



बैंक ऑफ़ बड़ौदा Bank of Baroda

HO/BR/111/309

01-11-2019

CIRCULAR TO ALL BRANCHES / OFFICES IN INDIA

ISSUED BY HRM Dept.
HEAD OFFICE, BARODA

Dear Sir/Madam,

Re: Rationalization of Holiday Home facility

Bank has established Holiday Homes at various centers in India with purpose of providing comfortable & economical accommodation to existing & retired employees of the Bank while they are travelling. Post amalgamation, after inclusion of our fellow bankers from erstwhile Banks into Baroda Parivar, a need has been felt to rationalize the Holiday Homes of all the -3- Banks for the benefit of all the employees.

We are pleased to inform that, w.e.f 01.11.2019 under auspices of Staff Welfare fund, Holiday Home facility for all the Bank's Holiday Home is now made available to all the employees of the amalgamated entity and eligible retired employees through HRnes Payroll.

LIST OF HOLIDAY HOMES:

Presently, Bank has opened holiday homes at -52- locations / cities / tourist places across the country. The list of holiday homes which are functioning currently are given in **Annexure-A**.

The guidelines for availing the Holiday Home facility by existing staff members / retired staff members are reproduced as under:

ELIGIBILITY

- I. All existing employees
- II. Retired employees who have:
 - a. Superannuated
 - b. Opted for Voluntary Retirement

FAMILY:

- I. For Existing Employees: Only Spouse, dependent Children and dependent Parents
- II. Retired Employees: Only self and Spouse are permitted for availing the facility of Holiday Home.

PROCEDURE FOR APPLYING

Holiday Home module is incorporated in Payroll System. All existing Officers and Clerical staffs should use the Self Service Module in payroll and for Sub staff and eligible Retired Employees, the "Unit payroll Supervisor" of the branch can apply on their behalf.

The list of Ex-employees who are eligible for the Holiday Home is already uploaded in the system. If the EC No. of the employee is not available, the same should be communicated to Staff Welfare Department, Head Office.

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प्रधान कार्यालय : मा.सं.प्र. - छठा तल, "बड़ौदा भवन", आर.सी.दत्त रोड, अलकापुरी, बड़ौदा-390007. गुजरात. (भारत).

Head Office : HRM - 6th Floor, "Baroda Bhavan", R. C. Dutt Road, Alkapuri, Baroda - 390007. Gujarat (INDIA)



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Employees who do not have access to HRnes Payroll terminal may have to visit any nearby BOB Branch with CBS instance of BOB for applying for the Holiday Home. In due course, as the system / IT integration progresses, staff members shall be able to apply from all Branches with access given to the Payroll module in all Branches. All existing Officers and Clerical staffs can apply in HRnes Payroll using the Self Service Module. For Sub staff and eligible Retired Employees, the "Unit payroll Supervisor" of the branch shall apply on their behalf.

"Holiday Home" menu is available on the left side of the screen in Payroll with the following sub menus:

- a. Holiday Home Availability Check
- b. Apply Holiday Home
- c. Holiday Home Cancellations
- d. Reservation Letter

On approval of the online application for booking of holiday home, the existing employee will use the Payroll module to take out the Reservation letter. In case of eligible retired employees, the Unit payroll supervisor of the Branch will use the Payroll module to take out the Reservation letter.

The Holiday Home bookings are processed on 'First Come First Serve' basis and HRnes Payroll is updated on a daily basis at the end of the day. This means that the Holiday Home availability status in Payroll will continue to be same till approvals for any particular day is processed. The changes in the availability status will be reflected on the next day for subsequent bookings.

The employee (existing as well retired) should carry the reservation letter along with Bank's ID card and PAN Card/ Aadhar card/ Driving Licence etc. while visiting the Holiday Home. The caretaker/hotel will not allow the holiday home facility to the employee in the absence of the reservation letter and valid ID card

Family members may utilize the Holiday Home facility even if the staff member is not accompanying them. Family member should carry copy of employee's Bank ID along with his or her own ID proof.

As per the directions of the Managing Committee, following periods have been identified as peak periods, during which the **Holiday Home facility will be available exclusively for existing employees and not for the retired staff:**

1. Summer Vacations (1st May to 30th June)
2. Winter vacations (15th December to 05th January)
3. Diwali/Durga Pooja Holidays (From start of Navratri upto one week after Diwali)

Taking into account, feedback received from many retired staff and retired employees organizations regarding the reduced availability of Holiday Homes to retired staff from earlier 365 days to only around 144 days in the year because of the above guidelines and demand to increase the same as even in those 144 days they are unable to always get because of prior bookings having been done on the rooms by other staff, a review of the guidelines for retired staff was undertaken and it has been decided as under:

- i. Earlier stipulation of reserving HH availability on weekends (Saturday & Sunday) only for existing staff is now removed. Retired staff can also book holiday homes on weekends.

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- ii. Further, even for the vacation periods / holiday periods also which are so far exclusively earmarked for the existing staff, the holiday homes shall be opened for booking by the retired staff one week prior to the booking date if the rooms are still remaining unbooked / vacant.

This will, while allowing existing staff to plan their trips / outings during the vacation / holiday periods with increased rooms availability, also prevent rooms from being unutilized or unoccupied in the event of non-booking or last minute cancellations in which case, retired staff can also book the unoccupied / vacant rooms during the last week.

These changes will also take care of the demand for increasing the room availability periods in holiday homes for retired staffs.

CRITERIA FOR ALLOTMENT OF HOLIDAY HOMES:

- I. The system will allot rooms automatically based on availability of the rooms for the days applied.
- II. The reservation of room(s) can be made -3-months before the date of availing the Holiday Home facility.
- III. The application will be registered in the module even if no availability of rooms is shown on the screen and will move to the wait list. In case of any cancellations, the same will be approved automatically as per the waitlist number.
- IV. No change in reservation dates / modification in application will be allowed, once the allotment is made to an employee.
- V. The employee is required to cancel his application in the module itself, the charges will be applicable as per the penalty on late cancellation/ not availing holiday home.
- VI. **Only one room will be allotted for one application made in system.** Please note, if employee needs more than one room he/she has to make -2- applications. Maximum -2- rooms per day to an existing employee and -1- room per day to retired employee would be allotted at any holiday home for the same period.
- VII. **PERIOD OF STAY:** The allotment of holiday home will not be made for more than -7- days on any one occasion.
- VIII. The 'Check-in' and 'Check-out' time for the holiday home will be as per the arrangement of each holiday home. The occupants of the holiday home will be required to vacate the holiday home on the said 'Check-out' time on the day their reservation expires. Employees are advised to contact the Hotel to avail necessary information in this regard.
- IX. Auto Approval is done twice in a day and the system allots rooms on FIRST-COME-FIRST SERVE basis.
- X. Employees whose application is in waitlist should regularly check if the same is confirmed.
- XI. Employees are advised to cancel their application even if it is in the waitlist. This would pave way to the next person who is in the waitlist to get the allotment.
- XII. The employees are requested to make minimum correspondence with the controlling branch with regard to holiday home reservation and other related matters.
- XIII. The controlling branch has no control over the allotment as the process is centralized and fully automated.

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- XIV. Employee should ensure having sufficient balance in the account, before applying for Holiday Home. In case, employee doesn't have sufficient balance in the account, his/her application will be rejected/cancelled.
- XV. Since the whole process of allotment of Holiday home facility is automated, manual interventions are not permitted. Hence employees are advised to refrain from bringing undue pressure for manual approvals.

CHARGES:

- I. The rent from employees towards booking of the Holiday Home will be debited centrally by the system.
- II. **For Existing Employees**, the benefit account number where the employee's claims are credited by Payroll, will be debited.
- III. **For Retired employees**, the account number provided at the time of the booking shall be debited.
- IV. No refund of rent paid by employees is permissible, under any circumstances.
- V. The rent (per day per room) will be as below:
 - a. **For Officers :: Rs. 100/-**
 - b. **For Clerical :: Rs. 50/-**
 - c. **For Substaff ::Rs. 30/-**
- VI. Extra bed, if sought' should be paid directly to the Hotel as per the hotel rules. However, one should take care that number of occupants in one room is not unreasonable.

PENALTY:

As a deterrent to avoid unnecessary blocking of the rooms, penalty on late cancellation/non-utilization has been approved by Staff Welfare Fund Managing Committee as under:

- a. No cancellation charges will be levied if cancellation is done before 15 days.
- b. If the Booking/Reservation is cancelled less than 15 days prior to the date of his / her confirmed booking/ reservations, the penalty will be -3- times the rent as applicable.
- c. If employee does not cancel the booking which are confirmed and do not visit the Holiday Home, the penalty will be -6- times the rent as applicable.
- d. No cancellation charges will be levied if waitlisted application is cancelled irrespective of the number of days prior to the date of reservation when the same is cancelled.
- e. In case of partial availment, penalty for entire period shall be deducted. Hence the employee should make booking accordingly. Please note that even in case of partial availment, -6- times penalty shall be collected for the entire booking period.

OCCUPANCY REGISTER:

A register will be maintained at each holiday home wherein each visitor would enter the Room Number and date & time of his arrival and departure at appropriate time under their signature.

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REPORT taken from the Holiday Home module by the Controlling Branch will be given to the Hotel/caretaker of holiday home and the details of the employees who visited the holiday home with details of their arrival and departure time would be obtained from Holiday Home on monthly basis.

The controlling Branch would update the occupation in the Holiday Home module so that in cases where employee had not cancelled the booking which were confirmed or had not visited the Holiday Home, the penalty equal to -6- times the rent as applicable shall be deducted by the system.

SUPERVISION AND CONTROL IN CASE OF OUR BANK'S OWN PREMISES:

The caretaker provided at each centre / Holiday Home will do the day-to-day supervision and the maintenance of holiday home. This caretaker would be under the direct supervision of the controlling branch. The branch would look after the day-to-day running of the holiday home, it's maintenance, etc.

ROLE OF CONTROLLING BRANCH:

The 'Controlling Branch' should arrange for the following at the holiday home premises:

- I. A suitable signboard showing 'Bank of Baroda Holiday Home'.
- II. A copy of the rules of allotment etc. of holiday home should be displayed on the notice board to be placed at the holiday home premises.
- III. A 'Suggestion Box' at holiday home premises be provided and the suggestions received be sent directly to Head Office, Baroda with comments, if any.
- IV. The Regional Authority concerned should arrange to have quarterly inspection of the holiday homes premises concerned so as to ensure all arrangements as per agreement are in order.

RULES TO BE ADHERED BY VISITOR:

- I. Gambling of all type is strictly prohibited.
- II. Smoking/Drinking alcohol is strictly prohibited.
- III. Singing, dancing and playing a transistor / radio / T.V. in loud tone, disturbing other occupants of the Holiday Home are strictly prohibited.
- IV. No unauthorized guests will be allowed.
- V. The employee concerned would be responsible for keeping cleanliness during his stay and should hand over the premises in clean condition.
- XVI. The employee will be responsible for any damage / breakage of the furniture and other items provided at Holiday Home during his stay and he will have to make good the amount of damage / breakage as may be decided by the Bank.
- XVII. The employee will maintain decorum during his stay at Holiday Home.
- XVIII. Any Existing / Retired Staff Member who does not observe any of these rules will be liable to be debarred from allotment of Holiday Home not only at particular center but all the centers in India for a specific period as may be decided by Bank.

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ONLINE FEEDBACK:

Link has been provided in **Payroll>>Holiday Home>>>Holiday Home Feedback**. The employee will be able to see the said link only till -3- months from date of their visit to the Holiday Home.

Submission of **ONLINE** feedback is **NECESSARY**. All existing employees are requested to submit their feedback compulsorily so that necessary steps may be taken for improvement of Holiday Home arrangement or basic amenities provided therein.

EFFECTIVE DATE:

This circular is effective from 01.11.2019 for all the existing employees of the Bank.

For retired staff members, the following will be made available from 01.12.2019 since the Holiday Home module is being configured for the revisions as given above:-

- a) Holiday Home booking on weekends
- b) Holiday Home booking one week prior to the availment date during peak seasons

Any further modification in the guidelines/list of Holiday Home shall be communicated separately from time to time.

Yours faithfully,

Joydeep Dutta Roy
Head (Strategic HR & HR Integration)

Encl.: As above.

ANNEXURE-A

S No	Holiday Home Location	Name of the Hotel	Existing No. of Rooms
1	AGRA	Hotel Love Kush	4
2	ALIBAUG	M/S Sai Inn Holiday Resorts	3
3	AMRITSAR	Treebo Dee Intercontinental	4
4	AURANGABAD	Hotel Kartiki	3
5	BANGALORE	Hotel Shree Adiga	8
6	BARODA	Regenta Inn	4
7	BHUBNESHWAR	Hotel Priya	4
8	BODHGAYA	New Hotel Shiva	4
9	CHANDIGARH	The Toy Hotel	4
10	CHENNAI	Burkit Road, T.nagar, Chennai	4
11	DALHOUSIE	Hotel Surya Resort	2
12	DARJEELING	Hotel Sanderling	5
13	DHARAMSHALA	Hotel Pine Valley	4
14	DIU	Hotel Relex Inn	3
15	DWARKA	Hotel VITS Bhumi	4
16	GANGTOK	Hotel Taryana	5
17	GANPATIPULE	Abhisek Beach Resort	6
18	GUWAHATI	Hotel- The Executive Inn	5
19	HARDWAR	Hotel Ganges Rivera	4
20	HYDERABAD	Quality Inn Residency	4
21	JAIPUR	Hotel Ratnawali	8
22	KANYAKUMARI	Hotel Amuthum Residency	4
23	KATRA	Hotel Malti Palace	4
24	KODAIKANAL	C/O M/S. Sornam Apartments	4
25	KOLKATA	Hotel Swagat	3
26	LONAVALA	Harnam Shree Housing Complex / Bank's own premises	5
27	LUCKNOW	Hotel Silver-7	3
28	MAHABALESHWAR	Hotel Shreyas	3
29	MANALI	Hotel Anupam Palace	4
30	MATHURA	Hotel Heera	4
31	MOUNT ABU	Ambu Shri Kurj	4
32	MUMBAI	Nugget / Bank's own premises	5
33	MUNNAR	Ayur County Resorts Ltd.	3
34	MUSSOORIE	Hotel Hill Queen	4
35	NAGPUR	Plot No: C-20, House No: 4201	3
36	NAINITAL	Hotel Sashi	4
37	NASIK	Radhika Inn Service apartment	4
38	NATHDWARA	Crimson Park	4
39	NEW DELHI 1	Hotel Swaran Palace	8
40	NEW DELHI 2	Hotel C Park	2
41	OOTY	RN Holidays (A Unit Of Darshan Hotel , Ooty)	4
42	PANAJI/ GOA	Bank Of Baroda Holiday Home (Own premises)	8
43	PANCHMARHI	Ark Resort	4
44	PORT BLAIR	Hotel Shreesh	4
45	PURI	Hotel Lee Garden	8
46	SAPUTARA	Hotel Chitrakut Guest House & Restaurant	4
47	SHILLONG	Hotel Island Park Residency	4
48	SHIMLA	Sidhowal Lodge	5
49	SHIRDI	Nisarg Cottage Resorts	5
50	TIRUPATI	Hotel Bhimas Paradise	4
51	UDAIPUR	Downtown BnB	4
52	VARANASI	Hotel Siddharth	4