only after re-booking of the said accommodation, if any.

05. In case of natural calamity and dislocation of transport, refund or further allotment will be under society's discretion.



R S Banerjee
(R S Banerjee)
Chairman