

STAFF CIRCULAR NO. 8386

Date: 09.09.2024

TO ALL BRANCHES/ OFFICES

STAFF WELFARE MEASURE
- REVAMPED HOLIDAY HOME MODULE

HIGHLIGHTS OF CIRCULAR

- Revamped Holiday Home Application Page.
- Auto-deduction of Holiday Home Booking Amount from salary account of active employees & pension account of retired employees.
- System generated booking intimation/cancellation letter to employees & respective holiday homes. Discontinuation of practice of stamped & signed booking letters.
- Mandatory feedback submission page.
- Availability of revamped module through Mobile App as well.

1. As a part of Staff Welfare Measures, Bank is providing 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 family members only.
2. The existing procedure/guidelines related to allotment of holiday homes were issued vide Staff Circular nos. 7286 dated 07.11.2020, 7767 dated 06.09.2022 & 8221 dated 18.03.2024.
3. We are pleased to inform that with an objective to revamp & smoothen the booking procedure/to overcome various operational difficulties both for active & retired employees, modifications in the Holiday Home Module are made.



4. Accordingly, guidelines related to holiday home are reiterated and the same are enclosed as **Annexure-I**. Detailed navigation of the module is also enclosed as **Annexure-II**.
5. All staff members are requested to take a careful note of the above.



(C. M. Minocha)
Chief General Manager (HR)



c.c.: **Annexure I - Guidelines related to holiday home**
Annexure II - Detailed navigation of the module

REITERATION & MODIFICATIONS IN THE HOLIDAY HOME GUIDELINES

S. No.	Particulars	Details
1	Objective of Facility	Bank Holiday Homes at different locations provides economical and hassle-free accommodation to the staff members visiting these places for rest and recuperation.
2	Eligibility	<ul style="list-style-type: none"> Bank's Holiday Home will be available for the use of permanent employees of the Bank and their families only. Retired/voluntary retired employee, including those who have opted VRS under UBI VRS 2000-2001 scheme, will be eligible to avail these facilities of Holiday Homes of the Bank during non-vacation/non-rush seasons.
3	How to Apply	<ul style="list-style-type: none"> The holiday homes can be applied through HRMS i.e. Union Parivar (Desktop & Mobile App.) from 11:00 am to 10:00 pm only. The window for booking holiday home will open 90 days in advance. <i>For example:</i> To avail a holiday home on 28.02.2025, window for the same will open before 90 days in advance i.e. from 01.12.2024. Staff members can view the availability of the holiday home for the required dates, before applying for holiday home.
4	No. of Holiday homes that can be booked	An employee can book any number of Holiday Homes subject to availability. Further, a particular Holiday Home can be booked by an employee only once in a Financial Year.
5	No. of rooms that can be booked	An employee can book maximum one (1) room at Holiday homes located at Shirdi & Matheran whereas at other holiday homes maximum two (2) rooms can be booked.

S. No.	Particulars	Details
6	Maximum Period of allotment/stay	The period of allotment/stay at Shirdi, Matheran & Tirumala will not exceed two (2) days, whereas at other places, the period of allotment/ stay will not exceed four (4) days.
7	Booking Charges	A nominal compensation of Rs.200/- per day per room will be recovered from staff members against the holiday home booking.
8	Holiday Home Booking amount deduction procedure	<ul style="list-style-type: none"> • The Holiday Home Booking amount will be auto-deducted for both active and retired employees on submission of application only. The booking amount will be deducted from the salary account in case of active employees and pension account in case of retired employees. • <u>All staff members should ensure before submitting their holiday home application that sufficient booking amount is available in their salary/pension account.</u> • <u>In case, sufficient booking amount is not available in the salary/pension account of employee or in case of non-deduction of holiday home booking amount from the salary/pension account of the employee, the application will get rejected (both for the active & retired employees) and the holiday home will not be booked. Hence, all concerned are advised to take a careful note of the same.</u> • <u>Further, please note that there will not be any provision to manually credit the payment against the holiday home applications for both active & retired employees.</u>
9	Approval of the Holiday Home applications	<p>The approving authority for all holiday homes will be official at HRAD, Central Office only.</p> <p><u>Once the application is submitted, subject to successful auto- deduction of the holiday home booking amount from the respective salary/ pension account of employee, the application will be approved by the approver on first cum first basis.</u> Hence, all are advised to apply for the</p>

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S. No.	Particulars	Details
		holiday home well in advance.
10	Holiday Home Booking Intimation Letter	Once the holiday home applications are approved, a booking intimation letter will be auto generated & sent in the worklist & email id of the employees. Further, a booking intimation letter will also be sent to the respective holiday homes. Please note that no manual booking confirmation or allotment letters will be needed.
11	Documents to carry while visiting the holiday home	The employee concerned are advised to carry with him/her the system generated booking intimation letter & Banks Identity Card.
12	Cancellation Charges	In case of any cancellation, the holiday home booking amount will not be refunded. However, refunds will be made only in situations where the cancellations are made by the management on account of various operational issues like repair/renovation work/non-availability of Holiday Home etc. In such cases, the refund amount will be directly credited in the respective accounts of employees/retirees centrally.
13	Mandatory Feedback Submission	A provision regarding mandatory submission of feedback in HMRS i.e. Union Parivar is incorporated. All employees should mandatorily submit their feedback after completing their stay at respective holiday home.
14	Code of conduct	The employees should adhere with the code of conduct as mentioned below. Any lapses found may result into initiation of disciplinary action on the employees: <ul style="list-style-type: none"> • The occupants should maintain full decorum throughout their period of stay in the Holiday Home. Management does not take any responsibility for any events whatsoever during the course of such stay & employee shall be held solely responsible for any mishap during the stay. • The employee during the course of stay in the holiday

S. No.	Particulars	Details
		home will be liable to pay for any damage to any item of property of the holiday home arising out of acts attributable to the employee.
15	Correspondence	The dedicated email id for correspondence will be holidayhome@unionbankofindia.bank
16	Clarifications, if any	Any clarifications regarding availment of holiday home shall be issued by HRAD, Central Office.

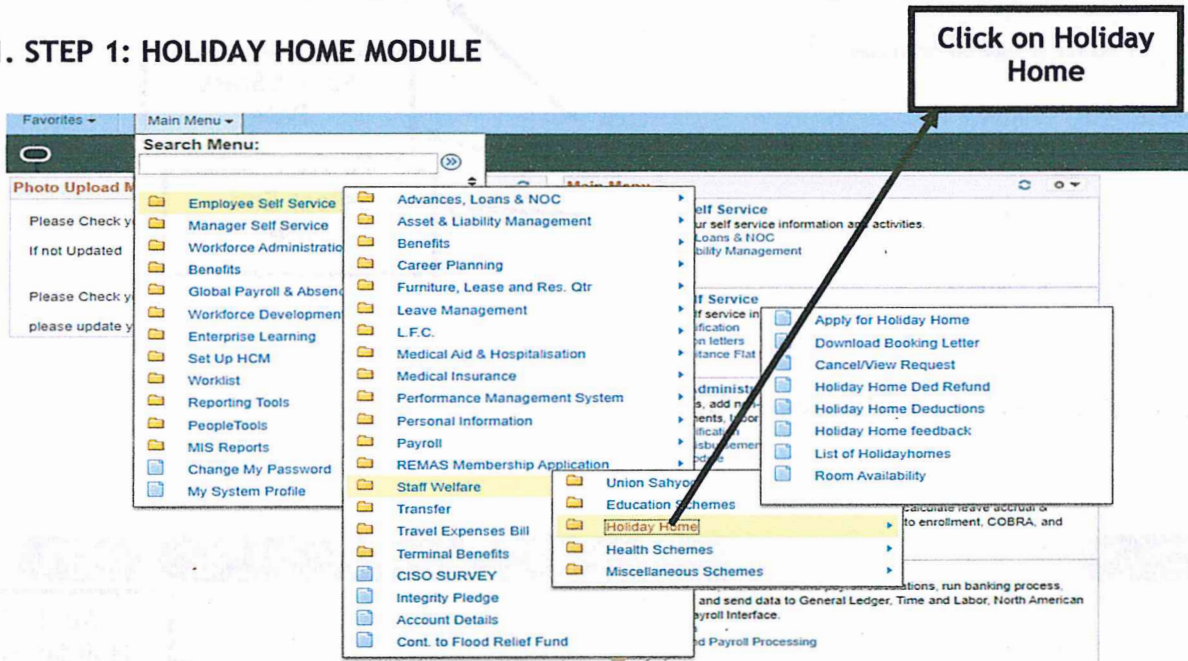
All staff members are requested to take a careful note of the above.

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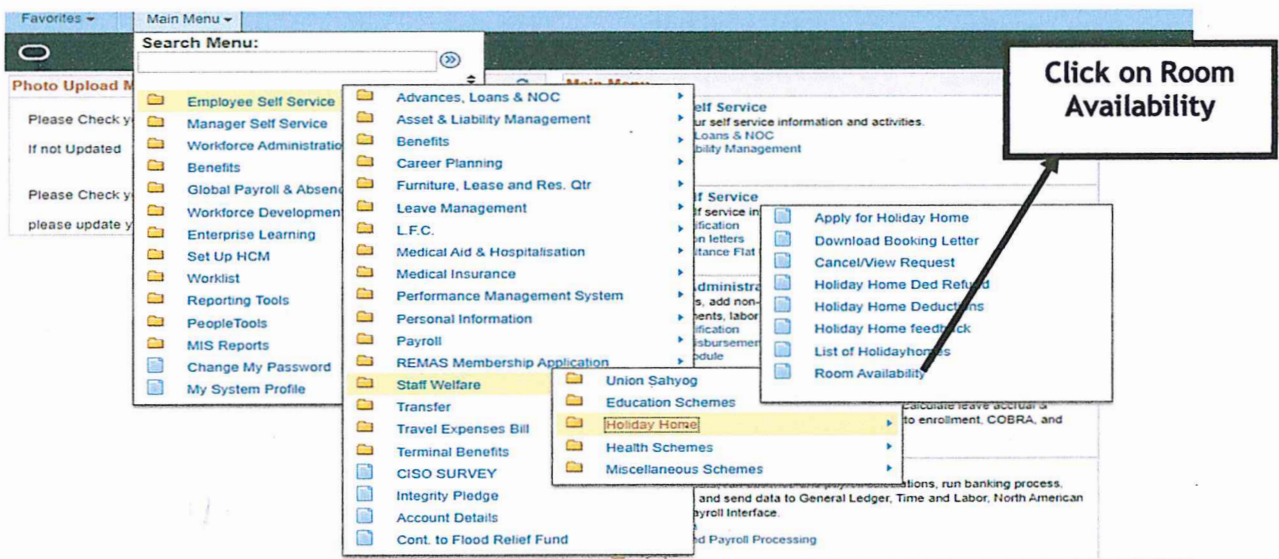
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NAVIGATIONS FOR HOLIDAY HOME

1. STEP 1: HOLIDAY HOME MODULE



2. STEP 2: CLICK ON ROOM AVAILABILITY



3. STEP3: ROOM AVAILABILITY CHECK PAGE

Room Availability

Add a New Value

Holiday Home Code

Start Date

End Date

Add

Select Holiday Home

Select Start Date

Select End Date

4. STEP4: APPLY FOR HOLIDAY HOME

Apply for Holiday Home

- Employee Self Service
- Manager Self Service
- Workforce Administration
- Benefits
- Global Payroll & Absence
- Workforce Development
- Enterprise Learning
- Set Up HCM
- Worklist
- Reporting Tools
- PeopleTools
- MIS Reports
- Change My Password
- My System Profile
- Advances, Loans & NOC
- Asset & Liability Management
- Benefits
- Career Planning
- Furniture, Lease and Res. Qtr
- Leave Management
- L.F.C.
- Medical Aid & Hospitalisation
- Medical Insurance
- Performance Management System
- Personal Information
- Payroll
- REMAS Membership Application
- Staff Welfare
- Transfer
- Travel Expenses Bill
- Terminal Benefits
- CISO SURVEY
- Integrity Pledge
- Account Details
- Cont. to Flood Relief Fund
- Union Sahyog
- Education Schemes
 - Holiday Home**
 - Health Schemes
 - Miscellaneous Schemes

- Apply for Holiday Home
- Download Booking Letter
- Cancel/View Request
- Holiday Home Ded Refund
- Holiday Home Deductions
- Holiday Home feedback
- List of Holidayhomes
- Room Availability

5. STEP5: HOLIDAY HOMEAPPLICATION MAIN PAGE

Apply for Holiday Home

Employee status: **Active** Transaction Status:

Employee Id:

Scale:

Job Code:

Location Code:

Region Code:

Zone Code:

Email ID:

Mobile:

Holiday Home Code:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

Contact Phone Number: 0981622-2254 Holiday Home Email:

Number of persons allowed in the room (including staff): 4

Additional Facilities: free pickup from and to railway station complimentary breakfast

Start Date (DD/MM/YYYY 12:00): 14/08/2024 12:00PM End Date (DD/MM/YYYY 11:59): 16/08/2024 11:59AM

End Date: 16/08/2024 Total number of booking days: 2

Rooms required: 2

Amount: ₹ 600.00

Account type: ODSTAFF-402

Account Number:

SAVE **SUBMIT**

Update Email Address & Mobile No., if needed

6. STEP6: DOWNLOAD BOOKING INTIMATION LETTER

Search Menu:

- Employee Self Service
- Manager Self Service
- Workforce Administration
- Benefits
- Global Payroll & Absence
- Workforce Development
- Enterprise Learning
- Set Up HCM
- Worklist
- Reporting Tools
- PeopleTools
- MIS Reports
- Change My Password
- My System Profile
- Advances, Loans & NOC
- Asset & Liability Management
- Benefits
- Career Planning
- Furniture, Lease and Res. Qtr
- Leave Management
- L.F.C.
- Medical Aid & Hospitalisation
- Medical Insurance
- Performance Management System
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Download Booking Intimation letter

uatunionparivar.unionbankofindia.co.in:9080/pspp/shruat/EMPLOYEE/HRMS/s/WEBLIB_PT_NAV.ISCRIP1.FieldFormula.IScript_PT_NAV_INFRAME?pt_fname=ESS_HOLIDAY_HOMES&

7. STEP7: CANCEL HOLIDAY HOME

The screenshot shows the HRMS system's main menu. The 'Employee Self Service' folder is expanded, leading to 'Staff Welfare', then 'Holiday Home'. A sub-menu is open, showing options like 'Apply for Holiday Home', 'Download Booking Letter', and 'Cancel/View Request'. A callout box labeled 'VIEW/CANCEL REQUEST' points to the 'Cancel/View Request' option.

URL: uat.unionparivar.unionbankofindia.co.in:8080/psp/pshruat/EMPLOYEE/HRMS/s/WEBLIB_PT_NAV.ISCRIPT1.FieldFormula.IScript_PT_NAV_INFRAME?pt_fname=ESS_HOLIDAY_HOME&

8. STEP8: CANCEL REQUEST

ID	DATE	PROPERTY	EMAIL	ROOM NO.	START TIME	END TIME	STATUS	ACTION
18	24/09/2021	SAI INN RESORT		C4	25/09/2021 12:00PM	27/09/2021 11:59AM	Rejected	
19	08/10/2021	SAI INN RESORT		C1	09/10/2021 12:00PM	11/10/2021 11:59AM	Booked	
20	08/10/2021	SAI INN RESORT		C2	09/10/2021 12:00PM	11/10/2021 11:59AM	Booked	
21	30/07/2022	USHA ASCOT	amrendrabverma@gmail.com	401	27/08/2022 12:00PM	29/08/2022 11:59AM	Booked	
22	08/11/2023	KORAMANGALA BANGALORE		1	11/11/2023 12:00PM	13/11/2023 11:59AM	Cancelled	
23	08/11/2023	DEVONSHIRE HOUSE	amrendra.verma@unionbankofindia.bank	1	16/11/2023 12:00PM	18/11/2023 11:59AM	Booked	
24	08/11/2023	OOTY	ubihhoo@gmail.com	104	29/11/2023 12:00PM	30/11/2023 11:59AM	Cancelled	
25	08/11/2023	OOTY	ubihhoo@gmail.com	203	29/11/2023 12:00PM	30/11/2023 11:59AM	Cancelled	
26	15/04/2024	OOTY	ubihhoo@gmail.com	104	16/04/2024 12:00PM	21/04/2024 11:59AM	Booked	
27	15/04/2024	OOTY	ubihhoo@gmail.com	203	16/04/2024 12:00PM	21/04/2024 11:59AM	Booked	
28	06/08/2024	HOTEL UTSAV		1	14/08/2024 12:00PM	16/08/2024 11:59AM	Applied	<input type="text"/> <input type="button" value="Cancel"/>
29	06/08/2024	HOTEL UTSAV		2	14/08/2024 12:00PM	16/08/2024 11:59AM	Applied	<input type="text"/> <input type="button" value="Cancel"/>

Buttons: Save, Return to Search, Notify

Callout: CANCEL BOOKING (points to the 'Cancel' button in the last row)

9. STEP9: MANDATORY HOLIDAY HOME FEEDBACK:

Holiday Home Feedback To

HOLIDAY HOME FEEDBACK REPORT

Employee Id	604046	Name of the staff	PARVEEN,RUBEENA
Scale	SCALE 3 OFFICER	Designation	Senior Manager
Location Code	100000	Location description	CENTRAL OFFICE
Regional Office	Central Office	Zonal office / CO	ZO - MUMBAI
Email ID	rubeena.parveen@	Contact number	7738719145
Holiday Home Code	MANALI		
Start Date(DD/MM/YYYY HHMM)	14/09/24 12:00PM	EndDate (DD/MM/YYYY HHMM)	
Number of persons accompanying the staff <input type="text"/>			

Quality Analysis Of Holiday Home

1. CLEANLINESS OF ROOMS	<input type="text"/>
2. COMFORT LEVEL IN THE ROOMS	<input type="text"/>
3. QUALITY OF FOODS	<input type="text"/>
4. OTHER SERVICES	<input type="text"/>
5. LOCATION	<input type="text"/>
6. AVAILABILITY OF FOOD	<input type="text"/>
Comments on Facilities & Services provided	<input type="text"/>
Rating (Star Rating)	<input type="text"/>
Improvement needed / Grievance	<input type="text"/>

SUBMIT FEEDBACK

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