

INTEGRAL COACH FACTORY, CHENNAI - 600 038.

No.PB/LW/SBF/110/EST

Office of the PCPO

Dated: 08.10.2018

CIRCULAR

Sub: Organising "Employees Special Tour" to Dubai

It is proposed to reorganize a recreation tour for the ICF employees to visit Dubai from 3.12.2018 to 7.12.2018 (tentatively). The Non - Gazetted serving Railway employees are eligible to participate in this tour. The employees who had already participated in the previous tour to Dubai are not eligible.

Participants in the tour should fulfill the following conditions:-

1. Should get their Ex-India leave sanctioned.
2. Should possess a **valid Passport** with **validity** up to **one year**.
3. Should submit medical fitness certificate and Medical Insurance from the prescribed authority.
4. Should be free from DAR/SPE/Vig.Cases.
5. Employees should pay Rs.55,800/- per person.

About 90 employees including (45 Men & 45 Women) will be participating in the camp. Employees desirous of participating in the camp are advised to collect the applications available at Welfare centers/Shell and Furnishing. In case the number of applications exceeding 90, preference will be given to the employees with the lowest Pay Level and Senior most employees nearing Superannuation and balance by drawal of lots.

The applications to be forwarded with all required documents in the prescribed Proforma as annexed below;

Annexure I : The full particulars of Employee

The eligible applications should be forwarded to Ch.OS/Labour Welfare Section on or before **16.10.2018**. The original filled-in applications , a copy of passport (Colour Xerox) along with covering letter from the concerned Office/Shop should be sent to this office in lot. The application received after due date will not be entertained.

Employees who desire to join the tour should pay Rs.45,800/- per head (out of the total expenditure of Rs.55,800/- per head). The remaining amount of Rs.10,000/-per head will be paid by this Administration through Staff Benefit Fund.

No railway employee will be allowed to be accompanied by his/her spouse or any other family members to the tour under any circumstances.

The campers attention is drawn to the following, while in tour:-

1. The campers are only responsible for their personal belongings especially their Passport, baggage etc. Administration will not hold any responsibility for the loss/non-carry of the passport by the employees. The campers are also advised to bring their Identity card, warm clothing, medicines and other required personal belongings. The baggage should be very limited and easy to carry.
2. Campers will be under the direct supervision of the Camp Officer and strictly adhere to his/her instructions to maintain discipline throughout the camp.
3. Campers should be able to adjust to the weather condition and food.
4. As the flight tickets are booked (in advance) in the name of the employee , cancellation of application will not be entertained at any cost once the **Final list** is released. No refund can also be made in such cancellations.

The schedule of tour programme shall be altered only in the **occurrence of unforeseen circumstances, if any.**

All Supervisory officials in charge of Shops/Offices are requested to give wide publicity to the contents of this circular.

This has the approval of competent authority.


SPO/Welfare 8/10/18
(Secretary/SBF Committee)

Encl: As above

APPLICATION FOR PARTICIPATION IN THE EMPLOYEES RECREATION TOUR
2018 TO DUBAI-II

Latest attested Passport size photo

1. Name of the Employee :
2. Emp.No. :
3. Designation :
4. Office and Station :
5. Pay Level :
6. Date of Birth :
7. Date of Appointment :
8. Date of Retirement :
9. Contact Numbers : 1)Res _____ 2) Mobile _____
10. Passport No. _____ issued by: _____
Date of issue: _____ Date of Expiry: _____
11. Residential Address:

Declaration:

- i) I hereby declare that I will adhere to the rules and regulations of the camp and will maintain discipline and unity throughout the camp.
- ii) I also agree to abide by the instructions issued from time to time by the Officer-in-charge/Officials organizing the camp.
- iii) If any employee leaves during the camp, the Camp Officer will not be responsible.
- iv) I am willing to pay the Camp Fee of Rs.45,800/-
- v) I have submitted a Fit Medical Certificate for Foreign tour.

Signature of the Employee

No.

Dt.

Forwarded to SPO/Welfare for necessary action. The particulars mentioned above have been verified and found correct.

Office seal

Signature of Controlling Officer
Designation with Stamp.