

**APPLICATION FORM FOR ALLOTMENT OF ACCOMMODATION  
AT 'SRI BALAJI THARAK BHAVAN', TIRUPATI**

Date : .....

To  
The General Secretary,  
SBI Staff Union Amaravathi Circle,  
C/o SBI LHO Amaravathi Circle,  
Gunfoundry,  
HYDERABAD – 500 001.

**Fax No. 040-23421714**  
**Office No. 040-23421714**  
**Email :**

**Guest House Address**  
Sri Balaji Tharak Bhavan  
D.R Mahal Road,  
(Behind Suzuki Show  
Room)  
D.No. 19-42-S8-659,  
Raghunath Reddy Colony,  
STV Nagar, **TIRUPATI.**

Dear Sir,

**1)** I shall be glad if you please allot me Double/Double A.C/Double Deluxe A.C/Super Deluxe/Super Deluxe A.C/A.C Suite/\_\_\_\_\_ Bed(s)/Full Dormitory Non-A.C/A.C at '**Sri Balaji Tharak Bhavan**' situated at Tirupati for a period of \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_.  
The rules have been read by me. I shall abide by the rules and declare that I shall pay all dues payable by me. A crossed Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ favouring "**SBISUAC – SRI BALAJI THARAK BHAVAN**" drawn on Hyderabad / receipt of rent credit to the **Account No.** \_\_\_\_\_ is enclosed towards advance payment of rent. I had credited an amount of Rs. \_\_\_\_\_ vide journal No. \_\_\_\_\_ dt. \_\_\_\_\_.

2) The accommodation is meant for the use of member / non-member.

3) Details of family members who will accompany me are furnished hereunder:

Sl.No	Name	Relationship	Age
1			
2			
3			
4			
5			
6			

Encl.: as above.

Signature of the Applicant

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Branch : \_\_\_\_\_

Fax No. : \_\_\_\_\_

**RULES OF CONDUCT AND BEHAVIOUR**

1. Gambling of all kinds, consumption of alcohol and smoking are strictly prohibited in the Guest House.
2. The main gate of the premises will be closed at 11.00 P.M and occupants shall not ordinarily be allowed to enter the premises thereafter.
3. Singing, dancing and playing any music system/T.V in loud volume causing disturbance to other occupants are strictly prohibited.
4. The rooms allotted to any occupant must be kept neat and clean.
5. Occupants shall keep all valuables under their personal custody at their own risk and responsibility. Caretaker or any other employee at the Guest House cannot be held responsible for any loss.
6. Use of electrical appliances/gadgets is restricted.
7. Occupants are requested to switch off/close all lights, fans, water taps, Air conditioner, when not in use.
8. Occupants shall maintain full decorum throughout their stay in the Guest House.
9. The Union / Society shall reserve the right to cancel the allotment and also evacuate the occupant in case of any willful violation of Rules and Regulations are disorderly behavior.

**CANCELATIONS :**

In case the applicant desires to cancel the allotment it shall be informed to the allotting authority seven days in advance to the date of occupation in which case an amount equivalent to one day's rent will be levied towards handling charges and the remaining amount will be refunded to the applicant. If the applicant fails to inform the cancellation within the stipulated period the entire amount will be forfeited.

**Tariff :-** Tariff for accommodation in the Guest House is as under:

<b>ACCOMMODATION TARIFF</b>						
<b>S.No</b>	<b>Type of Accommodation</b>	<b>Max. No. of persons</b>	<b>Union Members</b>		<b>Non-Members</b>	
			<b>Tariff Per Day – Amount in Rupees</b>			
			<b>Non. AC</b>	<b>AC</b>	<b>Non. AC</b>	<b>AC</b>
1	Double Bed Room	2	200/-	350/-	350/-	500/-
2	Deluxe Double Bed Room	3	300/-	450/-	450/-	600/-
3	Super Deluxe Room	4	450/-	600/-	600/-	800/-
4	Dormitory (6 Beds)	6	600/-	900/-	900/-	1200/-
5	A.C Suit		---	1,000/-	---	1,300/-

**Rs.100/- will be charged for each bed in dormitory (Non-A.C) CHECKOUT TIME – 7.00 A.M**

