

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 four (04) days.
2. In the event the RAFOA member or guest(s) 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, the Retired Officer making the reservation must forward the passport copy(ies) of the foreign citizen(s) to Secretary RAFOA (email: secyrafoa@gmail.com) at least fourteen (14) days before the 01st day of occupation of RAFOHH. Secretary, RAFOA will submit necessary details to AFHQ for obtaining of MOD approval.
3. Maximum number of occupants at a time: - 06 adults including the applicant (children 14 years and below shall not be considered as adults).
4. Reservations are to be done online via the RAFOA website only. The Retired Officer making the reservation is to fill all details accurately. Providing erroneous details may result in cancellation of the reservation without notice or the member being prohibited from using RAFOHH facilities.
5. Secretary RAFOA after verifying the details, shall recommend and submit the application to Commander of the Air Force (Air Secretariat) for approval.
6. The checking in time will be 1200 hrs on the date of booking while check out time is 1000 hrs on the day following the last booking date.
7. The Principal Applicant shall declare the identity of all accompanying guests including him /herself to any authorized SLAF official on request while occupying the RAFOHH.
8. The retired Officer who reserves the RAFOHH is to inform the Officers' Mess of their meal requirements either directly to the Officers' Mess SLAF Academy China Bay or through the caretaker, Grd Stwd Asst available thereat. The telephone number available at the RAFOHH at SLAF Academy Cby is 026-2233272 (Ext. 36040).
9. 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.

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

11. The Principal Occupant is to inform all unserviceabilities of furniture/equipment and breakages to the caretaker /Mess Steward in charge. Same can be mentioned in the Visitors/suggestions Book available at the facility.