

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.

4. SUPERVISION AND CONTROL:

The Circle Office under whose jurisdiction the Holiday Home is functioning will ensure regular inspection of Holiday Home by the Circle Level Supervisory Committee constituted for the purpose.

5. OCCUPANCY & FEEDBACK REGISTER:

In case the Holiday Home is functioning from the premises other than a Hotel, occupancy register will be maintained by the caretaker and the possession of the room will be given after the employee makes entry in the occupancy register. Similar entry will also be made in the register at the time of vacating the room for having handed over the charge in good order and condition.

The employee can give feedback about the maintenance and infrastructure of the Holiday Home in that register.

The functionality to give feedback about the Holiday Home is now also available in HRMS.

6. PAYMENT OF CHARGES:

Amount of Rs 100/- per day per room will be charged from existing as well as retired employees.

To prevent unnecessary blocking of rooms, while booking room in any Holiday Home, all have to deposit Rs.250/- per room per day (minimum Rs.500/-, even if one room is booked for one day), as advance booking amount.

In case of actual visit, the additional amount will be refunded in employee's account.

The additional amount will also be refunded in case the employee cancels the booking 07 days prior to the date of proposed visit.

7. CANCELLATION/EXTENTION/CHANGE OF RESERVATION:

The employee not availing of the reservations made by him or availing it partially will not be entitled to any refund of the charges paid by him. However, he can make a request for cancellation in HRMS.

The additional amount will be refunded in case the employee cancels the booking 07 days prior to the date of proposed visit.

In case the employee neither visit the Holiday Home nor cancel the booking 07 days prior to the date of proposed visit, no refund will be made.

The employee staying in Holiday Home will be liable for loss that may be sustained on account of his/her act to any property including electrical & other fittings, crockery, utensils, part of the building and/or garden during the period of his/her occupation and will have to pay for it according to the assessment made by the Circle Head for which necessary undertaking would be given at the time of his/her application for allotment.

8. RULES OF CONDUCT AND BEHAVIOUR:

*It is expected that all employees and the members of their family availing of the facility would observe the applicable rules. The following, besides other rules, be exhibited at such Holiday Homes.

*Gambling of all kinds is strictly prohibited.

*The main gate of the premises will be closed at zero hours (midnight) and members will not ordinarily be allowed entry thereafter.

• Taking alcoholic drinks is strictly prohibited.

• The cottage/room or a part thereof allotted to the employee must be kept neat and clean. The occupants should maintain full decorum throughout their stay.

• Singing, dancing and playing transistor/radio/tape recorder in loud tone so as to cause disturbance or annoyance to other occupants are strictly prohibited.

• Employees should take care of their baggage/luggage. The bank will not be responsible for any loss/damage thereto.

• The management reserves the right to ask any occupant to vacate the accommodation even before the expiry of the stipulated period for violation of prescribed rules.

(Ref.: HRMD Circular No. 706/2023 dated 02.06.2023 and HRMD Notice dated 12.12.2023)

List of Holiday Homes

ID No.	Holiday Home	Address	Account No. for Booking	Circle	Phone No. for Booking	No. of Rooms
1	AGRA	3, Lata Kunj, Mathura Road, Near Halwai Ki Bagichi, Agra, Ph. 09837017623	3779003171160	Agra	7234000325, 700478280	7
2	AMRITSAR	Hotel Air Lines, Cooper Road, Near Bhandari Bridge, Amritsar, Ph. 0183-2564848	3395002100114870	Amritsar	0183-5017111	6
3	BANGALORE	Hotel Savi International, Near Natraj Theatre, No. 186/12, Rajeev Gandhi Circle, Seshadri Puram, Bangalore, Ph. 9901003333	3824003171160	Bangalore	9902261279	7
4	CHENNAI					
5	DALHOUSIE	Hotel Ravi View, Near Subhash Chowk (Next to Convent), Dharamshala Ph. 01899-240724	3373002100022540	Dharamshala	9418086808, 9797860569	6
7	GOA	Ocean View Apartment Hotel, 30/12, Velsao Pale (Queeny Nagar), Zuarinagar, Vasco, Goa, Ph. 7798880739	0386002200000025	Kolhapur	023-12524013	12
8	JAIPUR	Hotel Jaipur Ashok, A-25, Jaisingh Circle(Near Collectorate), Bani Park, Jaipur, Ph.0141-2204491 to 494, 9414457332	4064002100001862	Jaipur - Ajmer	0141-2747137, 8769644555	6
10	KATRA	Hotel Kashmir Residency, Main Road, Katra Ph. 01991-232920	0702002100023184	Jammu	0191-2470333	8
11	MANALI	Hotel New Kenilworth International, Opp. Van Vihar, The Mall, Manali, Ph. 01902-253062	0311000100935481	Mandi	01905-223562	8
12	MUMBAI	Silverline Apartment, 7th Floor, Military Road Ganesh Pada, Marol Naka, Aandheri (East) Mumbai - 400059	1232002100040722	Mumbai Western	9969178452	9
13	MUSSORIE	Hotel Deep, Camel Back Road, Kulri, Mussoorie Ph. 0135-2632470, 7500999970	3713002200000035	Dehradun	9634204264	10
14	NAINITAL					
15	DELHI	Flat at 27, Ground Floor, Gujrat Vihar, Delhi-110092, Ph: 011-49043638, 6395031157	4200000100131194	East Delhi	011-45514705 8800933395	4
18	PURI	Hotel New Rock Way, C T Road, Puri-752002 Ph.: 9827772092, 06752-291389	3793003171160	Bhubaneswar	9437740117	10
20	VARANASI	Hotel City Inn, S-21/116, L-14, Opposite Cantt. Railway Station, Parade Kothi, Varanasi, Ph. 05422508465	2988002100015497	Varanasi	05422502613	6
21	HARIDWAR	Hotel Ganges Rivera, Delhi By Pass Road, Haridwar, Ph. 01334-240940	1074002100069488	Haridwar	01334-233115	10
23	SHIRDI	Hotel Bandhan, Near Sai Baba Bhakt Niwas, Nagar Manmad Road, Shirdi Ph. 02423-255771, 9860552162	0386002200000098	Nashik	020-26131795 020-26131796	6
24	SHIMLA	PNB Holiday Home, Sheetal Kunj, Near Hotel Marina, The Mall, Shimla, Ph. 07018745535	3383002100017688	Shimla	0177-2657287	7
27	UDAIPUR	Hotel Anand Bhawan, Fateh Sagar Road, Udaipur, Ph. 9460343306, 0294-252301	1131002100048133	Udaipur	0294-2688003	6
28	AYODHYA	Shane Avadh Hotel Pvt. Ltd., New Bus Stand, Civil Lines, Ayodhya, Ph:9450767007	4152002200000022	Ayodhya	05728-240111	8
29	MUNNAR	M/S Ayur County Resorts Ltd., Chinnakkanal, Munnar, Ph.0468-249318, 0468-249320	0300102100000210	Thiruvananthpuram	8940483689	6
30	TIRUPATI	Hotel Sri Venkataramana Residency D No: 19-7-19/A, DR Mahal Road, Tirupati Ph:08772221212, 9032324400, 9849084446	7953002200000013	Vijaywada	0866-2428167 0866-2428168 9581106677	10