



**Application for Reservation of Holiday Bungalows, which are under the Purview of the
Housing and Development Division of the
Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government**

Para: "A"

1. Name of the Holiday Bungalow required:-
2. Required period :-From.....to Number of nights
3.
 - i) Name of the applicant :-
 - ii) National Identity Card No: of the applicant :-
 - iii) Post held at present by the applicant :-
 - iv) Salary code and salary scale of the applicant :-
 - v) Date of the first appointment in Public Service of the applicant :-
 - vi) If the applicant is a Staff Officer, date of appointment to the post :-
 - vii) Service station of the applicant :-
 - viii) Date of occupying a Holiday Resort for the last time and name of the Holiday Resort :-
 - ix) Contact numbers:- Office Personal
4. Details of the persons occupying the Holiday Resort (**Details of children above the age of 10 years, if any, should also be included**)

	Name	Relationship to the applicant		Name	Relationship to the applicant
i)	ix)
ii)	x)
iii)	xi)
iv)	xii)
v)	xiii)
vi)	xiv)
vii)	xv)
viii)	xvi)

(Total number of occupants.....)

It is hereby stated that the above mentioned particulars are correct and I agree to abide by the conditions mentioned in Para. B and further I personally meet the Care taker and stay at the Holiday Bungalow and **no other person will be sent for accommodation facilities if I do not go with the above mentioned persons**. Further, I hereby state that **the number of permitted inmates will not be exceeded** and I agree to pay for any damage from my salary which may be caused to any property of the holiday bungalow by the inmates.

Date:-.....

.....
Signature of the Applicant

Senior Assistant Secretary (Housing and Development),

The details mentioned from i to ix under No. 03 are accurate. I hereby recommend that the applicant is qualified to reserve the Holiday Resort.

Date:-.....

.....
Head of the Department (Place the Official Stamp)

Date :-

Mr./Mrs./Miss.....

I hereby grant approval for the.....persons, whose details are indicated on the reverse of the page, to occupy the Holiday Bungalow offordays from 10.00 a.m. on to 09.00 a.m. on..... You should adhere to the following conditions.

- I. It is compulsory for the applicant to occupy the Holiday Bungalow and it is compulsory to hand over the application approved by the Ministry and the original receipt relevant to the payment to the Caretaker of the Holiday Bungalow at the time of occupying the Holiday Bungalow.
- II. **The charges for common utilities (telephone, electricity) should be paid to the** Caretaker of the Holiday Bungalow and a Form General 172 should be obtained. Water and electricity should be used carefully and the charges for the usage of linen should be paid to the Caretaker of the Holiday Bungalow.
- III. No damage should be caused to any flower plants and fruit trees within the premises of the Holiday Bungalow and inmates should refrain from plucking flowers. No damage should be caused to any property during the period of stay. You are liable to pay for the damage, if any.
- IV. The maximum number of occupants allowed at the Holiday Bungalow in accordance with the facilities should not be exceeded.
- V. It is strictly prohibited to hold ceremonies and other functions at this Holiday Bungalow.
- VI. Applications submitted by you in future for the reservation of Holiday Bungalow will not be entertained if any complaint is made on any misconduct committed by you during the period of stay at the Holiday Bungalow.
- VII. If the Holiday Bungalow, which has been reserved, is not occupied, it should be communicated to the Senior Assistant Secretary (Housing and Development) in writing 07 working days prior to the date for which it has been reserved. The amount paid shall not be refunded due to any reason and if the Holiday Resort is not occupied due to an unavoidable circumstance only it will be considered to allocate another date before the end of the relevant year.
- VIII. This reservation can be cancelled by a short notice on official purpose. The amount charged will be refunded at such occasion.

N.B. Money could be credited to the Account mentioned below only after telephone inquiries on facilities stated in the duly filled application form. Application form and the receipt of payment could either be faxed to 011 269 7299 or emailed to pubadmnrest@gmail.com. (Please refrain from making payment before getting confirmation through telephone inquiries.)

- ❖ **Peoples Bank, Banbalapitiya Branch, - Account No: - 310100119027430**
- ❖ **Name of the Account Holder: - Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government**

For Senior Assistant Secretary (Housing and Development),
Ministry of Public Administration, Home Affairs, Provincial
Councils and Local Government, Independence Square,
Colombo 07.

Copy :- I. District Secretary – Nuwara Eliya
Divisional Secretary – Haputale/ Bandarawela

II. Caretaker of the Holiday Bungalow -

Name of the Holiday Bungalow	Location	Telephone No:	Fees charged Rs.	Number of rooms	Maximum number of occupants
Nuwara Eliya (Old)	Near the Economic Centre	052-2222363	1000.00	03	10
Nuwara Eliya (New) A1	Near the Economic Centre	052-2222363	1000.00	03	06
Nuwara Eliya (New) A2	Near the Economic Centre	052-2222363	1000.00	03	06
Nuwara Eliya (New) B	Near the Economic Centre	052-2222363	750.00	02	04
Diyathalawa -A	Near the Railway Station	057-2229068	1000.00	05	11
Diyathalawa - B	Near the Railway Station	057-2229069	1000.00	03	07
Bandarawela - 01	Bindunuwewa Road	057-2222553	1000.00	03	07
Bandarawela - 02	Bindunuwewa Road	057-2222553	1000.00	03	07
Telephone : 011-2697316			General No: 011-2696211 – Ext. 216		Fax : 011-26927299

- ❖ Nuwara Eliya (Old) and Diyathalawa A are reserved for Staff Officers. However, reservation is allowed for other officers only for the period of next seven days, if applications have not been submitted by Staff Officers.