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| **RELIANCE GREENS SECTOR 6/7** | | | |
| A SECTOR VI / VII RELIANCE GREENS | | | |
| JAMNAGAR, JAMNAGAR | | | |
| 361142 | | | |
| Telephone No. : | 02884018711 / 02884018711 | Fax No. : |  |
| Print Date : 15-Jan-2019 | | | |

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| **Reservation Registration / Confirmation** | | | |
| **Employee Details** | | | |
| Reservation No. | R996159 | Reservation On | 14-Jan-2019 |
| Employee Name | Mr. Ravi Saxena | Employee Code | 10064363 |
| Company | Reliance Industries Ltd. | Location | PTA - Patalganga |
| Department | MFG PMD PT HR - L&D - Rel Static | Approver Name | Mr. Prashant Bajirao Gaikwad |
| Mobile No. | 919559727208 | Office No. |  |
| Mail ID | RAVI2.SAXENA@RIL.COM | Gender | Male |
| Job Family / Cadre | T /  ST | Cost Center | 0010499033 |
| Preferred Transit House | Sector 25 Transit Accommodation | | |
| Request For | **Employee** | Request Status | **Approved - Confirm** |

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| --- | --- | --- | --- |
| **Reservation Details** | | | |
| Res. Date Time From | 15-Jan-2019 06:00 Hrs | Res. Date Time To | 24-Jan-2019 18:00 Hrs |
| **Due to non-availability of transit houses room in your specified period, reservation date and/or time has been changed as per room availability.** | | | |
| No. of Adults / Children | 1   /   0 | No. of Rooms | 1 |
| Booking Reason | Official | Food and Laundry expenses to be paid by | Individual |
| Transit House Location | Jamnagar | Transit House | RELIANCE GREENS SECTOR 6/7 |
| Room No(s) | **Room Details :** | | |
| Booking Remarks |  | | |
| Admin Remarks |  | | |
| Guest Signature : | | Date : | |
| Note : | | | |
| 1. Produce Confirmation Copy with Reservation No. at the time of check-in. | | | |
| 2. It is mandatory for the Employee to be present at the time of Check in and stay. | | | |
| 3. Pls adhere to the standard check in time 12:00 PM and check out time at 10:00 AM. | | | |
| 4. Always deposit your room keys at the Front Office / Reception Counter whenever you leave the premises. | | | |
| 5. In case of 'No Show' on the designated date and time, the reservation shall be released within 4 hours without further communication. | | | |
| 6. Request for extension of stay, with proper approval, may please be sent through ESS in advance. Extension of stay shall be subject to availability. | | | |
| 7. In case of personal bookings it is mandatory to cancel the booking on ESS if not availed or else, charges will be applicable. | | | |
| 8. Employee has to communicate with Admin for early check out. | | | |
|  | | | |
| Incase of any queries please contact : | |  | |
| **Dipak Dattani Amit D Badiyani** | | | |
| **Tel : 02884012124 / 7043773393** | | Computerized Copy -Signature not required | |
| Request Created On : 14-01-2019 12:03:06 | | Request Confirmed On : 14-01-2019 18:14:22 | |

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