

CHO/PMG/18/2026-27

Date: 24.07.2026

All Branches/ Offices

Sub: Staff Welfare Scheme - Holiday Homes.

The Competent Authority has approved renewal of Holiday Home location at **Ayodhya, Darjeeling, Gangtok, Haridwar, Goa, Jaipur, Katra, Manali, Mussoorie, Mumbai, Nainital, Ooty, Pondicherry, Puri, Rameshwaram, Shillong, Shimla, Shirdi, Tirupati, Udaipur, Ujjain, Varanasi, and Vrindavan.**

All the Holiday Home at 23 existing destinations across the country mentioned herein would be available for stay upto 31.07.2027. Details of all the Holiday Homes is listed in **Annexure-I.**

Detailed operational guidelines regarding Holiday Homes are reproduced hereunder for the convenience of all:

1. Room(s) can be availed by:
 - (i) In-service employee with his/her dependent family members, and
 - (ii) Retired employee with his/her spouse.
2. In-service employees can book maximum two (2) rooms whereas retired employee can book one (1) room.
3. Booking/Cancellation of Holiday Home is permitted through HRMS only. In case of Retiree, the booking/cancellation of Holiday Home is permitted through HRMS as well as through manual submission of application form for booking (Form-1)/ cancellation (Form-2) to HO-PSD. Path for booking Holiday Home in HRMS-

HRMS → SELF SERVICE → STAFF WELFARE SCHEMES → HOLIDAY HOME

4. Retired employees can also submit hard copy of the application form (Form-1) for Booking or/and (Form-2) for cancellation to Personnel Services Department, Head Office or by dropping an email at- holidayhome@uco.bank.in. Check-in and Check-out date should be explicitly mentioned in the form/e-mail.
5. All the room booking/cancellation requests shall be processed centrally by Personnel Services Department (PSD), Head Office. Desk number 033-44558453 is available for any assistance while booking/cancellation.
6. Booking can be made only upto 23:59 PM of the previous day of Check-in date. This guideline will remain same for all Holiday Homes except Ooty and Ujjain location. For Ooty and Ujjain, booking has to be completed 24 hours prior to the schedule Check-in date.

7. Period of stay is Maximum 3 (Three) Nights and 4 (Four) Days from the Check-in date subject to availability of bookings.
8. Room Rent is Rs.150/- per day per room; Security amount (Refundable) is Rs.350/- per day per room; Total Booking amount is Rs.500/- per room per day.
9. Room rent will be debited centrally by HO-PSD and confirmation of the booking will be sent to the registered email id for in-service employees and to the email id provided by retirees during booking.
10. Once the booking of room(s) is confirmed by HO-PSD, the room rent debited from the account will not be refunded.
11. Appropriation of Room Rent for any other period/ reason during or after stay at hotel is also not permitted.
12. Bank may not be able to provide booking/confirmation of booking of room(s) of holiday home as requested by the in service employees/retired employees on account of public holiday/close of Head office, etc., in such a situation, booking/confirmation of booking of room(s) shall be provided on the next working date.
13. The security amount shall be refunded to in-service employees/retirees (booking through HRMS portal) only after completion of stay and submission of feedback in HRMS. Whereas, in case of retired employee, booking manually, security amount shall be refunded after completion of stay only. Post which, refund process shall be initiated and completed within a month's time.
14. The security amount shall be refunded in case the cancellation of booking is done 07 days prior to the Check-in date.
15. No amount shall be refunded in case the employee (in-service/retired) neither visits the Holiday Home nor cancels the booking 07 days prior to the Check-in date.
16. Feedback option is live in HRMS and mandatory for all in-service employees/retired employee booked through HRMS. It is mandatory to submit feedback after completion of stay at the holiday home. It is also reminded that the refund of security amount will only be initiated after successful submission of feedback in HRMS for in-service employee/retired employee booked through HRMS.
17. In-Service employees shall not be eligible to apply for reimbursement in the absence of feedback submission. In case of retirees who booked through HRMS, next booking shall be allowed only after submission of feedback.

18. Booking of room(s) in the Holiday Home will be opened only before three months from the date of proposed check-in date. Booking of room(s) will be done on first come first serve basis automatically by the system (i.e. in Chronological order).
19. No staff members/retired employees shall be allowed for booking of rooms within three months from his/her earlier booking whereas for Puri Holiday Home, this restriction will be of six months from his/her earlier booking.
20. 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.
21. Holiday Home bookings are non- transferable. Since the booking is made in the name of in-service employee or retired employee, the concerned employee must be present throughout the stay. Under no circumstances any other person shall be permitted to occupy the accommodation in absence of the employee.
22. Employees/Retired employees must carry their Bank's Identity Card (with photo) along with any other ID (PAN/Aadhaar etc.). Additionally, the accompanying family members must also carry their any valid photo ID card (PAN/Aadhaar/ Govt. issued valid ID card etc.) and the same may be produced to Hotel Authority to establish their identity.

Details of room rent, security amount and refund amount:

(Amt. in Rs.)

1	Room rent (per room per day)	150.00
2	Security amount (per room per day)	350.00
3	Total Booking Amount (per room per day) (1+2)	500.00
4	Refund of room rent (in any case)	NIL
5	Refund of security amount (per room per day) after completion of stay and submission of feedback in HRMS: In-Service Employee/Retired Employee (booked through HRMS)	350.00
	Refund of security amount(per room per day) after completion of stay: Retired employee (booked manually)	
6	Refund of security amount(per room per day) if cancellation of booking is done 07 days prior to the check-in date	350.00
7	Refund of security amount (per room per day) in case of no cancellation/ cancellation within 07 days prior to check-in date/not checked-in at Hotel.	NIL

Other guidelines:

- Booking of Holiday Homes through HRMS shall commence w.e.f 25.07.2026 (12.00 AM)
- Validity of Holiday homes will be 01.08.2026 to 31.07.2027
- The Check-in and Check-out time will be mentioned in the confirmation letter provided to the employee.
- Employee shall abide by all standard rules and regulations normally applicable to the guests/occupants occupying a room in the Hotel.
- In-service employee/Retired employee concerned will be solely liable to pay appropriate compensation to be decided by the Hotel/Bank due to any loss/damage caused to the Hotel's property by him/her or his/her dependent family members/spouse during 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.

(Rajesh Nagar)

Chief General Manager

HRM, PSD, Training & OL

Encl: - Annexure-I (Details of Holiday Homes)



Details of Holiday Home (for the period 01.08.2026 to 31.07.2027)

Annexure-I

Sl INo	Location	Name, Address and contact details of the Hotel	No. of Room	Name, Address & E-mail Id of the nearest UCO Bank Branch	Check-in time	Check-out time	Remarks
1	Ayodhya	Hotel Krishna Palace 1/13/357 Civil Lines, Opposite Station Road Ayodhya (Faizabad), UP, PIN:- 224001 Ph: 05278-221367/68/69; Mob: 8874210002/8874210003 Email: hotelkrishnapalace@gmail.com	Two	UCO Bank, Ayodhya Zonal Office (7069) 3 rd Floor, Shiva Palace, Devkali Bypass Crossing, Ayodhya, UP- 224001 Email: zo.ayodhya@uco.bank.in	01:00 PM	11:00 AM	✓ Children below 08 years allowed complimentary if no extra bed is required. ✓ Extra Mattress Charge-@Rs.1050/- per person per night
2	Darjeeling	Hotel Himalayan Retreat Below Bhanu Bhawan, Near NCC Office, Chauk Bazaar, Darjeeling, West Bengal- 734101 Mob: 8172037992 Email: reservation@himalayanretreatdarjeeling.com	Two	UCO Bank, Darjeeling Branch (0900) Anjuman Building, HD Lama Road, Opp Hotel Polunia, Darjeeling – 734101 Email: darjee@uco.bank.in	12:00 PM	11:00 AM	✓ Children below 12 years allowed complimentary ✓ Extra Mattress/person charge @Rs.800/- per person per night
3	Gangtok	Hotel 100 Petals Thapa Golai, Sichey Road, Gangtok, Sikkim- 737101 Ph: 9933333311, 0359-2284484 Email: info100petals@gmail.com	Two	UCO Bank, Gangtok Branch (1293) East Sikkim-737101 Email: gangto@uco.bank.in	12:00 PM	11:00 AM	✓ Extra mattress charge for additional bed @Rs.500/- per person per night ✓ Heater if required- Rs.300/- per night
4	Goa	Hotel Le Magnifique 406/230, Plot No. 90, Nova Cidade, Nova Cidade Encalve, Alto-Betim Porvorim, Bardez, Goa -403521 Mob: 8975002938 Email: lemagnifique@lemagnifiquegoa.com	Three	UCO Bank, Mapusa-Branch(1303), Subraya Building, Near Municipal Market, Mapusa, Goa-403507 Email: mapusa@uco.bank.in	10:00 AM	09:00 AM	✓ Children 10 years and above will be chargeable as adult. ✓ Extra person charge @Rs.600+ tax per person per night
5	Haridwar	Hotel Regenta ORKO's Haridwar Motichur, Haripur Kalan, Haridwar Rishikesh Highway Haridwar, Uttarakhand-249205 Mob:9927070131,9927008270 Email: reservations.rosh@royalorchidhotels.com	Two	UCO Bank, Haridwar Branch (0344) Sadhu Bela Marg, Sravan Nath Nagar Haridwar-249401 Email: hardwa@uco.bank.in	01.00 PM	11.00 AM	✓ Complimentary Breakfast for 2 persons per room per day. ✓ Extra person charge- ✓ Child (0-5 years)- Complimentary ✓ Child (5-11 years)- Rs.700/- per person per night ✓ Adult (12 years & above)-Rs.1000/- per person per night



Details of Holiday Home (for the period 01.08.2026 to 31.07.2027)

Annexure-I

6	Jaipur	Fort Chandragupt Station Road, Near Central Bus Stand, Kanti Nagar, Sindhi Camp, Jaipur, Rajasthan - 302001 Ph:0141-2206302 Mob:9352241717 Email: gm@fortchandragupt.com	Two	UCO Bank, Zonal Office Jaipur (7033), Arcade International, Jaipur, Rajasthan - 302006 Email: zo.jaipur@uco.bank.in	12:00 PM	11:00 AM	✓ Complimentary Breakfast. ✓ Extra person above age of 06 years to 10 years will be charged @Rs.800/- per night.
7	Katra	Hotel Green Valley Railway Chowk, Katra, J&K-182301 Ph:01991-295667 Mob:7006110368/9419164981 Email: hotelgreenkatra@gmail.com	Two	UCO Bank, Katra Branch (0282) Po- Katra, Vaishno Devi, J&K-182301; Email: kvdevi@uco.bank.in	01:00 PM	11:00 AM	✓ Welcome drink on arrival. ✓ For child above 07 years- extra person charges @Rs. 300/- per night.
8	Manali	Utopia Serenity Suites Near DPS School, Hadimba Temple Road, Manali, Dist. Kullu, HP- 175131 Mob: 9418052446/9816012446 Email: utopiaserenitysuites@gmail.com	Two	UCO Bank, Manali Branch (0690), Manali, HP-175131 Email: manali@uco.bank.in	12:00 PM	11:00 AM	✓ Extra Mattress Charges @Rs.900/- per person per night
9	Mumbai	Hotel Flora Fountain 16, Pitha Street, Farooq Mansion, Janmabhoomi Marg, Opp. Sidharth College, Flora Fountain, Fort, Mumbai-400001 Ph: 022-22871488 Mob: 9892132132 / 9892929211 Email: hotelflorafountain@gmail.com	Two	UCO Bank, Mumbai D N Road (0003), UCO Bank Buildings, Mumbai, Maharashtra-400023 Email: mumbai@uco.bank.in	12:00 PM	11:00 AM	✓ Extra Mattress Charges @Rs.500/- plus tax per person per night
10	Mussoorie	Hotel Deep Opp St. Mary's Hospital, Camel's Back Road, Near Picture Palace, Mussoorie - 248179 Ph: 0135-2632470 Mob: 9012653178 Email: deephotels@gmail.com	Two	UCO Bank, Mussoorie Branch (3253), Landour Cantt, Near Gurudwara Chowk, Mussoorie-248179 Email: mussoo@uco.bank.in	12:00 PM	10:00 AM	✓ 2 Children below 12 years allowed complimentary ✓ Extra Mattress/person charge @Rs.500/- plus tax per person per night
11	Nainital	Hotel Central Mall Road, Nainital - 263002 Ph: 05942-236828 Mob: 9149053547; 9837418110; 9520222111 Email: centralbyrbgroupofhotel@gmail.com	Two	UCO Bank, Nainital Branch (2872) 94/1 A, Grain Villa Compound, Tallital, Nainital - 263002 Email: nainit@uco.bank.in	12:00 PM	10:00 AM	✓ Children upto 8 years allowed complimentary ✓ Extra Mattress/Person charge @Rs.500/- per night



Details of Holiday Home (for the period 01.08.2026 to 31.07.2027)

Annexure-I

12	Ooty	Hotel Nahar Nilgiris, 52A, Charing Cross, Ooty - 643001 Ph: 0423-2442173/ 2443685/ 2445798/ 2445797 Email : nilgiris@naharhotels.com	Two	UCO Bank, Ootcamund Br. (0904) Charing Cross Road, Ootacumund – 643001 Email: ootaca@uco.bank.in	12:00 PM	12:00 PM	✓ Extra Mattress Charges @Rs.1000/- per night
13	Pondicherry	Hotel Jayaram 90, Kamaraj Salai, Illango Nagar, Puducherry-605001 Ph: 0413-4206400 Mob: 9894488866 Email: hoteljayaram@gmail.com	Two	UCO Bank, Pondicherry Main (0059), PO37, Rue Mahe De Labourdonn, Pondicherry-605001 Email: pondic@uco.bank.in	12:00 PM	12:00 PM	✓ Complimentary breakfast ✓ Extra person above age of 10 yrs will be charged @Rs.500/- per night
14	Puri	Hotel Seagull Swargadwar, Sea Beach, Puri, Odisha- 752001 Ph:06752-297922/222966/223618 Email: seagullpuri@yahoo.co.in	Six	UCO Bank, SCS College Puri Br.(1936), SCS College Campus, Puri, Odisha-752001 Email: scpuri@uco.bank.in	08:00 AM	07:00 AM	✓ Complimentary Bed Tea and Biscuits ✓ Two Child below 10 years complimentary. ✓ Extra Person Charge @Rs.500/- per night.
15	Rameshwaram	Hotel Ragavendra 43-E, East Street,Agasthiar Theertham, Rameshwaram-623526 Ph: 04573-299306 Mob: 8825707395/9385673153 Email: reservation@hotelragavendra.com	Two	UCO Bank, Ramanathapuram Br (3158) 176, Sapthgiri Vaniga, Vandaikara Street, Ramanthpuram, T.N.- 623501 Email: ramanat@uco.bank.in	12:00 PM	12:00 PM	✓ Children below 9 years complimentary ✓ Extra person bed/mattress will be charged @Rs.500/- plus tax per night.
16	Shillong	Hotel Island Park Residency Thana Road, Near Sadar Police Station, Shillong, Meghalaya-793001 Ph: 0364-2506622 Mob: 8798846120 Email: hotelislandparkresi@gmail.com	Two	UCO Bank, Laitumkhrah Br (2373) Upland Road near Post Office, Shillong, Meghalaya- 793003 Email: laitum@uco.bank.in	01:00 PM	12:00 PM	✓ One person can be adjusted within the existing facility ✓ Extra mattress/person charge @Rs.500/- per night.
17	Shimla	Hotel Silverine Near High Court, The Mall, Shimla, Himachal Pradesh – 171001 Ph: 0177-2658128; Mob: 9816255554 Email: info@silverine.net; varun.shukla14@gmail.com	Two	UCO Bank, Shimla Zonal Office (7043) Next to Himland Hotel, CIR Rd, Shimla, Himachal Pradesh – 171001 Email: zo.shimla@uco.bank.in	01:00 PM	11:00 AM	✓ 1 children upto 8 years complimentary ✓ Child (8-12 years) without extra bed/ mattress @Rs. 500/- per night ✓ Child or Adult with extra bed/ mattress @Rs.700/- per night



Details of Holiday Home (for the period 01.08.2026 to 31.07.2027)

Annexure-I

18	Shirdi	Hotel Namrata Residency Opp. Hotel Sai Mahal, Shirdi- Manmad Road, Shirdi-423109 Ph: 02423-255073 Mob: 9975210500 / 9404972131 Email: hotelnamrataresidence@gmail.com	Two	UCO Bank Shirdi Br (2338) Plot 9-10, Gr Flr, Hotel Kalasai, Rahata, Ahmednagar-423109 Email: shirdi@uco.bank.in	01:00 PM	11:00 AM	✓ Extra bed charge for child above age of 05 yr @Rs.200/- per bed/person per night
19	Tirupati	Hotel Udayee International, 13-6-6771/20, Opp. APSRTC Bus Stand, Tirupati-517501, Chittor, Dist. A.P. Ph: 0877-2266581/82/83/84/85; 0877-2243222 Mob: 9492340566, 9676847963, 9440451222 Email : udayee.acct@gmail.com	Two	UCO Bank, Tirupati Branch (1042), 132, T.P. Area, Opp. Vishnu Nivasam Complex, Tirupati-517501 Email: tirupa@uco.bank.in	24 Hrs	24 Hrs	✓ Charges for extra mattress @ Rs.500/- plus tax.
20	Udaipur	Hotel Opulence 3/3 Dholi Magri, Railway Station Rd, Behind Natraj Dining Hall, Udiyapole, Udaipur, Rajasthan – 313001 Mob: 9672909005; 9602025866 Email: opulenceinnreservation@gmail.com	Two	UCO Bank, Udaipur Main (0126), 126 Bapu Bazar Bank Tiraha, Udaipur, Rajasthan- 313001 Email: udaipu@uco.bank.in	12:30 PM	10:30 AM	✓ Extra bed charge for child above age of 06 yr @ Rs. 150/- per night
21	Ujjain	Hotel Kshipram A-15/12, Mahakal Vanijya Kendra, Treasure Bazar Road, Nanakheda, Ujjain (M.P) Ph:0734-2533055,2533255 Mob: 7999884384/8435696905 Email: enquiry@hotelkshipram.com	Two	UCO Bank, Tilak Road Ujjain (0053) 18-19 Ghee Mandi Daulatganj Ujjain-456001 Email: Ujjain@uco.bank.in	11:00 AM	10:00 AM	✓ Children under 10 years free without mattress ✓ Charges for extra mattress @ Rs.300/- per night
22	Varanasi	Hotel The Triana B-38/77-B-R,Maduadih Flyover Sheelnagar Extension Colony, Varanasi-221010 Mob: 9839974097/9838418882 Email: reservations@thetriana.com	Three	UCO Bank, Bhelupura Br (0613) Bhelupura, Varanasi- 221010 Email: bhelup@uco.bank.in	2:00 PM	11:00 AM	✓ Children upto 6 years complimentary ✓ Charges for extra person with bed @Rs.500/- per night.
23	Vrindavan	Hotel Aashraya 15-Chaitanya Vihar Phase-1 Vrindavan Distt-Mathura-281121 Mob-9084150321/9084150190 Email: myaashrayavrindavan@gmail.com	Two	Uco Bank, Vrindavan Br (2266) Vrindavan, Mathura-281121 Email: vrinda@uco.bank.in	1.00 PM	11:00 AM	✓ Two Adults with one child below 12 yrs. only allowed in the room. ✓ No extra mattress/person allowed.



Competent Authority for management, reservation and cancellation of holiday home is HO-PSD

**UCO BANK**

Personnel Services Department, Head Office, Kolkata (033-44558453)

FORM-1

Date:

FORM FOR BOOKING OF HOLIDAY HOME ROOM(S)

Name				
EMP Number				
Desired Period of Booking (For check-in, check-out time of Hotel, Kindly refer to Annexure-I of Circular CHO/PMG/18/2026-27 dated 24.07.2026)			Check-in Date: _____ Check-out Date: _____	
No. of Days (maximum 3 nights & 4 days)				
Contribution of total booking amount payable by the Retiree (including room rent)- Rs. 500/- per room per day				
Email id			Mobile	
<u>List of Hotels</u>				
S No	Location	Hotel Name	Please select one by ticking (✓)	
1	Ayodhya	Hotel Krishna Palace		
2	Darjeeling	Hotel Himalayan Retreat		
3	Gangtok	Hotel 100 Petals		
4	Goa	Hotel Le Magnifique		
5	Haridwar	Hotel Regenta ORKO's Haridwar		
6	Jaipur	Hotel Fort Chandragupt		
7	Katra	Hotel Green Valley		
8	Manali	Utopia Serenity Suites		
9	Mumbai	Hotel Flora Fountain		
10	Mussoorie	Hotel Deep		
11	Nainital	Hotel Central		
12	Ooty	Hotel Nahar Nilgiris		
13	Pondicherry	Hotel Jayaram		
14	Puri	Hotel Seagull		
15	Rameshwaram	Hotel Ragavendra		
16	Shillong	Hotel Island Park Residency		
17	Shimla	Hotel Silverine		
18	Shirdi	Hotel Namrata Residency		
19	Tirupati	Hotel Udayee International		
20	Udaipur	Hotel Opulence		
21	Ujjain	Hotel Kshipram		
22	Varanasi	Hotel The Triana		
23	Vrindavan	Hotel Aashraya		

Applications should be sent through email at holidayhome@uco.bank.in or physical form may be submitted at HO, PSD.

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 total booking amount payable by the Retiree**" above and credit the same to CA – "Holiday Home" at UCO Bank, DD Block, Sector-1 Branch, Salt Lake, Kolkata.

SIGNATURE OF RETIRED EMPLOYEE



UCO BANK

FORM-2

Personnel Services Department, Head Office, Kolkata (033-44558453)

Date:

FORM FOR CANCELLATION OF HOLIDAY HOME ROOM(S)

Name			
EMP Number			
Period of Booking		Check-in Date: _____ Check-out Date: _____	
Email id		Mobile	
<u>List of Hotels</u>			
Sl No	Location	Hotel Name	Please select the Hotel for cancellation by ticking (✓)
1	Ayodhya	Hotel Krishna Palace	
2	Darjeeling	Hotel Himalayan Retreat	
3	Gangtok	Hotel 100 Petals	
4	Goa	Hotel Le Magnifique	
5	Haridwar	Hotel Regenta ORKO's Haridwar	
6	Jaipur	Hotel Fort Chandragupt	
7	Katra	Hotel Green Valley	
8	Manali	Utopia Serenity Suites	
9	Mumbai	Hotel Flora Fountain	
10	Mussoorie	Hotel Deep	
11	Nainital	Hotel Central	
12	Ooty	Hotel Nahar Nilgiris	
13	Pondicherry	Hotel Jayaram	
14	Puri	Hotel Seagull	
15	Rameshwaram	Hotel Ragavendra	
16	Shillong	Hotel Island Park Residency	
17	Shimla	Hotel Silverine	
18	Shirdi	Hotel Namrata Residency	
19	Tirupati	Hotel Udayee International	
20	Udaipur	Hotel Opulence	
21	Ujjain	Hotel Kshipram	
22	Varanasi	Hotel The Triana	
23	Vrindavan	Hotel Aashraya	

Note: Applications for cancellation to be sent through email at holidayhome@uco.bank.in or physical form may be submitted at HO, PSD on or before 07 days prior to Check-in date otherwise no refund shall be processed.



SIGNATURE OF RETIRED EMPLOYEE