

**APPLICATION FORM FOR ALLOTMENT OF ACCOMMODATION
AT 'THARAK BHAVAN', HYDERABAD**

To
The General Secretary,
SBI Staff Union Hyderabad Circle,
P. B. No.528,SBI Buildings,
Bank Street, Koti,
HYDERABAD – 500 095,
Phone : 040 – 24754266 / 24754566
Fax : 040 – 24752966

Date.....

Dear Sir,

1) I shall be glad if you please allot me Super Deluxe A.C./Non-A.C., Family Suite A.C./Non-A.C/
_____ No. of Beds in Dormitory at '**Tharak Bhavan**' situated at **Hyderabad** 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 / Journal No. _____ dated _____ for Rs. _____ favouring
"SBISUHC – SBISMAASL – THARAK BHAVAN HYDERABAD" drawn on **Hyderabad** / receipt of rental credit to the **Account No.35820763459** is enclosed towards advance payment of rent.

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: _____ Full Address with Pin code : _____

Fax No. (With STD Code) _____ Mobile No : _____ (P.T.O)

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.

CANCELLATIONS :

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:

			TARIFF PER DAY – Amount in Rupees			
SL. NO.	TYPE OF ACCOMMODATION	No.of persons Allowed	UNION / SOCIETY MEMBERS		NON - MEMBERS	
			NON – A.C	A.C	NON – A.C	A.C
1	Super Deluxe Room	3	450/-	600/-	600/-	800/-
2	Family Suite	4	600/-	800/-	800/-	1000/-
3	Dormitory (Per Bed)	--	150/-	--	250/-	--
CHECK OUT TIME – 7.00 A.M.						