

यूको बैंक



UCO BANK

प्रधान कार्यालय Head Office

कार्मिक सेवा विभाग Personnel Services Department

3&4 डीडी ब्लॉक/DD Block, सेक्टर/Sector-I, साल्ट लेक सिटी / Salt Lake City

कोलकाता / Kolkata-700 064

CHO/PMG/ 08 /2019-20

Date: 23.05.2019

CIRCULAR TO ALL BRANCHES / OFFICES

Sub: Staff Welfare Scheme – Renewal of Bank's Holiday Homes at TIRUPATI and PURI.

Gist

- Bank's Holiday Homes at TIRUPATI (two rooms) and PURI (two rooms) have been renewed w.e.f. 07.04.2019 and 01.05.2019 respectively in the existing venues/Hotels.

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. The Holiday Homes are being renewed from time to time.

Now, the existing Holiday Homes at TIRUPATI (two rooms) and PURI (two rooms) have been renewed with effect from **07.04.2019** for one year and from **01.05.2019** for eleven months respectively. Accordingly, the present tenures of Bank's Holiday Homes at different places are as under (subject to renewal/alteration at any point of time).

Shirdi (Two Rooms)	-	From 01/09/2018	to	31/08/2019
Tirupati (Two Rooms)	-	From 07/04/2019	to	06/04/2020
Puri – I (Two Rooms)	-	From 01/05/2019	to	31/03/2020
Puri - II (Two Rooms)	-	From 01/09/2018	to	31/08/2019

The detailed guidelines for booking procedure and other terms & conditions as contained in Head Office Circular CHO/PMG/07/2015-16 dated 02/05/2016 and CHO/PMG/012/2018-19 dated 11/07/2018 remain unchanged.

The gist of guidelines is reproduced hereunder for convenience of in-service as well as retired employees.


- 1) Rent Payable is Rs.100/- 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 designated Email ID – holidayhome@ucobank.co.in and/or Fax No. 033-44559444).
- 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) of receipt of applications on the basis of date and time of receipt.
- 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) Bank may not always be able to 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 (holidayhome@ucobank.co.in) and/or fax at 033- 44559444 - (Telephone No. 033-44559220).
- 8) 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 details of Bank's Holiday Homes at different places are annexed (Annexure – I) to this circular for ready reference of in-service / retired employees.

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.


(नरेश कुमार Naresh Kumar)

महाप्रबंधक General Manager

Encl: Annexure -1



Annexure – 1

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 Kala Sai, Opp. Police Station, Nagar-Manmad Highway, Shirdi – 423109, Tal. – Rahata, Dist – Ahmadnagar, Phone – (02423) 257171, 257181, Mob. – 8605525456, E-mail: hotelkalasaishirdi@gmail.com</p>	<p>Two Rooms</p>	<p>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. APSRTC Bus Stand, Tirupati, Chittoor District, Andhra Pradesh, PIN-517501. Ph. 0877-2266581 to 2266585 (5 Lines) Mob.094408-51333 Fax-0877-2243222</p>	<p>Two Rooms</p>	<p>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>Four Rooms</p>	<p>Personnel Services Department, Head Office, Kolkata</p>	<p>UCO Bank, Duduwala, Dharamshala Complex, Grand Road, Puri - 752001 Ph.06752-252216/228225 Fax : 252447, E-mail puri@ucobank.co.in</p>

