



All Branches/ Offices

Sub: Staff Welfare Scheme-Bank's new Holiday Home at Goa, Mumbai and Shillong.

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

Presently our Bank has Holiday Homes at Gangtok, Katra, Manali, Mussoorie, Nainital, Ooty, Pondicherry, Port Blair, Puri, Rameshwaram, Shimla, Shirdi, Tirupati and Varanasi. We are glad to inform that we have added 3 new holiday homes at different locations for a period of one year (subject to renewal/ alteration at any point of time). Details of all the Holiday Homes 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 i.e. Two Rooms for in-service employees and One Room for Retired employee.
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. Check-in and check-out date should be explicitly mentioned in the form/e-mail.
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. This guideline will remain same for all Holiday Homes except Ooty and Pondicherry. For Ooty and Pondicherry booking has to be completed 48 hours prior to the 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 booking / 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, booking/ booking of room(s) shall be provided on the next working 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 and within three months from his/her earlier booking at all other Holiday Homes.
11. Booking in a particular holiday home for one journey should be done through a single entry as the employee will not be able to book the same holiday home for 3 months from the check-in date.
12. 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.
13. 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.
14. 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.

Feedback:

Feedback option is live in HRMS for all in-service employees and is mandatory for any employee availing Holiday Home facility.

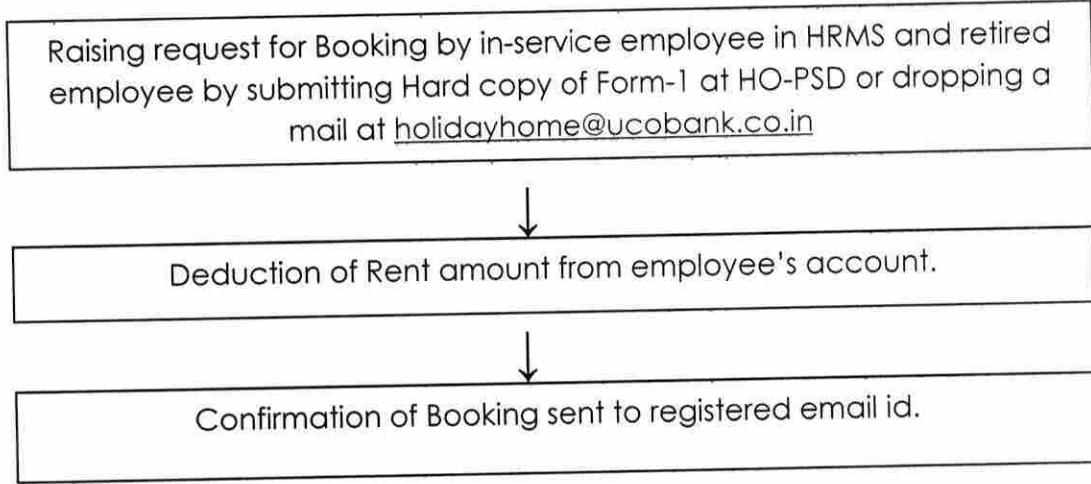
Tenure of Holiday Homes, Booking dates and check-in, check-out time:

| Holiday Home Destination | Booking/Applying start date in HRMS | Availability of Room(s) from | Check-in time | Check-out time |
|--------------------------|-------------------------------------|------------------------------|-------------------|-------------------|
| Gangtok | Already Open | 15.10.2022 | 11:00 A.M. | 11:00 A.M. |
| Goa | 11.11.2022 | 20.11.2022 | 10:00 A.M. | 09:00 A.M. |
| Katra | Already Open | 15.11.2022 | 01:00 P.M. | 12:00 P.M. |
| Manali | Already Open | 21.10.2022 | 12:00 P.M. | 11:00 A.M. |
| Mumbai | 11.11.2022 | 15.11.2022 | 12:00 P.M. | 11:00 A.M. |
| Mussoorie | Already Open | 05.10.2022 | 12:00 P.M. | 11:00 A.M. |
| Nainital | Already Open | 15.10.2022 | 12:00 P.M. | 11:00 A.M. |
| Ooty* | Already Open | 15.10.2022 | 01:00 P.M. | 12:00 P.M. |
| Pondicherry* | 01.11.2022 | 05.11.2022 | 12:00 P.M. | 12:00 P.M. |
| Port Blair | 01.11.2022 | 05.11.2022 | 11:00 A.M. | 10:00 A.M. |
| Puri | Already Open | 01.04.2022 | 07:30 A.M. | 06:30 A.M. |
| Rameshwaram | Already Open | 15.10.2022 | 12:00 P.M. | 12:00 P.M. |
| Shillong | 11.11.2022 | 01.12.2022 | 01:00 P.M. | 12:00 P.M. |
| Shimla | Already Open | 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. |
| Varanasi | Already Open | 15.10.2022 | 12:00 P.M. | 11:00 A.M. |

***For Ooty and Pondicherry - Booking should be made 48 hours prior to the check-in date.**



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



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

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| S No | Location | Name, address and telephone number of the Hotel | No. of Rooms available | Name, address & telephone number of Branch from where necessary assistance may be availed, if required |
|------|-----------|---|------------------------|---|
| 1 | Gangtok | Hotel 100 Petals Thapa Golai, Sichey Road, Gangtok, Sikkim- 737101 Ph: 0359-2284484 Mob: 9933333311 Email: info100petals@gmail.com | Two | UCO Bank Gangtok, East Sikkim-737101 Mob: 9800584203 Email: gangto@ucobank.co.in |
| 2 | Goa | Hotel Le Magnifique 406/230, Plot No. 90, Nova Cidade, Nova Cidade Encalve, Alto- Befim Porvorim, Bardez, Goa- 403521 Mob: 9822142938/ 9881493938 Email: lemagnifique@lemagnifiquegoa.com lemagnifique@rediffmail.com | Two | UCO Bank Mapusa Branch, Subraya Building, Near Municipal Market, Mapusa, Goa-403507 Mob: 8877079756 Email: mapusa@ucobank.co.in |
| 3 | Katra | Hotel Green Valley Railway Chowk, Katra, J&K-182301 Ph: 01991-295667 Mob: 7006110368 Email: hotelgreenkatra@gmail.com | Two | UCO Bank, Katra, Po- Katra, Vaishno Devi, J&K-182301; Mob: 7780810114 Email: kvdevi@ucobank.co.in |
| 4 | Manali | Utopia Resorts & Spa Near Hadimba Temple, Manali Dist. Kullu, HP- 175131 Mob: 9816012446/ 9816211183/ 9418052446 Email: reservations@utopiamanali.com | Two | UCO Bank Manali-175131 Mob: 9418365163 Email: manali@ucobank.co.in |
| 5 | Mumbai | Hotel Manama 221, 225, P D'Mello Rd, Opposite St. George Hospital, Indira Docks, Mumbai Port Trust, Mazgaon, Mumbai, Maharashtra - 400001 Mob: 9930536754 Email: hotelmanamasales@gmail.com | Two | UCO Bank Mumbai D N Road, UCO Bank Buildings, Mumbai, Maharashtra- 400023 Mob: 9884037018 Email: mumbai@ucobank.co.in |
| 6 | Mussoorie | Hotel Deep Opp St. Mary's Hospital, Camel's Back Road, Near Picture Palace, Mussoorie - 248179 Ph: 0135-2632470 Mob: 9837170142/ 9012653178 Email: deephotels@gmail.com | Two | UCO Bank, Landour Cantt, Near Gurudwara Chowk, Mussoorie-248179 Ph: 0135-236811 Mob: 9927216440 Email: mussoo@ucobank.co.in |



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|----|-------------|---|------|--|
| 7 | Nainital | Emoji Inn Thandi Sack, Tallital, Nainital - 263001 Ph: 05942-238092 Mob: 8533052822 Email: hotelemoji@gmail.com | Two | UCO Bank 94/1A, Grain Villa Compound, Tallital, Nainital - 263002 Mob: 8791173613 Email: nainit@ucobank.co.in |
| 8 | Ooty | Hotel Nahar Nilgiris, 52A, Charing Cross, Ooty - 643001 Ph: 0423-2442173/ 2443685/ 2445798/ 2445797 Email : nilgiris@naharhotels.com | Two | UCO Bank, 47, Reliance Building, Commercial Road, Charing Cross Road, Ootacamund – 643001 Ph: 0423-2442571/2442671 Mob : 9973594975 Email: ootaca@ucobank.co.in |
| 9 | Pondicherry | Hotel Jayaram 90, Kamaraj Salai, Illango Nagar, Puducherry- 605001 Mob: 9894488866 Email: hoteljayaram@gmail.com | Two | UCO Bank Pondicherry Main, PO37, Rue Mahe De Labourdonn, Pondicherry- 605001 Mob: 9955069224 Email: pondic@ucobank.co.in |
| 10 | Port Blair | Hotel Landmark Aberdeen Bazar Near Clock Tower, Port Blair, Andaman and Nicobar- 744101 Phone: 0319-2235765 Email: landmarkandaman@gmail.com | Two | UCO Bank Port Blair Branch, Port Blair, Andaman Nicobar- 744101 Mob: 7749886742 Email: portbl@ucobank.co.in |
| 11 | 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 | UCO Bank, Duduwala, Dharamshala Complex, Grand Road, Puri- 752001 Ph: 06752-252216/228225 Fax: 252447, Email: puri@ucobank.co.in |
| 12 | Rameshwaram | Hotel Ram Leela 90C, Ithi Street, Rameshwaram, Tamil Nadu - 623526 Ph: 04573-290111 Mob: 6380427241 Email: hotelramleela@gmail.com | Two | UCO Bank 176, Sapthagiri Vaniga, Vandaikara Street, Ramanthpuram, T.N.- 623504 Mob: 7200503588 Email: ramanat@ucobank.co.in |
| 13 | Shillong | Hotel Island Park Residency Police Station, Thana Road, Near Sadar, Shillong, Meghalaya-793001 Ph: 0364-2506622 Mob: 8798846120 Email: hotelislandparkresi@gmail.com | Two | UCO Bank PO Cherrapunji, Dist East Khasi Hills, Cherrapunji, Meghalaya- 793108 Mob: 9774120542 Email: cherra@ucobank.co.in |



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|----|----------|---|-----|---|
| 14 | Shimla | Hotel Wingait Inn Chaura Mainda, Shimla-171004 Mob: 9816035893 Email: wingaitinnhotel@gmail.com | Two | UCO Bank Karol House, The Mall, Shimla- 171001 Ph:0177-2657525 Mob: 9816035893 Email: simla@ucobank.co.in |
| 15 | Shirdi | Hotel Kala Sai Opp. Police station, Nagar-Manmad highway, Shirdi-423109 Ph: 02423 257171/81 Mob: 8605525456 Email: hotelkalasaishirdi@gmail.com | Two | UCO Bank, Plot 9-10, Gr Flr, Hotel Kalasai, Rahata,Ahmna-423109 Ph: 07477658800 Email: shirdi@ucobank.co.in |
| 16 | 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 | UCO Bank, 132, T.P. Area, Opp. Vishnu Nivasam Complex, Tirupati-517501 Ph: 0877-2225703 Email: tirupa@ucobank.co.in |
| 17 | Varanasi | J S Residency, B.12/112 B-2, Gauriganj, Bhelupur, Varanasi – 2210001 Ph:0542-2275050/2275004 Mob: 7309032243 Email: jsresidency@gmail.com | Two | UCO Bank Bhelupura, Varanasi- 221010 Mob: 9621816882 Email: bhelup@ucobank.co.in |

Competent Authority for management, reservation and cancellation of holiday home





UCO BANK

FORM-1

Personnel Services Department, Head Office, Kolkata (033-44559233)

Date:

FORM FOR BOOKING OF HOLIDAY HOME ROOM(S)

| | | |
|--|--|---|
| Name | | |
| EMP Number | | |
| Desired Period of Booking | | Check-in Date: _____ Check-out Date: _____ |
| No. of Days (maximum 3 nights & 4 days) | | |
| Contribution of rent payable by the Retiree (@Rs.150/- Per Room Per Day) | | |
| Contact No | | Email id |

List of Hotels

| S No | Location | Hotel Name | Please select one by ticking |
|------|-------------|-----------------------------|------------------------------|
| 1 | Gangtok | Hotel 100 Petals | |
| 2 | Goa | Hotel Le Magnifique | |
| 3 | Katra | Hotel Green Valley | |
| 4 | Manali | Utopia Resorts & Spa | |
| 5 | Mumbai | Hotel Manama | |
| 6 | Mussoorie | Hotel Deep | |
| 7 | Nainital | Hotel Emoji Inn | |
| 8 | Ooty | Hotel Nahar Nilgiris | |
| 9 | Pondicherry | Hotel Jayaram | |
| 10 | Port Blair | Hotel Landmark | |
| 11 | Puri | Hotel Seagull | |
| 12 | Rameshwaram | Hotel Ramleela | |
| 13 | Shillong | Hotel Island Park Residency | |
| 14 | Shimla | Hotel Wingait Inn | |
| 15 | Shirdi | Hotel Kala Sai | |
| 16 | Tirupati | Hotel Udayee International | |
| 17 | Varanasi | Hotel J S Residency | |

(Bank may not be able to provide accommodation as requested, however accommodation shall be provided on the earliest date from the requested date of booking as per chronological order of receipt of applications through email at holidayhome@ucobank.co.in or physical form at HO, PSD whichever is earlier.)

SIGNATURE OF RETIRED EMPLOYEE

Letter of Authority

I hereby authorise UCO Bank, Head Office, Personnel Department to debit my Account No _____ at UCO Bank, _____ Branch (Sol Id _____) with amount as mentioned under head "Contribution of rent payable by the Retiree" above and credit the same to CA - "Holiday Home" at UCO Bank, DD Block, Sector-1 Branch, Salt Lake, Kolkata.

I understand that Bank may not be able to provide accommodation on the dates requested by me as above. However, allotment may be provided on the earliest available date as per chronological order of receipt of applications from applicants the bank.

SIGNATURE OF RETIRED EMPLOYEE

