



CHO/PMG/SW/30 /2022-23

Date: 31.10.2022

All Branches/ Offices

Sub: Staff Welfare Scheme-Bank's new Holiday Home at Pondicherry and Port Blair.

The competent authority has approved addition of new holiday homes at **Pondicherry and Port Blair** 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, Puri, Rameshwaram, Shimla, Shirdi, Tirupati and Varanasi. We are glad to inform that we have added 2 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:

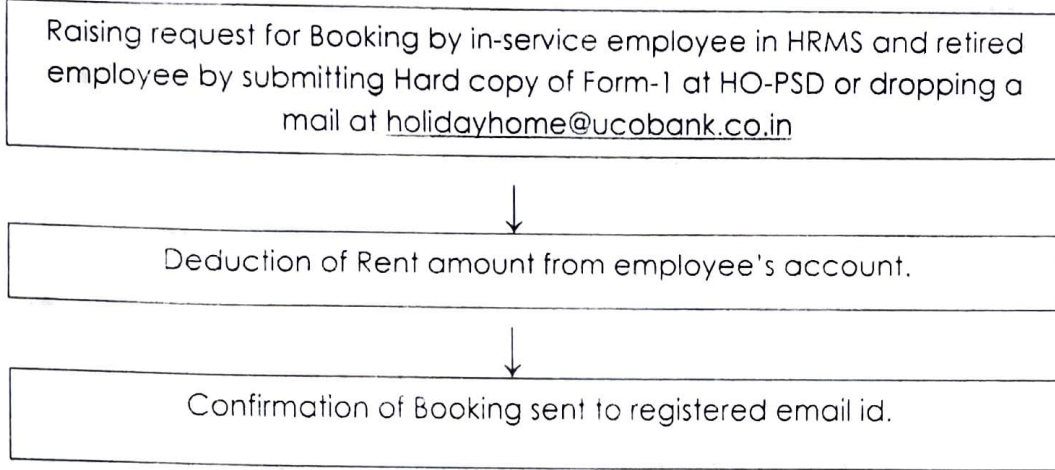
Holiday Home Destination	Booking/Applying start date in HRMS	Availability of Room(s) from	Check-in time	Check-out time
Gangtok	Already Open	15.10.2022	11:00 A.M.	11:00 A.M.
Katra	Already Open	15.11.2022	01:00 P.M.	12:00 P.M.
Manali	Already Open	21.10.2022	12:00 P.M.	11:00 A.M.
Mussoorie	Already Open	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.
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.

(Handwritten signature)

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



(Handwritten mark)

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: 9933333311,0359-2284484 Email: info100petals@gmail.com	Two	UCO Bank Gangtok, East Sikkim-737101 Ph: 9800584203 Email: gangto@ucobank.co.in
2	Katra	Hotel Green Valley Railway Chowk, Katra, J&K-182301 Ph:01991-295667; Mo:7006110368 Email: hotelgreenkatra@gmail.com	Two	UCO Bank, Katra, Po- Katra, Vaishno Devi, J&K-182301; Ph:7780810114 Email: kvdevi@ucobank.co.in
3	Manali	Utopia Resorts & Spa Near Hadimba Temple, Manali Dist. Kullu, HP- 175131 Ph:9816012446,9816211183,9418052446 Email: reservations@utopiamanali.com	Two	UCO Bank Manali-175131 Ph:9418365163 Email: manali@ucobank.co.in
4	Mussoorie	Hotel Deep Opp St. Mary's Hospital, Camel's Back Road, Near Picture Palace, Mussoorie - 248179 Ph: 0135-2632470 Mob: +91-9837170142/9012653178 Email: deephotels@gmail.com	Two	UCO Bank, Landour Cantt, Near Gurudwara Chowk, Mussoorie-248179 Ph: 0135-236811 Mob: 9927216440 Email: mussoo@ucobank.co.in
5	Nainital	Emoji Inn Thandi Sadk, Tallital, Nainital - 263001 Ph: 05942-238092 Mob: 8533052822 Email: hotelemoji@gmail.com	Two	UCO Bank 94/1A, Grain Villa Compound, Tallital, Nainital - 263002 Ph: 8791173613 Email: nainit@ucobank.co.in
6	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, Ootacumund – 643001 Ph: 0423-2442571/2442671 Mob : 9973594975 Email: ootaca@ucobank.co.in
7	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



8	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
9	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
10	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 Ph:7200503588 Email: ramanat@ucobank.co.in
11	Shimla	Hotel Wingait Inn Chaura Mainda, Shimla-171004 Mob: 9816035893 Email: wingaitinnhotel@gmail.com	Two	UCO Bank Karol House, The Mall, Shimla- 171001 Ph:0177-2657525,9816035893 Email: simla@ucobank.co.in
12	Shirdi	Hotel Kala Sai Opp. Police station, Nagar-Manmad highway,Shirdi-423109 Ph: 02423 257171/81 Mob: +91-8605525456 Email: hotelkalasaishirdi@gmail.com	Two	UCO Bank, Plot 9-10, Gr Flr, Hotel Kalasai, Rahata,Ahmna-423109 Ph: 07477658800 Email: shirdi@ucobank.co.in
13	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
14	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 Ph: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) Please refer to latest Circular			
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	Katra	Hotel Green Valley	
3	Manali	Utopia Resorts & Spa	
4	Mussoorie	Hotel Deep	
5	Nainital	Hotel Emoji Inn	
6	Pondicherry	Hotel Jayaram	
7	Port Blair	Hotel Landmark	
8	Puri	Hotel Seagull	
9	Ooty	Hotel Nahar Nilgiris	
10	Rameshwaram	Hotel Ramleela	
11	Shimla	Hotel Wingait Inn	
12	Shirdi	Hotel Kala Sai	
13	Tirupati	Hotel Udayee International	
14	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 by the bank.

SIGNATURE OF RETIRED EMPLOYEE

