



UCOBANK RETIREES' ASSOCIATION KARNATAKA (Regd)
(Regd as S.No: 699/97-98 Dated 20/01/1998 with the
Registrar of Societies, Karnataka)



Regd Office: C/o UCO Bank, 3rd Floor, 13/22, Kempegowda Road, Bangalore-560009
Website: urakar.com

UBRA-KAR/CIR/0157/2017-20

Date: 04.01.2020.

To all members of our unit.

Dear Comrades,

Sub: Booking of Bank's Holiday Homes through HRMS Portal for in-service employees.

Head Office has issued revised guidelines for booking Bank's Holiday Homes at various places.

The latest guidelines are contained in their circular no. SHO/PMG/35/2019-20 dated.01.01.2020. The same circular is appended below.

Members are requested to save a copy of the said HO circular for their use in future.

B.Lakshminarayana
Hon.Secretary.

UCO BANK

Head Office, Personnel Services Department

Circular No.CHO/PMG/35/2019-20

Date: 01.01.2020

ALL BRANCHES / OFFICES IN INDIAN UNION.

Sub: Booking of Bank's Holiday Homes through HRMS Portal for in-service employees.

Our Bank is providing Holiday Home facilities at three places / centres, viz., Shirdi (2 rooms), Tirupati (2 rooms) and Puri (4 rooms) for the benefit of in-service and retired employees of the Bank.

Provision has been made in HRMS Portal for booking of Holiday Homes for inservice employees. Menu options for this have been activated, which is available under **Self Service -> Apply Holiday Home.**

Hence, all in-service employees/officers/executives are advised to apply for booking of Holiday Homes through HPMS Package only. No Manual application for the above purpose shall be entertained.

Retired employees should submit their hard copy of the application form to Personnel Services Department, Head Office or through email at email id holidavhome@ucobank.co.in for booking of Holiday Homes at the above places. Confirmation of booking will be intimated to the concerned retired employee through email only.

The gist of guidelines is reproduced hereunder for convenience of in-service as well as 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 as per procedure described above.
- 4) Booking of Rooms will be monitored centrally by Personnel Services Department (PSD), Head Office, Kolkata.
- 5) Booking of room(s) in the Holiday Home at Puri will be open only before three months from the date(s) of proposed occupancy on first come first serve basis (i.e. in Chronological order).

ContdP/2...

Personnel Services Deptt., Head Office-II, DD 3&4, Sector-I, Sait Lake Kolkata-700064,
nita 033- 44559213/9230/9258 Wff 033-44559444

材 H-e-mail: holidavhome@ucobank.co.in: ho.esw@ucobank.co.in



(2)

- 6) 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.
- 7) 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.

The Job Card/Standard Operating Procedure for booking of Holiday Homes through HRMS Package is enclosed for ready reference to all in-service employees.

For any assistance, contact the dealing officer, Personnel Services Department, Head Office, on telephone No.033-44559204,

Copy of this Circular should be brought to the notice of all staff members of Branches/Offices and also be prominently displayed on the Notice Board for information of all concerned.



(**नरेश कुमार Naresh Kumar**)
Jt General Manager

HRM, Training, PSD &OL



Encl: As stated

Personnel Services Deptt., Head Office-II, DD 3&4, Sector-L Salt Lake Kolkata-700064,

033- 44559213/9230/9258

033-44559444

^AcT-e-mail: holidayhome@ucobank.co.in; ho.esw@ucobank.co.in

All Correspondence to:



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