



Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

Housing and Development Division

Application for Reservation of Pub Admin Rest

1. Name of the Guest House Required:
2. Anticipated period of accommodation: from..... to - No of Nights.....
3. Applicant's details;
 - I. Name :
 - II. National Identity Card No :
 - III. Current position :
 - IV. Salary scale and serial number :
 - V. Date of the first appointment to the public service :
 - VI. Date of appointment as a Staff Officer:
 - VII. Service station :
 - VIII. Most recent date of using the Guest House relevant to this division.....
 - IX. Name of the Guest House.....
 - X. Telephone Number : Office Personal
 - XI. Required no of rooms for accommodation: *(Only two persons in one room)*
 - * A/C VIP Rooms : (For the Public Sector Rs. 4,000.00 / For the Private Sector Rs. 6,500.00)
 - * A/C Rooms : (For the Public Sector Rs. 2,000.00 / For the Private Sector Rs. 4,500.00)
 - * Non A/C Rooms : (For the Public Sector Rs. 1,500.00 / For the Private Sector Rs. 2,500.00)
4. Details of the persons who expected to be accommodated at the Guest House: (Children above the age of 12 should also be included.)

	Name of the Guest	Relationship	NIC No
1.			
2.			
3.			
4.			
5.			
6.			
	Total Guests expect to be accommodated		

N.B. 01. Please note that this perquisite is valid only for the public officers and their qualified dependents.
 02. The application should be submitted before 14 days (2 weeks) from the date mentioned under No 2.

The particulars furnished above are true and accurate, and I hereby agree to abide by the conditions set out under Chapter "B", I personally present myself to obtain the service rendered by the said Guest House and further I will not direct any of the undermentioned in case of my absence. I hereby covenant and agree that I accommodate only the approved number of guests in the Guest House and in case of any damage caused to the property of the guest house by any of the undermentioned guest, the damage could be recovered from my salary.

.....
 Date Applicant's Signature

To the Senior Asst. Sec (Housing and Development),

The above particulars furnished by Mr./Mrs. who has been serving in this department/Ministry, are true and accurate. I hereby recommend to reserve the Guest House.

Date.....
Head of the Department
(place the official seal)

Mr./Ms/Mrs.....

I hereby grant the approval for accommodation for days commencing from 02.00 noon on this Day to 10.00 Morning on day to persons whose details are stated in the other side of this page. You are required to follow the directions mentioned hereunder.

1. The Public Administration Rest is established with the intension of extend the best, quality service towards you and therefore please be obliged to follow the directions hereby given to the Guests.
2. It is compulsory to produce either the Letter of Approval granted by the Head Office or Original of the receipt issued by the Bank or Head Office for the payment you have made to the Administrator of the Guest House to obtain the service of the Guest House.
3. It should be considered that it is your duty, obligation and responsibility to maintain the Room, Rooms (Room, Bed Linen, Sheets, Towels etc. inside the room) clean and satisfactory manner.
4. You are responsible to utilize the premises in such a manner not to cause any damages to internal or external premises of the property. In case of causing any such damages of the guests, actions shall be taken to recover the same from you.
5. The maximum guest could be accommodated in a room shall be Two Persons and you are required not to exceed the maximum that could be accommodated.
6. No burden, disturbance should be caused by your conduct to the other guests who are accommodated in the Guest House.
7. In case of Bed Linens, towels, pillow cases etc. get discolored or untidy due to your fault (by usage of hair dye, colorings or any other materials), you are to pay the damage as per the directions given to the Guest House Keeper.
8. If you wish to conduct any parties, ceremonies or any other social gathering within the premises, you are required to receive the prior approval from the Head Office. However, under no circumstances it should be a burden, nuisance to the other Guests within the premises.
9. In case of any complain received against your misconduct during your stay in the Guest House, under no circumstances your future Application for Room Reservation shall be considered.
10. In case of cancellation of reservation after you have reserved rooms, the monies paid by you could not be refunded. Under the circumstances where the reservation was cancelled due to unavoidable circumstances and which was duly convinced to the management, actions may be taken to reserve the room before expiry of the same calendar year.
11. I hereby offer our sincere gratitude to you for your kind cooperation extended towards our staff and for adhering to the directions given.

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, Bambalapitiya 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.

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