RAILWAY QUARTER VACATION MEMO

No……. dated……

Sub.: Vacation of Railway Residential Accommodation

1. Emp no.: ……..
2. Name : ……
3. Designation: ……..
4. Bill Unit :……..
5. Quarter Details : Quarter No……Type ……at ……..(colony & station)
6. Date of vacation: ……..

All removable electrical appliances/fittings viz Fans, Geysers, Lights have been removed from the quarter.

(a) Electric meter in working condition ☐ Yes/No

(b) Meter Card Intact ☐ Yes/No

(c) Meter reading = ……

Signature of SSE(Electric) concerned
Designation and stamp

It is to be declared that the keys of the above quarter are taken back and are kept in my custody.

Signature of official who vacated

Signature of SSE(works) concerned
Designation and stamp

Copy to:

1) Incharge of the employee……..
2) Divisional Controlling officer, DRM/…….
3) SSE (Electrical) concerned……..
4) Bill preparing authority……..(to update the status of HRA)
5) IT center/LJN
6) Any other concerned