

HOLIDAY HOMES

1. APPLICABLE CRITERIA:

Holiday Homes may be made available to all categories of permanent employees of the Bank and their families, subject to the following rules:-

Family for the purpose would have the same meaning as defined under the extant Bipartite Settlement for workmen staff and PNB (Officers') Service Regulation in respect of officer staff.

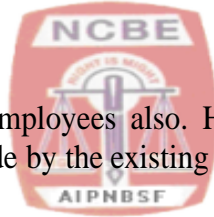
The employees requiring accommodation at any of the Holiday Homes can make on-line request for booking of Holiday Homes through HRMS.

The application for booking accommodation is required to be made not more than 3 months in advance from the proposed dates and full amount of prescribed charges are to be paid to the respective Circle Office in advance.

The members of the staff, workmen as well as officers, will not be allowed to book the same Holiday Home more than once in a year.

Provisions for Retired Employees:

This facility is available to the retired employees also. However, the existing employees will get preference in case the request has been made by the existing employee as well as a retired employee for identical dates.



The booking window will be open 05 days prior to the date of proposed visit in the peak season, i.e. for the month of April to July and December.

The maximum period of booking of a Holiday Home at a stretch to be 6 days (i.e. check-out on 7th day) and maximum 3 rooms can be booked.

The retired employees will make a request for the Holiday Home at any of the offices who will enter the request in HRMS and allotment letter generated from the system will be provided to the retired employees by the Office.

The facility of Holiday Home for the retired employee is for self-visit as well as for the spouse/dependent children of the retiree, if the retired employee is accompanying them.

2. ALLOTMENT:

Allotment of rooms in the Holiday Homes will be made by the Circle Offices under whose jurisdiction the Holiday Home is situated, normally on first come first serve basis, with a waiting list for pending applications. Keeping in view the facility of on-line booking of Holiday Home incorporated in HRMS, after the employee makes a request on-line, the days for which request has been made will get carved in the system & 24 hours will be available to the employee for making the payment in the specified a/c of the circle and entering the Transaction ID of this payment in HRMS. After 24 hours, the right of the employee for allotment will lapse in case Transaction ID in respect of rent is not entered in the system.

The approval of booking of Holiday Home applications submitted by the employees in HRMS will be done at the Circle Office level and the employee will be able to generate the allotment letter after the approval by the Circle Office.

In case the Circle Office is not in a position to give the allotment for the period for which the employee proposes to avail the facility and the amount has already been deposited by the employee in the non-customer account of the Circle Office, the money will be refunded by the Circle office immediately and the required non allotment will be done in HRMS as well.

The Circle Office will send communication to the Holiday Home caretaker about the allotment of Holiday Home to the concerned employee.

3. PERIOD OF STAY:

The maximum period of booking of a Holiday Home at a stretch to be 06 days (i.e. check-out on 7th day) and maximum 03 rooms can be booked by an employee as against the present guidelines for booking of any number of room(s) for a maximum period of two weeks at one centre.