

**STANDARD OPERATING PROCEDURE FOR RESERVATION OF
'SKYMASTER RETREAT' RETIRED AIR FORCE OFFICERS' HOLIDAY
HOME (RAFOHH) AT SLAF STN KGL**

1. Reservation of 'Skymaster Retreat' 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 or other occupant 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 'Skymaster Retreat' Holiday Home. 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 'Skymaster Retreat' Holiday Home. Secretary, RAFOA will submit necessary details to AFHQ for obtaining of MOD approval.
3. Maximum number of occupants at a time: - 08 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 reserve the 'Skymaster Retreat' Holiday Home is to inform their meal requirements through the Caretaker, Grd Stwd Asst available thereat. Meals can also be ordered from the "Catalina Grill" restaurant. The telephone number available at the 'Skymaster Retreat' Holiday Home at SLAF Stn Kgl is 091-2283228 (Ext. 46051).
9. The payments due in respect of meals/ beverage obtained from the Officers' Mess are to be settled by cash to the Treasurer Officers' Mess Fund prior to departure/ checking out.

10. The reservation charge 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.