

**APPLICATION FORM FOR BOOKING OF
HONEYMOON LODGE 1 & 2
BAF OFFICERS' MESS, DHAKA**

1. Officer's Particulars:

a. Rank: _____ b. Name: _____
c. BD/ _____ d. Branch: _____
f. Unit _____ f. Mob/Tel: _____

2. Period of booking:

a. Date: _____ to _____ Total _____ days
b. Reasons of booking _____

3. Residents name and relationship:

	<u>Name</u>	<u>Age</u>	<u>Relation</u>
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____

4. Requirement of Other facilities: _____

Date: _____

Sign _____
Name _____
Rank _____

5. Remarks of Mess Secy:
Recom/Not Recom

Date: _____

Sign _____
Name _____
Rank _____

6. Remarks of PMC:
Recom / Not Recom

Date: _____

Sign _____
Name _____
Rank _____

7. Remarks by AOC:
Approved / Not Approved

Date: _____

Sign _____
Name _____
Rank _____

- N.B:
- (1) Maximum 7 days of booking can be made by an officer. In case of requirement for more than 7 days, separate letter is to be initiated by an individual to Base for onward approval of Air HQ.
 - (2) After initial booking by telephone or any other means, the written application should reach to mess office at least three days prior to the actual date of arrival. If application form does not reach the mess office in time, the booking may be treated as cancelled.
 - (3) Application forms are aval in web site www.baf.mil.bd/officersmessdhaka/



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POLICY FOR ALLOTMENT OF HONEY MOON LODGE
BAF OFFRS' MESS, DHAKA

This lodge, as the name implies, provides an opportunity to newly married officers to celebrate their honeymoon in Dhaka. It also provides an opportunity to other officers to stay with their family in Dhaka area on urgent requirements. To provide equal opportunity and standardize the process of booking and allotments of the Honeymoon Lodge, following policy will be followed:

- a. Honeymoon Lodge may be booked over telephone or physically by filling up the prescribed form.
- b. A register will be maintained by NCOIC Offrs' Mess, for initial booking and to keep relevant records.
- c. Prescribed form is to be filled-in, not before one month and fwd the same to PMC through Mess Secy for allotment.
- d. The lodge may be booked for a period of maximum 07 days. Extension of period will be at the discretion of AOC, BAF Base Bashar.
- e. In no case, an officer is allowed to stay on other officers' booking.
- f. Officer will be permitted to keep his wife/her husband, children & parents only.
- g. Any officer who wants to surrender his booking must personally intimate to mess Secy at least 07 days before, otherwise he has to pay all the charges.
- h. The daily charges for Honeymoon Lodge is to be recovered from the alloties at the rate approved vide ref 'B' i.e. Tk.60/- for batman & Tk. 20/- for maint (Total Tk.80/day).
- j. While booking Honeymoon Lodge the officers are to submit the written form within 03 days of actual arrival to the mess office.
- k. If the booking is given by another officer, the sponsor officer will give his particulars and contact no to the mess authority, so that mess can communicate the sponsor officer regarding any query.
- l. For any unavoidable circumstances, mess authority reserves the right to cancel the booking as a whole.



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