

**AIRPORTS AUTHORITY OF INDIA**  
**DEPARTMENT OF GENERAL ADMINISTRATION**

**Operational Offices**  
**Gurgaon Road**  
**New Delhi – 110 037.**

No.PERS/GENL/1209/2/2002/1487-1499

Dated : December 28, 2005

**CIRCULAR**

**HOLIDAY HOME AT SHIMLA / MANALI /DHARAMSHALA**

Holiday Home facilities at Shimla and Manali were introduced for the employees of AAI vide Circular of even No. dated 06.04.2004. Due to some reasons, the facilities at Manali were discontinued for some time which have been restored. Management has also added one more location at Hotel Bhagsu, Mecleodganj, Dharamshala for the benefit of employees.

2. It is further informed that while renewing the contract agreement with Himachal Pradesh Tourism Development Corporation Ltd. (HPTDCL), room tariffs have been revised. The revised rates are : Hotel Holiday Home, Shimla Rs.1700/-; Hotel Kunzum, Manali Rs.1100/- and Hotel Bhagsu, Dharamshala Rs.1200/- per room, per day. There is however, no change in the room rent charges i.e. Rs.50/- per day for one double bed room which is being paid by the employee.

3. Department of Personnel at Airports/Regions are requested to circulate this information. The addresses of the three Holiday Homes of HPTDC Ltd. are given below :

**Hotel Holiday Home Shimla**

*Hotel Holiday Home, (HPTDCL), Cart Road, Shimla, (Himachal Pradesh)  
Pin 171001, Tel.2812890-91-92-93-94 Fax 0177-2801705  
Website-www.hptdc.nic.in., E-mail-hthhh@sancharnet.in*

**II. Hotel Kunzam, Manali**

*Hotel Kunzam (HPTDCL), Manali, (Himachal Pradesh)  
Pin 175131, Tel. (01902) 253197, 253198 Fax (01902) 252325*

**II. Hotel Bhagsu, Dharamshala**

*Hotel Bhagsu, (HPTDCL), Mecleodganj, Dharamshala (Himachal Pradesh)  
Tel. (01892) 221091-92 Fax No. 01892-224928*

A revised Reservation Form is enclosed.



( Dr.T.S.Shaikh)  
General Manager (P&A)

**DISTRIBUTION :**

1. All Heads of Departments/Units/Sections.
2. OSD to Chairman.
3. Sr.EA to Member (Fin)/Manager (PS) to Member (Ops)/ Member (P&A)/ Member (Plg).
4. Airport Directors, AAI, Delhi/Mumbai/Kolkata/Chennai/Trivandrum.
5. Regional Executive Director, AAI, NR/WR/SR/ER/NER/
6. Principal, Civil Aviation Training College, Allahabad.
7. GM (Engg) DPO/GM (Cargo), IGIA Airport, New Delhi
8. Project Incharge, AAI, Mumbai/NSCBI/Chennai/Jaipur/Amritsar/Bhuj
9. General Secretary, IAAIOA
10. General Secretary, AAEU, RG Bhawan
11. Branch Secretary, AAEU Operational Offices
12. All Notice Boards

**Copy to**

GM (Admn.), CHQ - for wide circulation.

## FACILITIES & SERVICES

Following facilities & services will be provided to AAI employees:

- (i) Hotels shall serve, on demand, morning tea / coffee to employee, his/her family members free of charge during their stay in the Holiday Home.
- (ii) Hotels shall provide two extra mattresses, pillows, bed sheets, quilts, etc. free of charge if required by AAI employee besides the normal supply of quilts, blankets, towels, and other toiletry items.
- (iii) Hotels shall allow 10% discount on food and beverages on their normal rates.
- (iv) 20% discount on normal rates for the breakfast at Holiday Home Shimla will also be given.

## RESPONSIBILITIES OF THE EMPLOYEE/OFFICER AND THEIR FAMILY MEMBERS DURING STAY AT HOLIDAY HOMES.

Employee and family members are not allowed to cook food in the room and are also not allowed to bring outside food in the room.

2. Washing of clothes is also not permitted in the room or in any area of the Hotel.
3. The employee and family members shall keep the room allotted in a neat and clean manner. The employee should produce original allotment letter and PIC at reception on arrival at the Hotel.

The stay in the Holiday Home is only for the period specified in the allotment letter. For stay beyond the schedule time and date of allotment, it will be responsibility of the employee to make the payment directly to the Hotel before leaving. The Hotel shall recover the charges directly from the employee before leaving the Hotel. The overstay will be subject to availability of accommodation.

No person other than the persons indicated in the allotment letter and accompanying the employee will be permitted to stay in the room allotted in the Holiday Home.

The employee is required to certify for self and family members check in time and date immediately after arrival at the Hotel and complete entries in the Hotel Register. He is also to certify in the Hotel Register checking out time and date before leaving the Hotel. This information is also required to be given on the copy of the allotment letter available at Hotel. The key of the room should be handed over at the time of checking out.

If the employee fails to check in for accommodation at Hotel for 24 hours beyond the schedule time as specified in the allotment letter he will lose the right to have the accommodation against his allotment letter issued in his name. However, Hotel, at its discretion, may provide accommodation upto specified date of allotment subject to availability of accommodation.

9. The keys of the rooms should be handed over at the reception of the Hotel while leaving the room.
10. The employee and family members should not indulge in activities detrimental to the interest of the other guest staying at the Hotel.

The employee and family members shall comply with all the rules and regulations of the local authorities whatsoever.

The employee and family members shall stay in the Hotel at their own risk against theft, fire or any natural calamities etc. and AAI will not at all be responsible for any loss or damage sustained by the employee or family members.

No sick person(s) with infectious disease shall be allowed to stay at the Holiday Home.

## GENERAL

Employee and his/her family members are at liberty to order food and beverages on payment basis. Facilities of telephone, laundry etc. can also be availed on payment basis. All payments should be settled before leaving the Hotel.

Terms & Conditions for Allotment of Himachal Pradesh Tourism Development Corporation Ltd. (HPTDC Ltd.) Holiday Homes at Shimla, Manali and Dharamshala

**GENERAL:**

Himachal Pradesh Tourism Development Corporation (HPTDC) Ltd. shall provide services and facilities to the employees of AAI, as are being provided to other guests as per agreement, at their Holiday Homes : Hotel Holiday Home, Shimla; Hotel Kunzum, Manali; and Hotel Bhagsu, Dharamshala.

**ELIGIBILITY :**

1. The arrangement of Holiday Homes has been made for the benefit of the Employees and their dependent family members subject to availability of accommodation.
2. The allotment will be made subject to employee proceeding on leave/outstation permission leave and also accompanying with the family members for utilizing the Holiday Home(s).
3. The request for booking shall be entertained on first come first served basis.
4. Accommodation will be provided once in a year in either of the Holiday Homes run by HPTDC.

**PERIOD OF STAY AND NUMBER OF ROOMS**

1. The rooms shall be allotted maximum for five days. However, during the peak period the number of days may be reduced to Four depending upon the demand. The peak periods are:
  - (i) 15 Dec. to 15 January
  - (ii) 1 April to 30 June
2. The **check** out time from the Hotel is 12.00 noon.
3. Not more than two double bed rooms will be allotted to any employee including accompanying family members.
4. As per the agreement the hotel shall accommodate in one Double Bed Room : i) either 2 (two) adults and 2 (two) children below the age of 12 years; or ii) 2 (two) adults and 1 (one) adult child.

**RESERVATION:**


The interested employee should apply in the prescribed proforma to GM (P&A), Operational Offices atleast 15 days in advance but not more than 3 months in advance stating number of rooms, dates, period of stay required and particulars of family members.

**CHARGES:**

The charges for employee for the Holiday Homes at any one of the three locations will be Rs.50/- per day for one double bed room. The charges shall be deposited in advance at the airport / unit. The application form along with the cash receipt shall be sent to GM (P&A) for taking further action.

**ALLOTMENT AND CANCELLATION:**

1. After receipt of application a formal allotment letter shall be issued based on the availability of rooms and other factors as indicated in this circular.
2. In case of non-allotment Airport / Unit shall be advised to refund the amount deposited to employee.
3. If the accommodation is to be cancelled, sufficient notice period (not less than 15 days) should be given to Admn. Department, Operational Offices. In case of insufficient notice period the amount paid shall be forfeited.
4. On non-availing of the reserved accommodation without information to this office at the above Holiday Homes, 50% of the retention money for one day amounting to Rs.850/- for Shimla, Rs.550/- for Manali and Rs.600/- for Dharamshala will be recovered from the salary of the concerned employee.
5. In case of availing the Holiday Homes more than once in a given year by furnishing wrong information, the applicant will be liable to pay the full room rent charged by the Holiday Home i.e. Rs.1700/- per day per room for Shimla, Rs.1100/- per day per room for Manali; and Rs.1200/- per day per room for Dharamshala.

  
28/12

## RESERVATION PROFORMA

The General Manager (Admn),  
Airports Authority of India,  
Operational Offices  
Gurgaon Road  
NEW DELHI – 110037  
Fax No.011 25652830,25652817

(THROUGH PROPER CHANNEL)

Request for Reservation of Holiday Home, Shimla / Manali / Dharamshala  
✓ (Whichever is applicable)

Sir,

I hereby apply for reservation of AAI Holiday Home at Shimla / Manali / Dharamshala, with following details :

(1<sup>st</sup> Preference).

No. of Rooms: one/two    No. of days \_\_\_\_\_ : Dates From \_\_\_\_\_ to \_\_\_\_\_

(2<sup>nd</sup> Preference).

No. of Rooms: one/two    No. of days \_\_\_\_\_ : Dates From \_\_\_\_\_ to \_\_\_\_\_

2. I will proceed to Shimla/Manali/Dharamshala after the leave/station leave is duly sanctioned by the Competent Authority.
3. I have not availed this facility during the calendar year in any of the above mentioned Holiday Homes.
4. The following members of my family will accompany me.

S.NO.	NAME	AGE	RELATIONSHIP
			SELF

**NOTE :** *In one Double Bed Room either 2 (two) adults and 2 (two) children (below the age of 12 years) OR 2 (two) adults and 1 (one) child (above 12 years) can be accommodated.*

4. I am also enclosing photocopy of the Identity Card and original Cash Receipt No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_

Contd....2/-

Please Note

1. *Incomplete application forms will not be entertained.*
2. *Allotment is subject to terms & conditions for allotment of Hotel Holiday Home, Shimla / Manali/Dharamshala*
3. *Allotment is on first-cum-first served basis.*
4. *In case of non-allotment, Airport / Unit shall be advised to refund the amount deposited.*
5. *In case of non-availing the Holiday Home, Administration Deptt. will be informed well in advance.*

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UNDERTAKING

I hereby agree to abide by all the rules framed by AAI for occupation and use of holiday home. I also declare that neither myself nor any member of my family accompanying me suffer from any infectious disease. I hereby agree to give sufficient notice (of not less than 15 (fifteen) days for cancellation of reservation failing which the charges may be forfeited for the period the accommodation is reserved.

2. I also give an undertaking that in case of non-availing the accommodation without information at any of the Holiday Homes, 50% of the retention money charged by the authorities may be recovered from my salary.

Yours faithfully,

Date :

Signature

Full Name

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

Department/Section : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

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(FOR USE OF ADMINISTRATION DEPARTMENT)

1. Date and time of receipt of application \_\_\_\_\_

2. Action taken

Signature of Controlling Officer \_\_\_\_\_