

**Human Resource Administration Division,  
Human Resource Department, Central Office, Mumbai**

Staff Circular No. 7767

Date: September 6<sup>th</sup>, 2022

**Staff Welfare Measure - Bank's Holiday Home**

This is in reference with Staff circular no. 7286 dated 07.11.2020 & 7749 dated 22.08.2022, regarding harmonization of the Holiday Homes in the amalgamated entity and Staff Welfare Schemes-Allocation of funds for FY 2022-23 & introduction of new Schemes respectively. Bank has provided Holiday Home facility at various tourist centers in India with a purpose of providing comfortable & economical accommodation to employees of the Bank. This facility is intended for the benefit of staff members and their families only.

At present 14 Holiday Homes (Tithal, Tirupathi, Tirumala, Shirdi, Ooty, Mussorie, Matheran, Manali, Khandala, Katra, Guruvayur, Bangalore, Amritsar, Alibagh) are functional. The holiday homes are controlled/handled by respective controlling Regional Offices and the holiday home applications of active/retired employees are also approved by respective Regional Offices.

It is observed that due to non-centralization of the approval of holiday home applications of active/ retired employees, various operational difficulties are being faced. Therefore, to avoid such operational difficulties below mentioned modifications are carried out in the Bank's Holiday Home Scheme and the same came into effect from 01.09.2022. However, except approval of the holiday home applications of active/retired employees, other controlling/handling/payment activities related to Bank's holiday home shall remain vests with the respective Regional Offices.

Particulars	Active Employee	Retired Employee
Holiday Home application approving/sanctifying authority	HRAD, Central Office	HRAD, Central Office
Recovery rate/tariff charges	Rs.200/- per day.  Holiday Home applications applied w.e.f 01.09.2022.	Rs.200/- per day.  Holiday Home applications applied w.e.f 01.09.2022.
Recovery Procedure	As per existing procedure i.e. the deduction will be made through Salary of employee.	Recovery rate/tariff rates of holiday home is to be manually credited by the retired employee to the below mentioned account number within 2 working days after applying in Union Parivar for the holiday home and the details regarding the transitions to be sent on <a href="mailto:holidayhome@unionbankofindia.bank">holidayhome@unionbankofindia.bank</a> .

*[Handwritten Signature]*

Particulars	Active Employee	Retired Employee										
		<table border="1"> <thead> <tr> <th>Particulars</th> <th>DETAILS</th> </tr> </thead> <tbody> <tr> <td>A/C Number</td> <td>378901010036256</td> </tr> <tr> <td>Account Name</td> <td>UBI- HOLIDAY HOME RENT COLLECTION ACCOUNT</td> </tr> <tr> <td>IFSC Code</td> <td>UBIN0537896</td> </tr> <tr> <td>Branch Name</td> <td>MMO-NARIMAN POINT BRANCH</td> </tr> </tbody> </table> <p><u>Booking will be confirmed by the HRAD, CO only after receiving the confirmation of the recovery amount/ tariff amount credited by the retired employee in the above mentioned account within 2 working days of applications.</u> If the amount is not credited even after 2 days of submission of application, it shall be deemed that the retired Officer/employee is not willing to avail the facility and the application will be rejected.</p>	Particulars	DETAILS	A/C Number	378901010036256	Account Name	UBI- HOLIDAY HOME RENT COLLECTION ACCOUNT	IFSC Code	UBIN0537896	Branch Name	MMO-NARIMAN POINT BRANCH
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Cancellation Procedure	Employee should cancel his/ her application in Union Parivar <b>15 days</b> before the start of booking period. If any cancellation request is made after expiry of 15 days' time period, no refund benefits can be given.	If any retired employee wants to cancel his/her booking, he/she should cancel his/her application in Union Parivar before 15 days from the start of booking period and sent the request for refund on <a href="mailto:holidayhome@unionbankofindia.bank">holidayhome@unionbankofindia.bank</a> . If any cancellation request is made after expiry of 15 days' time period, no refund benefits can be given.										
Dedicated Email Id for Correspondence	<a href="mailto:holidayhome@unionbankofindia.bank">holidayhome@unionbankofindia.bank</a>											

**Other Instructions for both active/retired employees availing the facility of Banks Holiday Home:**

**1. Code of Conduct:**

- a) The occupants should maintain full decorum during their period of stay in the holiday home.
- b) The employee during the course of stay in the holiday home will be liable to pay for any damage to any item or property of the holiday home arising out of acts attributable to the employee.

## **2. Booking & Allotment Letter:**

- a) Staff Member can apply for the booking of the holiday home through Union Parivar (Desktop & Mobile App) only, which will be approved/ confirmed by the Central Office on first cum first basis. No other mode of application will be accepted for the booking of holiday home.
- b) Once approved, employees are required to carry with them a print out of the allotment letter from their Union Parivar through Desktop/ Mobile App and produce the same before the caretaker of Holiday Home. No manual booking confirmation or allotment letters will be provided to employee.
- c) The employee may be required to produce his/her identity card issued by the Bank, if necessary. Hence, all employees are advised to carry their identity card issued by the Bank.
- d) No extension of stay will be permitted to any staff members beyond the period for which the holiday home is booked in Union Parivar.
- e) The staff can book holiday home for maximum upto 2 rooms and upto 4 days. However due to maximum usage, there is a ceiling for maximum booking of 1 room & for 2 days only for the holiday homes at Shirdi & Matheran.

All Branches/Offices are advised to ensure that the contents of the circular are brought to the notice of all Staff members and a copy is to be displayed on the Notice board.

  
General Manager (HR)  


