

No. PB/LW/172/TPTY

Office of the PCPO
Dated: 24.10.2018

CIRCULAR

Sub: Holiday Home for ICF Employees at Tirupathi – M/s. Keys Hotel Vihas.
Calling for applicants for advance booking.

ICF Administration has provided a new **Holiday Home at Tirupathi under the aegis of Staff Benefit Fund.**

Accordingly, a contract has been entered with **M/s. Keys Hotel Vihas** on trial basis for 3 months. Hence employees who are willing to book Rooms for the month of **November 2018, December 2018 & January 2019** may submit their applications in advance.

The details of holiday Home at Tirupathi are as under:

1. The name of the hotel is M/s. Keys Hotel Vihas.
2. The Hotel is easily accessible from Tirupathi Bus stand/Railway station.
3. The following items are **complimentary**:
 - a. Non-alcoholic welcome drink on arrival.
 - b. Buffet Breakfast.
 - c. Two bottles of 500ml packaged drinking water per night.
 - d. Newspaper.
4. Other facilities available:
 - a. LED TV with Multi channels.
 - b. Air-conditioned Room with 24hrs Hot water.
 - c. Wi-Fi
 - d. Use of Tea/Coffee maker.
 - e. In-House Restaurant.
 - f. Lift & Car parking.

Hotel Address: M/s. Keys Hotel Vihas, Leela Mahal Center,
Tirumala Bypass Road,
Tirupathi-517501

TARIFF:

Sl. No.	Details	Tariff per day	Amount to be paid at the time of booking at ICF			
			40% of the amount paid by the Employees	60% of the amount paid by the SBF	60% of the total amount by the Officers	40% of the amount paid by the SBF
01.	Standard Room (Double Occupancy)	Rs.2,300/-	Rs.920/- per day	Rs.1,380/- per day	Rs.1,380/- per day	Rs.920/- per day
02.	Standard Room (Triple Occupancy)	Rs.2,900/-	Rs.1,160/- per day	Rs.1,740/- per day	Rs.1,740/- per day	Rs.1,160/- per day

Note: i) For additional persons, extra Bed/Room to be booked and amount to be directly paid at the Hotel.

ii) Any other expenditure, the allottee has to pay directly at the Hotel.

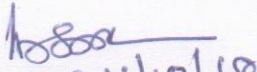
[Signature]
24/10/18

TERMS AND CONDITIONS:

1. Check-in and Check-out time - 24hrs.
2. No cancellation will be made within 4 days (excluding office/factory holidays) prior to check-in and amount will not be refunded.
3. Employees should remit the necessary booking charges at Axis Bank ICF Extension Counter.
4. Allotment will be made on confirmation of payment of necessary charges.
5. Applications should be submitted before 10 days of the booking date.

Applications will be received from 25.10.2018 for the month of November, December & January. Applications are available at Welfare Centre/Shell & Furnishing Divisions.

Supervisors are advised to give wide publicity to the employees about contents of the circular.


24/10/18

Senior Personnel Officer/W
For Principal Chief Personnel Officer