

## **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. However, VIP rooms have been kept out of the purview of booking through HRMS. The request of employees for booking of Holiday Home is to be done 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 facility would not be available to the retired employees from April to July and in the month of December.

The accommodation to the retired employees will be provided for a maximum period of 7 days at one occasion.

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:**

An employee can request for booking for a maximum period of two weeks at one centre, provided there is no demand for that Holiday Home during those days. However, the maximum period of stay be restricted to one week during the months of April to July or if there are more than one applicant for the same period.

### **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 & FEED BACK 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.

### **6. PAYMENT OF CHARGES:**

At present, room rent of Rs.50/- per day per room is being charged from the existing employees while Rs.10/- per day per room are being charged from the retired employees. A day for such purpose will be deemed to commence from the time of his arrival and part of the day after 24 hours will be considered full day. The rent specified above will include rental on account of provision of accommodation, use of crockery & other utensils, if available, electricity & water supply etc.

### **7. CANCELLATION/EXTENSION/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.

In case the employee desires to change the reservation, he will not have any preference over others and will be considered along with others in the prescribed manner. In case the extension of period is desired, the employee must move well in advance and will not be allowed to stay unless he has obtained sanction of his extension of stay before the expiry of the period for which reservation of accommodation has been originally made by him.

The employees staying in such Holiday Homes will be liable for loss that may be sustained on account of his act to any property including electrical & other fittings, crockery, utensils, part of the building and/or garden during the period of his 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 application for allotment.

In case an employee who has already booked the Holiday Home does not report there within 24 hours from the scheduled arrival, the concerned Circle Office under concurrence of Circle Head will be authorized to make booking for any other employee arriving at the place of such Holiday Home, limited to the period for which the accommodation was reserved for the original allottee. Under these circumstances also, the employee will not be entitled to any refund of charges already paid by him.

#### **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.
- \* 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.: Human Resource Management Division Circular No. 610/2021 dated 29.12.2021)**

### 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 East	9902261279	7
4	CHENNAI			Chennai South		
5	DALHOUSIE	Hotel Ravi View, Near Subhash Chowk, Dalhousie, Ph. 01899-240724	3373002100022540	Dharamshala	01892222051	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 Dausa	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			Mumbai Western		
13	MUSSORIE			Dehradun West		
14	NAINITAL			Haldwani		
15	NEW DELHI	PNB Residential Complex, Gurdwara Road, Karol Bagh, New Delhi, Ph. 011-28757076	1522002200000176	West Delhi	011-25725047	8
18	PURI			Bhubaneshwar		
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, Opp. Vishwakarma Ghaat, 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