

**STANDARD OPERATING PROCEDURE FOR RESERVATION OF
'CESSNA COTTAGE' RETIRED AIR FORCE OFFICERS HOLIDAY HOME
(RAFOHH) AT SLAF STATION PIDURUTALAGALA (NUWARA ELIYA)**

1. Reservation of 'Cessna Cottage' 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 any 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 "Cessna Cottage" 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 of the foreign citizen(s) to Secretary RAFOA (email: secyrafoa@gmail.com) at least fourteen (14) days before the 01st day of occupation of 'Cessna Cottage' 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 occupying guests including him/herself to any authorized SLAF official on request while occupying the RAFOHH.
8. The retired Officer who reserve the 'Cessna Cottage' Holiday Home 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 'Cessna Cottage' Holiday Home at Nuwara Eliya is 0742006242.
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.