

**RESTRICTED**

**ANNEX A TO**  
**SLAF/471/1/ORG**  
**DATED 22 SEP 22**

**STANDARD OPERATING PROCEDURE FOR RESERVATION OF**  
**RETIRED AIR FORCE OFFICERS HOLIDAY HOME (RAFOHH) AT SLAF**  
**ACADEMY CHINABAY**

1. Reservation of Retired Officers' Holiday Home can be made exclusively by the current members of Retired Air Force Officers' Association (RAFOA) who have retired under normal circumstances and are availing full retirement benefits, only for a maximum period of three (03) days.
2. In the event the RAFOA member holds a foreign citizenship, it has to be specifically declared and proper authority obtained from the Ministry of Defence (MOD) through the Air Secretariat, AFHQ prior to occupying the RAFOHH. In order for the Air Secretariat to obtain such permission from the MOD, Secretary, RAFOA will submit necessary details at least fourteen (14) days before the 01<sup>st</sup> day of occupation of RAFOHH.
3. Maximum number of occupants at a time: - 06 adults including the applicant (children above 14 years shall be considered as adult).
4. Reservation are to be done by submitting a duly completed Application Form which can be downloaded from the RAFOA website. Application forms are to be submitted to the Secretary RAFOA through the e-mail address given as; [rafoa@live.com](mailto:rafoa@live.com)
5. Secretary RAFOA after verifying the details, and recommendation of President RAFOA, shall submit the application to Commander of the Air Force (Air Secretariat) for approval through one of the following means;
  - a. Fax No: : 0112385690
  - b. E-mail Address : retdoffshhs@airforce.lk
6. At the same time, the Secretary, RAFOA will take action to keep the applicant informed of the availability or non- availability of RAFOHH, as the case may be.
7. The checking in time will be 1200 hrs while check out time on the day of vacating is 1000 hrs.
8. The Principal Applicant shall declare the identity of all occupying guests including him /herself at the Main Guard Room before occupying the RAFOHH.
9. The retired Officer who reserve the RAFOHH is to inform the Base/Stn Officers' Mess of their meal requirements either directly or through the caretaker, Grd Stwd Asst available thereat. The telephone number available at the RAFOHH at SLAF AcdmY Cby is 026-2233272 (Ext. 36040).

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10. The payments due in respect of meals/beverages obtained from Officers' Mess are to be settled by cash to the Treasurer Officers' Mess Fund prior to departure/checking out.

11. The reservation charges as indicated in the Application Form are to be paid to Treasurer Service Institute Fund (SIF) before vacating the facility.

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