



UCO Bank

Head Office

Personnel Services Department
3-4, DD Block, Sector-I, Salt Lake City
Kolkata-700 064

CHO/PMG/ 35 /2016-17

Date: 19.12.2016

CIRCULAR TO ALL BRANCHES / OFFICES IN INDIAN UNION.

Sub: Staff Welfare Scheme – Bank's Holiday Homes at SHIRDI – RENEWAL.

Gist

- Bank's Holiday Home at Shirdi has been renewed from September 2016 for another one year with the existing hotel i.e. Hotel Sai Murl, Pimpalwadi Road, Next to HP Gas Agency, Shirdi.
- Rent Payable is Rs.100/- per day per room by In-service / Retired employee with his/her dependent family members / spouse.
- Rooms are available against Advance Booking (Currently through email holidayhome@ucobank.co.in & Fax No.033-4455 9444, 9330).
- Booking of Rooms will be monitored centrally by Personnel Services Department (PSD), Head Office, Kolkata.
- Bank may not be able to always provide accommodation/ confirmation of booking of room(s) as requested by the employees. In such an event accommodation/booking of room(s) shall be provided on earliest available date as per chronological order of receipt of applications by the bank through e-mail as well as fax. @ No. 033-4455-9444, 9330.
- Employees/Retirees availing Holiday Home facility must carry with them Bank's Photo Identity Card with them and present the same to Hotel Authorities enabling them to establish their identity as UCO Bank's Employee / Retired Employee.

Bank has started Holiday Home facility for in-service as well as retired employees at Shirdi, Tirupati and Mussoorie (Now Closed) and the same has been communicated with detailed guidelines vide HO circular No. CHO/PMG/43/2011-12 dated 26.12.2011 and CHO/PMG/ 41 /2012-13 dated 30.03.2013. Subsequently, one more holiday home at Puri has been established and informed vide circular No. CHO/PMG/07/2015-16 dated 02.05.2016 w.e.f. 01.05.2016.

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Now, the holiday home at Shirdi has been renewed for another year from September 2016. With this, the position of lease of all three holiday homes (details given in **Annexure-1**) would stand as under.

Shirdi	-	From 01.09.2016	to	31.08.2017
Tirupati	-	From 01.04.2016	to	31.03.2017
Puri	-	From 01.05.2016	to	30.04.2017

The gist of guidelines are reproduced here under for convenience of in-service as well as retired employees :

ADMINISTRATION :

Personnel Services Department, Head Office, Kolkata will monitor the process involved in Booking of rooms of the **Holiday Homes**.

ELIGIBILITY: All Staff members along with their dependents / Retired employees along with their spouse .

PERIOD OF STAY:

Maximum 2 (Two) Nights and 3 (Three) 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**.

However, as per the decision of the Staff Welfare Committee Meeting held on 18.11.2013 and 27.03.2014, the above duration can be extended by one more day (Maximum 3 nights and 4 days) depending upon the occupancy position at respective Holiday Homes.

RENT PAYABLE:

Rs.100/- per day per room per employee/retiree and his/her dependents. Rent should be paid (**No. of days of Stay X No. of Rooms X Rs.100/-**) in advance by the in-service / retired employee concerned for the entire period of booking/stay in the Hotel following the procedure mentioned below.

PROCEDURE FOR BOOKING OF ROOMS IN HOLIDAY HOME :

Booking of rooms in the Hotel will be available to the staff members/retired employees of the bank only on **first come first serve basis** (i.e. in Chronological order of receipt of applications on the basis of date and time of receipt through **email as well as fax** (i.e. through both processes), whichever is earlier.



The concerned employee / retired employee will follow the following procedure for booking:

1. Fill-in Form-1, a copy of which is enclosed along with this Circular. Send duly filled-in and signed **Form-1** to **HO-PSD** at email id **holidayhome@ucobank.co.in** as an attachment to the mail **officially forwarded by the Branch / Office through its official email id where the employee concerned is posted**. Applications received from other email ids will not be entertained. **Applications should also be sent through Fax by the branch at Fax No. (033)-4455-9444, 4455-9330**.
2. A Retired employee may send his/her application through email **officially forwarded by the Branch / Office from where he/she is drawing Pension through its official email id and also through Fax at above mentioned numbers**. A **Non-Pension optee retired employee** may send his / her application **officially forwarded by the Branch nearest to his / her residence through its official email id and also through Fax at the above mentioned numbers**.
 - (i) The In-service / Retired employees after sending **Form - 1** to Head Office, PSD through email at email-id **holidayhome@ucobank.co.in as well as through Fax**, should inform about the same to **Shri Somnath Bishnu, Senior Manager, PSD over Telephone No.(033) 4455-9220 or Mobile No. 9836841936 on the same date of submission of the application positively**.
 - (ii) **Receipt of Form-1** through branch email ids **will be acknowledged with date and time of receipt** by the **Department (HO-PSD)** at the branch email-id from which the same will be received. **Applications received through FAX will also be acknowledged telephonically**.
 - (iii) Thereafter, the application will be processed at HO-PSD and status of booking of room(s) will be communicated through email as well as telephonically to the concerned in-service employee / retired employee immediately after booking.
 - (iv) In-service / Retired employees **must initiate** the process of booking at **least one month before his/her actual date of booking of rooms**.
 - (v) **In-Service employees / Retired Employees must carry with them Bank's Identity Card** duly issued by their branches / offices while checking in the Hotel enabling the Hotel Authorities to establish their identity as UCO Bank's in-service employees / Retired Employees.



(vi) Bank may not be able to always provide accommodation / **confirmation of booking of room(s) of holiday home as requested by the employees/retired employees.** In such a situation, **accommodation/booking of room(s) shall be provided on the earliest available date as per chronological order (date & time) of receipt of applications through email/fax (033)- 4455-444, 9313.**

(vii) In case of any exigency, In-service / Retired employees may contact respective Branch Manager, UCO Bank, **Shirdi/Tirupati/Puri.**

(viii) However, for any query, in-service/retired employees may contact the booking officials of Holiday Homes or **Sri Somnath Bishnu, Senior Manager, PSD** at the above mentioned contact number(s).

CANCELLATION OF BOOKING OF ROOMS :

Once 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 the hotel is also not permitted.

ROLE OF HO, PSD :

1. To remain in close contact with the booking officials of Holiday Homes regarding status of booking of rooms date wise.
2. To process the requisitions/applications received from in-service employees / retired employees through email / fax.
3. Maintenance of records of receipt of requisitions of applicants through email / fax, **date wise** and **time wise.** Amongst applications received on **same date,** the applications received will be listed in **chronological order of Time of receipt of email at holidayhome@ucobank.co.in** as well as through **FAX.**
4. Confirm booking of room/s to the applicant/s through email as well as telephonically.
5. **Debit** account/s of applicants **by the applicable amount of employees' contribution of rent** on the basis of their **Letter of Authority** and **Credit** the same to **Current Account named " HOLIDAY HOME"** at **DD Block, Sector-1 Branch, Salt Lake, Kolkata.**



6. To prepare report of bookings made by the in-service employees / retired employees on 1st day of each successive month in **Excel Sheet format**, send the same to respective Holiday Homes through **e-mail**, receive report from the **hotels** in similar format **strictly on 1st day of each successive month** and reconcile the entries and amount outstanding in Current **Account – “HOLIDAY HOME” at DD Block, Sector-1 Branch, Salt Lake, Kolkata.**

GENERAL :

The **booking of Holiday Home shall be done on continuous basis subject to renewal of Holiday Homes at different places.**

Bank reserves its right to cancel the reservation of any room at any point of time and to allot the same to its guest as and when required.

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 Homes.

Bank will also not be liable for any loss/damage etc., caused to the staff members during their stay at the Holiday Homes.

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/Officers 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 conspicuously be displayed on the Bank's Notice Board for information of all concerned.


(Ujjwal Kumar)
General Manager
HRM & Personnel Services Department



Encl. 1) Annexure-1.
2) Form-1.

Annexure – 1 (to Circular No. CHO/PMG/ 35 /2016-17 DT. 19.12.2016)

Name , address and telephone number of the Hotel (Bank's Holiday Home on Lease).	Number of rooms Available.	Competent authority for management, reservation and cancellation of holiday home.	Name, address & telephone number of Branches from where necessary assistance may be availed, if required.
<p>SHIRDI : Hotel Sai Murli, Pimpalwadi Road, Next to HP Gas Agency, Shridi- Tel No. 02423-257598, Fax - 255298 Mob. 9527900999, 9373555766</p>	<p align="center">Two Rooms (Regular)</p> <p align="center">+</p> <p align="center">One Additional Room</p>	<p align="center">Personnel Services Department, Head Office, Kolkata</p>	<p>UCO Bank, Plot No.9&10, Hotel Kala Sai Building, Nagar Manmad Road, Opp. Police Station, Shirdi- 423 109 Tel & Fax: No. 02423-257744 E-mail : shirdi@ucobank.co.in</p>
<p>TIRUPATI : Hotel Udayee International, 13-6-6771/20, Opp. ASRTC Bus Stand, TIRUPATI – 5170501, Chittor, Dist. A.P. Ph. 0877-2266581 to 2266585(5 Lines) Mob.094408-51333 Fax-0877-2243222</p>	<p align="center">Two Rooms</p>	<p align="center">Personnel Services Department, Head Office, Kolkata</p>	<p>UCO Bank, 132, T.P. Area, Opp. Vishnu Nivasam Complex Tirupati – 517 501 Ph : 0877-2225703 E-mail : tirupa@ucobank.co.in</p>
<p>PURI Hotel Seagull Swargadwar Sea Beach At/PO/Dist: Puri (Odisha) Ph.06752-223618/222966/222967/ Tele-Fax: 226202</p>	<p align="center">Two Rooms</p>	<p align="center">Personnel Services Department, Head Office, Kolkata</p>	<p>UCO BANK(0290) DUDUWALA DHARAMSHALA COMPLEX, GRAND ROAD, PURI – 752001 Ph.06752-252216/228225 Fax : 252447 puri@ucobank.co.in</p>





UCO BANK

Form-1

Personnel Services Department (Staff Welfare Cell), HO, Kolkata.
(033-44559220, 44559252)

FORM FOR BOOKING OF HOLIDAY HOME ROOM/S AT – “HOTEL SAI MURLI, SHIRDI” /

“HOTEL UDAYEE INTERNATIONAL, TIRUPATI” / “HOTEL SEAGULL, PURI”

(Strike out whichever is not applicable)

1. Name : 2. Emp. No.

2. Present Place of Posting :
(with Sol Id)

3. Desired Period of Booking:

From (date).....(12.00 Noon) To(date).....(12.00 Noon)

{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 – holidayhome@ucobank.co.in or fax - (033-4455-9256/9444/9313) whichever is earlier}.

4. No. of Days (maximum 2 nights & 3 days) :
Are allowed - Pl. refer Circular

5. No. of Rooms (One/Two) :

6. Contribution of rent payable by the :
In-Service Emp./Retiree (@Rs.100/- Per Room
Per Day/Per Emp. with family or Ret. Emp.
with spouse)

7. Contact No. : (i) Landline - (ii) Mobile -

(iii) e-mail ID:

SIGNATURE

Letter of Authority

I hereby authorise UCO Bank, Head Office, Personnel Department to debit my Account No.....at UCO Bank, Branch (Sol Id.....) being the amount as mentioned in Sl. No. 6 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 EMPLOYEE/RETIRED EMPLOYEE