



Human Resources Administration Division,  
Human Resources Department,  
Central Office, Mumbai

STAFF CIRCULAR NO. 7286

Date: November 7, 2020

To All Branches/ Offices

**Staff Welfare Measure- Harmonization of Holiday Home Facility**

1. As a part of Staff Welfare Measures, 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.
2. We are pleased to inform that after amalgamation, the Holiday Homes of the erstwhile e-Andhra Bank, e-corporation Bank and those of Union Bank of India have now been rationalized.
3. The list of holiday homes along with details thereof, after rationalization is enclosed as Annexure-I.
4. The guidelines/procedure related to allotment of holiday homes are as under:

**ELIGIBILITY:**

- The facility of holiday home can be availed by existing staff & staff, who have retired on superannuation / voluntary retirement, to book each holiday home once in a financial year. However, the facility will not be available to retirees on Saturday, Sunday and Bank Holidays.
- This facility for Holiday Home is intended for the benefit of staff members and their families only. Hence, the staff who is booking the holiday home should be physically present at the holiday home.

**MODE OF APPLICATION:**

- The booking of holiday home is available through Union Parivar (Desktop & Mobile App.) from 11:00 am to 10:00 pm only.

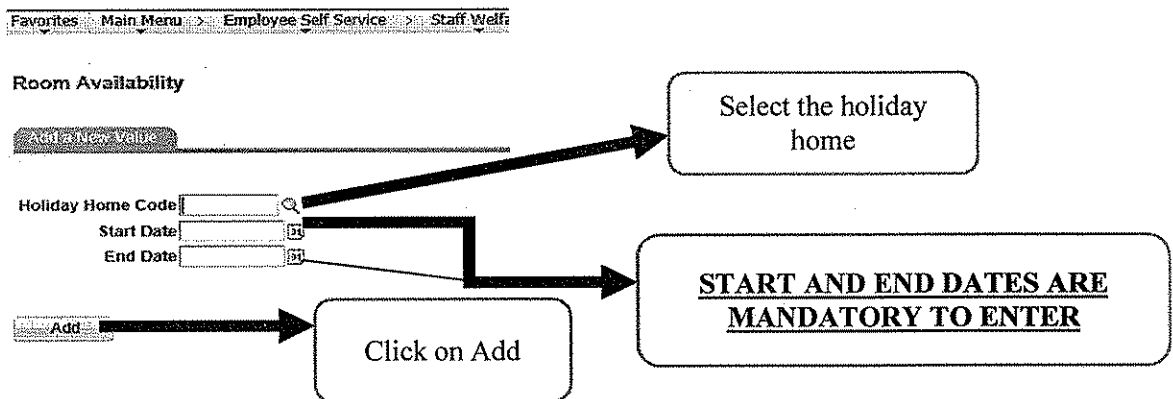
- The window for booking holiday home will open 90 days in advance.

**For example:** To avail a holiday home on 28.02.2021, window for the same will open before 90 days in advance i.e. from 01.12.2020.

- Staff members can view the availability of the holiday home for the required dates, before applying for holiday home by the navigation as under:

**Employee Self Service > Staff Welfare > Miscellaneous Schemes > Holiday Home > Room Availability.**

- **Room Availability :**



**BOOKING & ALLOTTMENT LETTER:**

- Staff Member has to apply for the booking of the holiday home through Union Parivar (Desktop & Mobile App) only, which will be approved/ confirmed by the controlling office on first cum first basis. No other mode of application will be accepted for the booking of holiday home.
- Once approved, employees are required to carry with them a print out of the allotment letter and produce it before the caretaker. No manual booking confirmation or allotment letters will be provided to staff.
- The employee may be required to produce his/her identity card issued by the Bank, if necessary. Hence, all staff are advised to carry the print out of the allotment letter (booking confirmation print out from Union Parivar) along with identity card issued by the Bank.
- No extension of stay will be permitted to any staff members beyond the period for which the holiday home is booked in Union Parivar.
- The staff can book maximum upto 2 rooms, however due to maximum usage, there is a ceiling for maximum booking of 1 room only at Shirdi & Matheran.
- All staff members are advised to carry print out of the booking sanction letter from Union Parivar & get it verified from Branch/ Official with proper stamping & signature as per their convenience

### TARIFF CHARGES FOR HOLIDAY HOMES:

- The tariff charged by the staff for the holiday homes per day are as under:

<u>S</u> <u>N</u>	<u>Name of Holiday Home</u>	<u>Tariff Charges</u> <u>per day</u>
1	Banaglore, Khandala, Mussorie, Tithal, Guruvayoor	150/-
2	Haridwar	175/-
3	Haridwar-A, Shimla, Tirumala, Tirupati, Varanasi, Bangalore-A, Delhi, Kochi, Ooty-A, Shirdi-A,	200/-
4	Amritsar, Goa (S), Katra, Munnar, Ooty, Shirdi	250/-

- For existing staff:** Deduction will be directly through salary, depending on the month in which the holiday home is booked.
- For retired staff:** Tariff amount of holiday home is to be manually credited by the staff to the below mentioned account number immediately after applying in Union Parivar for the holiday home.

<u>PARTICULARS</u>	<u>DETAILS</u>
A/C Number	378901010036256
Account Name	UBI- HOLIDAY HOME RENT COLLECTION ACCOUNT
IFSC Code	UBIN0537896
Branch Name	MMO-NARIMAN POINT BRANCH

**Note:** Booking will be confirmed by the Controlling Regional Office only after receiving the confirmation of the tariff amount credited by the staff in the above mentioned account. As such, retired staff members are requested to share the transaction details with the Controlling Office at the earliest for timely approval of the booking.

### PROCESS OF CANCELLATION:

- If any staff member wants to cancel his/her booking, he/she should cancel his/ her application in Union Parivar 15 days 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.

### For Example.

- Suppose, if any staff has booked the holiday home for the period from 01.11.2020 to 03.11.2020:
  - Refund will be provided only if cancellation request is made through Union Parivar latest by 16.10.2020.
  - No refund will be given, if Cancellation request is made in Union Parivar after 16.10.2020

- The navigation to cancel/ view the request is as under:

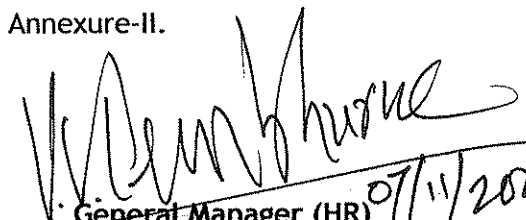

Employee Self Service > Staff Welfare > Miscellaneous Schemes >Holiday Home>  
>Cancel/ View Request.

**REFUND OF AMOUNT:**

- In case of existing staff member, amount will be refunded through the salary of the next month of cancelation date. Retired staff members should submit written request to the controlling Regional Office for refund of the amount.

**CODE OF CONDUCT:**

- The occupants should maintain full decorum during their period of stay in the holiday home.
  - 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.
5. Any clarifications regarding availment of holiday home shall be issued by HRAD, Central Office.
  6. All staff members are requested to take a careful note of the above.
  7. The navigation to apply for the holiday home is given as Annexure-II.

  
General Manager (HR) 07/11/2020  


Enc.: Annexure-I: Details of holiday homes  
: Annexure-II: Procedure to Apply

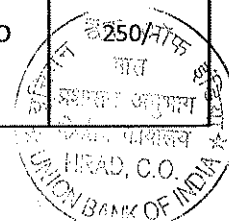
**PRECAUTION DUE TO COVID:**

*During this pandemic scenario of COVID -19, all staff members are requested to take utmost care while utilizing the benefit of Holiday Home. It is advisable to contact holiday home before start of the journey due to GOI & state norms. On arrival at holiday home, please give sufficient time to center management for proper sanitization of the allotted rooms.*

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DETAILS OF HOLIDAY HOME

S. N.	Location	Address of Holiday Home	Holiday Home Validity till	Max. no. of days of stay	Controlling Office	Tariff per day
1	Bangalore	FLAT NO A - 3/ 507, CAUVERY BLOCK NATIONAL GAMES VILLAGE, KORAMANGALA, 560047, Phone No. 080-25715180	Banks property	6	RO- Bangalore (S)	150/-
2	Khandala	PLOT NO 24, N .J. PARK, NEXT TO LOKHANDWALA COMPLEX, VILLAGE KUNE , Phone No. 08308001536	Banks property	4	Central Office	150/-
3	Mussorie	DEVONSHIRE ESTATE, LANDOUR, MUSSORIE, PHONE NO. 0135- 632895	Banks property	6	Dehradun-RO	150/-
4	Thithal	TITHAL ROAD, VILLAGE TITHAL, NEAR SAI BABA TEMPLE, DIST VALSAD- 396 001, Phone No. 997889-0229	Banks property	4	Surat-RO	150/-
5	Amritsar	HOTEL SHIRAZ CONTINENTAL, QUEENS ROAD, AMRITSAR, Phone No. 0183-5098614/ 2565157/ 2220886	01.03.2021	4	RO-Amritsar	250/-
6	Goa (S)	COLVA BEACH, OPP: GOA TOURIST BUNGLOWS Phone No. 02788047/ 048	30.11.2020	4	RO-Goa	250/-
7	Guruvayoor	KRISHNA GARDENS, PERUMBILAVLI ROAD, NORTH NADA, GURUVAYOOR, DIST. TRICHUR, Phone No. 0487-2552558/ 09497254432	14.09.2022	4	RO-Ernakulum (Rural)	150/-
8	Haridwar- A	Hotel ganges rivera, Delhi By Pass Road, Near Viswakarmka Ghat, PO Kankhal, Haridwar-249407, Phone No.01334-240940, 9358189263	31.01.2022	3	Dehradun-RO	200/-
9	Katra	IMPERAIL HOTEL(A UNIT OF -ONE GUEST HOUSE), RAILWAY ROAD, KATRA, Phone No. 09596237777, 09596257777	05.04.2022	4	RO-Amritsar	250/-
10	Munnar	Chancellor Resort MAS Chancellor Resort, Cottage No. 274, Bldg 283, Chinnakanal, Udubanchela Tulak, PO Munnar, - 685619, Phone No. 04868/ 249318	30.06.2021	4	Kottayam-RO	



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S. N.	Location	Address of Holiday Home	Holiday Home Validity till	Max. no. of days of stay	Controlling Office	Tariff per day
11	Ooty	Hotel Silver Oak, 183/B/11, Ettines Road, Ootacamund-643001. Contact No. 0423-2447148/ 2451747	30.09.2022	4	RO-Coimbatore	250/-
12	Shimla	Hotel Gulmarg Regency, Near The Mall, Shimla, Phone no. 0177-2653168/ 26555454/9418092252	31.12.2020	3	RO-Shimla	200/-
13	Shirdi	HOTEL MANDAI PALACE, J.T SHELKE PATIL MARG, SHIRDI, DISTRICT - AHMEDNAGAR-423109, Contact No. 02423-255891/ 255891	31.12.2025	4	Ahmednagar-RO	250/-
14	Tirumala-A	Sarvamangala Mahamandapam Sri Kanchi Kamakoto Peetham, Ring Road, Tirumala-517504, Phone No. 0877-2277370	No Lease Period	2	Tirupati-RO	200/-
15	Tirupathi-A	M/S. Kalyan Residency 177, TP Area, Tirupati-517501, Phone No. 0877-2259780	30.11.2021	3	Tirupati-RO	200/-
16	Varanasi	Hotel OK International, D-47/188A, Rampura, Luxa Road, Varanasi-221001(U.P), Phone No. 9559425498	09.04.2022	3	Varanasi-RO	200/-
17	Bengaluru-A	Hotel Maurya, #22/4, race Course Road, Near Anandh rao circle, Bengaluru-560009, Phone No. 080 22254111/116, 7090758427/25	30.09.2021	3	RO- Bangalore (S)	200/-
18	Delhi	Hotel sarthak palace, 14A/34, W.E.A. Channa Market, Karol bagh New Delhi-110005, Phone No. 011- 25733344/55, 09810972946	28.02.2022	3	RO- Delhi Central	200/-
19	Haridwar	HOTEL HAR KI PAURI, BHIMGODA-ROAD,, HAR-KI- PAURI, HARIDWAR-249401, Phoen No. 01334-265553/ 265554	28.02.2021	4	Dehradun-RO	175/-
20	Kochi	M/s Hotel Presidency, Paramara Road, Ernakulam town, Kochi -682018. Phone No. 4842394040	31.12.2020	3	RO-Ernakulam	200/-



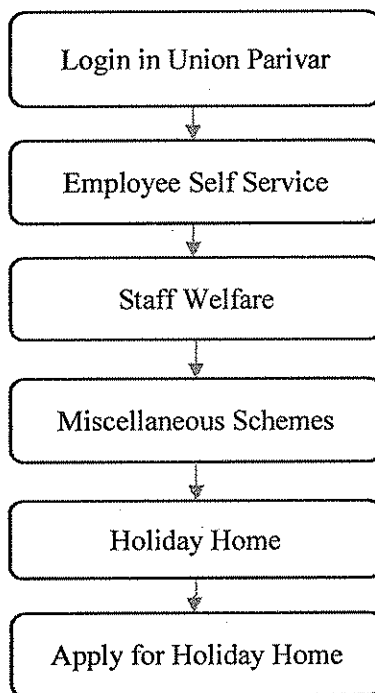
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S. N.	Location	Address of Holiday Home	Holiday Home Validity till	Max. no. of days of stay	Controlling Office	Tariff per day
21	Ooty - A	Tulips Elkhill Resorts(Beside Sterling Resorts) Ramakrishnapuram, OOTY-643001, Phone No. 7639778080,7094898989,04232455555,2448080	09.03.2022	3	RO-Coimbatore	200/-
22	Shirdi-A	Bhagyalaxmi Pvt Ltd.Bhagyalaxmi Road,Opp to andhra Bank,Near Sai Baba Temple,Gate No-01,Talrahata,SHIRDI-423109, MAHARASHTRA. Phone No. 9096484870/ 9730308900	31.08.2021	3	Ahmednagar-RO	200/-



**HOW TO APPLY:**

- The navigation to apply for Holiday Home in Union Parivar is as under:



Apply for Holiday Home

Enter any information you have and click Search. Leave fields blank for a list of all values.

EmpID: [dropdown] Start Date: [calendar] Holiday Home Code: [dropdown] Effective Sequence: [dropdown]

Include History  Correct History  Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Click on:  
Add a new Value





Apply for Holiday Home

Find an Existing Value

EmpID: 664671  
 Start Date: 15/12/2020  
 Holiday Home Code: Executive Suite

Add

Find an Existing Value | Add New Value

Select the start date

Select Holiday Home from drop down menu

Click on Add

Employee status: Active

EmpID: 664671 RAMDAS, AJAY KOYGADÉ

Job Code: 301 ASST. MANAGER

Location: 100003 CENTRAL OFFICE

Region Code: 00 Central Office

Holiday Home Code:

Additional Facilities:

Start Date (DDMM/YYYY): 15/12/2020 12:00PM \*End Date: [ ] [ ] [ ] [ ] [ ] [ ]

End Date (DDMM/YYYY): 11:55P

Executive Suite \*Rooms required: [ ]

Account type: S Savings-207

Account Number: 0000027

Name of Members	Age	Relationship
RAMDAS, AJAY KOYGADÉ	33	Self

Save

Select The End date:  
 Please refer Annexure 1  
 for max no. of days  
 allowed for booking in  
 holiday home &  
 availability of holiday  
 home

Mention the no. of rooms  
 required: Refer  
 Annexure 1 for ceiling in  
 no. of rooms

For executive only & depending on availability

Details of members visiting

Save & Submit

