



CHO/PMG/ 22./2022-23

Date: 29.09.2022

All Branches/ Offices

Sub: Staff Welfare Scheme-Bank's new Holiday Home at Gangtok, Manali and Shimla.

The competent authority has approved addition of new holiday homes at **Gangtok, Manali and Shimla** along with some modifications in the guidelines of staff welfare scheme-Holiday Homes.

Presently our Bank has Holiday Homes at Puri(4 rooms), Shirdi(2 rooms) and Tirupati(2 rooms), which were renewed for the period from 01.04.2022 to 31.03.2023. We are glad to inform that we have added new holiday homes at different locations for a period of one year (subject to renewal/ alteration at any point of time). Details of the same is attached in **Annexure-I.**

The gist of guidelines is reproduced hereunder for convenience of in-service and retired employees:

1. Rent Payable is **Rs.150/-** per day per room;
2. Rooms can be availed (i) by In-service employee with his/her dependent family members, and (ii) by Retired employee with his/her spouse.
3. Rooms are available against advance booking through HRMS Package only for in-service employees.
4. Retired employees should submit hard copy of the application form (Form-1) to Personnel Services Department, Head Office or they can apply by dropping an email at Email id- holidayhome@ucobank.co.in; Desk number **033-44559233** is available for any assistance while booking.
5. Booking of Rooms will be monitored centrally by **Personnel Services Department (PSD), Head Office, Kolkata.**
6. Booking can be made only upto **23:59 p.m.** of the previous day of check-in date.
7. Period of stay is **Maximum 3 (Three) Nights and 4 (Four) Days** from the Check-in time subject to availability of bookings. The day for this purpose shall mean a period reckoned from the check in time of the first day up-to the Check-out time of the hotel which is generally fixed at 12 noon.
8. Booking of room(s) in the Holiday Home at Puri will be open only before three months from the date(s) of proposed occupancy, whereas, there is no such restriction in booking at all other Holiday Homes. Booking of room(s) will be done on first come first serve basis automatically by the system (i.e. in Chronological order).
9. Bank may not be able to provide accommodation / confirmation of booking of room/s of holiday home as requested by the employees/ retired employees on account of holiday, etc. In such a situation, accommodation/ booking of room(s) shall be provided on the earliest available date.
10. No staff members/retired employees shall be allowed booking of rooms in our Puri Holiday Home within six months from his/her earlier booking at Puri. In other words, any staff member / retired employee is allowed to book room(s) in Holiday Home at Puri only twice in a year with a gap of six months between two booking dates.



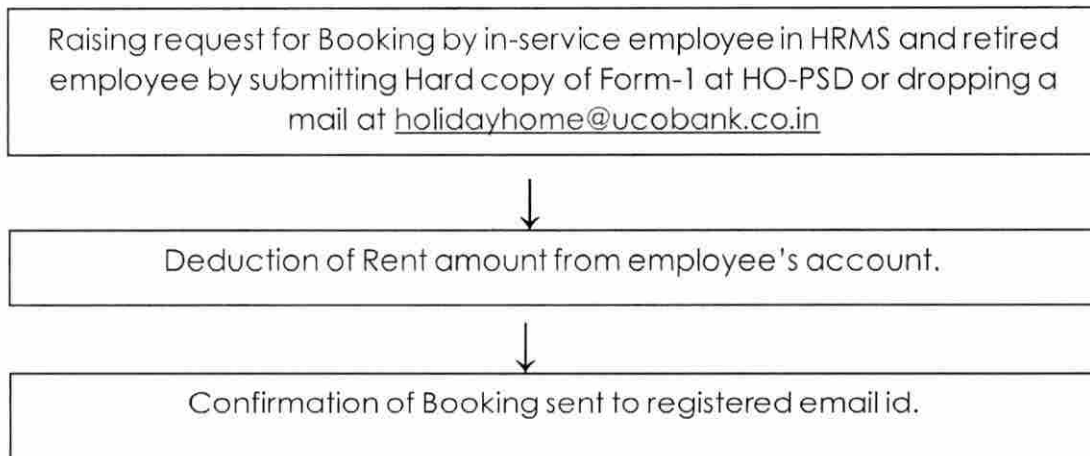
11. Once the booking of rooms is confirmed by HO-PSD, the Employees' portion of Rent debited from the account of the In-service Employee / Retired Employee will not be refunded. Appropriation of Room Rent for any other period/ reason during or after stay at hotel is also not permitted.
12. Confirmation of the Booking will be sent to the registered email id for in-service employees and to the email id provided by retirees for retiree staff.
13. Employees / Retirees availing Holiday Home facility must carry the Bank's Identity Card (with photo) with them and the same may be produced to Hotel Authorities to establish their identity as UCO Bank's Employee / Retired Employee.

***In addition to above, Bank has introduced a system of Feedback option in HRMS for in-service employees, which will be operational in HRMS from 10/10/2022.

Tenure of Holiday Homes, Booking dates and check-in, check-out time:

Holiday Home Destination	Booking/Applying start date in HRMS	Availability of Room(s) from	Check-in time	Check-out time
Gangtok	01.10.2022	15.10.2022	11:00 A.M.	11:00 A.M.
Manali	01.10.2022	21.10.2022	12:00 P.M.	11:00 A.M.
Puri	Already Open	01.04.2022	07:30 A.M.	06:30 A.M.
Shimla	30.09.2022	01.10.2022	12:00 P.M.	12:00 P.M.
Shirdi	Already Open	01.04.2022	12:00 P.M.	12:00 P.M.
Tirupati	Already Open	01.04.2022	12:00 P.M.	12:00 P.M.

Flow of Booking a Holiday Home



Other guidelines:

- In-service employee / Retired Employee concerned will be liable to pay appropriate compensation to be decided by the Hotel/ Bank due to loss/ damage caused by him /





her or his/her dependent family members/ spouse to the Hotel's properties during his/her/their stay at the Holiday Home.

- Bank will also not be liable for any loss/ damage etc., caused to the staff members during their stay at the Holiday Home.
- Bank reserves its right to amend/alter/rescind any of the aforesaid provisions at its discretion at any point of time of course with due intimation to all concerned.

Branches/ Offices are directed to bring the contents of this Circular to the notice of all In-service employees / Retired employees enabling them to avail the facility. A copy of this Circular should be prominently displayed on the Bank's Notice Board for information of all concerned.

(Manish Kumar)
General Manager
HRM, PSD, OL & Training



S No	Location	Name, address and telephone number of the Hotel	Number of Rooms available	Competent Authority for management, reservation and cancellation of holiday home	Name, address & telephone number of Branch from where necessary assistance may be availed, if required
1	Puri	Hotel Seagull Swargadwar Sea Beach at PO/Dist: Puri (Odisha) Ph:06752-223618/222966/ 222967 Tele-Fax: 226202 Email: seagullpuri@yahoo.co.in	Four	HO-PSD	UCO Bank, Duduwala, Dharamshala Complex, Grand Road, Puri- 752001 Ph: 06752-252216/228225 Fax: 252447, Email: puri@ucobank.co.in
2	Shirdi	Hotel Kala Sai Opp. Police station, Nagar-Manmad highway, Shirdi-423109 Ph: 02423 257171/81 Mob: +91-8605525456 Email: hotelkalasaishirdi@gmail.com	Two	HO-PSD	UCO Bank, Plot 9-10, Gr Flr, Hotel Kalasai, Rahata, Ahmna-423109 Ph: 07477658800 Email: shirdi@ucobank.co.in
3	Tirupati	Hotel Udayee International, 13-6-6771/20, Opp. ASRTC Bus Stand, Tirupati-517501, Chittor, Dist. A.P. Ph: 0877-2266581 to 2266585 (5 Lines) Mob. 094408-51333 Fax- 0877-2243222 Email : oyo6061@gmail.com	Two	HO-PSD	UCO Bank, 132, T.P. Area, Opp. Vishnu Nivasam Complex, Tirupati-517501 Ph: 0877-2225703 Email: tirupa@ucobank.co.in
4	Gangtok	Hotel 100 Petals Thapa Golai, Sichey Road, Gangtok, Sikkim- 737101 Ph: 9933333311,0359-2284484 Email: info100petals@gmail.com	Two	HO-PSD	UCO Bank Gangtok, East Sikkim-737101 Ph: 9800584203 Email: gangto@ucobank.co.in
5	Manali	Utopia Resorts & Spa Near Hadimba Temple, Manali Dist. Kullu, HP- 175131 Ph: 9816012446, 9816211183, 9418052446 Email: reservations@utopiamanali.com	Two	HO-PSD	UCO Bank Manali-175131 Ph:9418365163 Email: manali@ucobank.co.in
6	Shimla	Hotel Wingait Inn Chaura Mainda, Shimla-171004 Ph: Mob: 8091000111 Email: wingaitinnhotel@gmail.com	Two	HO-PSD	UCO Bank Karol House, The Mall, Shimla- 171001 Ph:9805510068 Email: simla@ucobank.co.in

