

Application form for the reservation of the Trincomalee circuit bungalow

01. Period of occupation required from..... to..... Number of nights.....

02. Information of the applicant

- I. Name
- II. NIC No.....
- III. Designation
- IV. Ministry/Department
- V. Address
- VI. Contact No: Office..... Residence

03. Number of persons proposed to occupy the Resort

Serial number	Name	Age (years)	NIC number	Relationship to the applicant
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				
12				
13				
14				
15				

(Total number)

I declare that the above information is correct and hereby agree with the condition overleaf.

.....
(Signature of Applicant)

Date.....

=====

Commissioner General of Elections
Election Commission

I recommend the above officer's application

Signature and the Official Frank
Head of the Department or Authorized Officer

Date.....

N.B.

1. Reservations can be made before three weeks from the date of anticipated occupation, paying the full amount through Mrs M. A. Liyanage, Administrative Officer of the Head Office.
2. Priority of reservations is given to the staff of the Election Commission for the months of April, August and December.
3. In case the reservation is cancelled due to any exigency of the Government or the Election Commission, moneys will be refunded to the applicant.
4. If the applicant is not going to occupy that circuit bungalow due to any unavoidable circumstances, the Election Commission should be informed in writing before 7 days of the intended date of occupation. Money paid by the applicant will not be returned. However, the applicant is allowed to reserve the same circuit bungalow for any other time period or another circuit bungalow to occupy before the end of the concerned year.
5. Nobody outside the persons mentioned in the application should be accompanied to occupy the circuit bungalow.
6. Applicant should make necessary payments to the caretaker of the circuit bungalow for bed sheets, pillow-cases of small size and food supplied.
7. No damage should be caused to any property inside or outside the premises belonging to the resort. In case any damage is done, the applicant is liable to pay all repair costs of the same.
8. Applicants can make all payments to any Elections Office in the Island, after consulting the officer in charge of reservations in the Head Office.
9. If any complaints are received against the applicants during the period of occupation, applications made by such persons will not be entertained in future.
10. Celebrations or any other merriments are totally prohibited in the resort.
11. If the kitchen is not used for the preparation of food, the applicant may arrange the supply of food from outside, with the knowledge of the Care-taker.

Ele/CIR/AO/1/2021

For office use

Care-taker

..... persons mentioned above are allowed to occupy the resort from 12 noon ofto
11 a.m. of

For the Commissioner General of Elections

Date

1 Copy ACE/Trincomalee

2 Accountant (payments)

3 Mr/Mrs/Ms

Receipt number

Date

Amount paid Rs.....