HOLIDAY HOME FACILITY TO EMPLOYEES RETIRED ON SUPERANNUATION

ELIGIBILITY:

Holiday Home Facility is available to all the employees retired on superannuation (including those who were drawing graded scale wages) who were on the rolls of the Bank at the time of retirement and to their spouse and dependents. Facility is available during the lifetime of the retired employee.

Retired employees can stay in Holiday Homes accompanied by a caretaker if they could not be accompanied by their spouse or other dependents.

FACILITY IN BRIEF

- At present our Bank has Holiday Homes at Goa, Mumbai, New Delhi, Shimla, Bangalore, Hyderabad, Kochi, Chennai, Kolkata, Tirupati and Mysore. The Address & the contact details are provided in the Annexure I.
- Bank’s existing Holiday Home Facility has been extended to all the employees retired on superannuation for a maximum period of 6 days, subject to a ceiling of 3 days per holiday home and for a maximum of 2 Holiday Homes in a financial year.
- Facility is available at places other than where retired employee concerned ordinarily resides.
- Facility is not made available in the months of April, May, October and November.
- An amount of Rs.50/- per head per day will be recovered as tariff.

ADMINISTRATION

Holiday Homes are administered / managed by the Zonal Offices situated at the respective places.

BOOKING

The retired employee concerned should approach the pension drawing branch or nearest branch of the Bank of his place if he/she is not a pension optee with his/her Identity Card issued by the Bank, for identification and submit the application in the prescribed format along with tariff at the rate of Rs.50/- per head per day.

The official concerned at the Branch will enter the application in the HRMS and forward the same to Zonal Office concerned.

The application as per Annexure-II should be submitted at least one month in advance. Notice period of one month stipulated above may be relaxed by the Zonal Office subject to availability of rooms in the Holiday Home.

No booking shall be made more than 3 months in advance.

In case of non-availability of accommodation, Zonal Office would inform to the concerned applicant.

Applicant must invariably inform the contact number and correct postal address/email address in the application for better communication.

ALLOTMENT

Allotment of room in Holiday Home will be made by the concerned Zonal Office on the basis of first come first serve basis.
Only one room will be allotted to a retired employee.

The Zonal Office concerned would issue allotment letter to the retired employee under copy to the Hotel/in-charge of the Holiday Home well in advance for information.

CHECK IN AND CHECK OUT:

The retired employee concerned will produce the identity card issued by the Bank at the Hotel/Holiday Home along with allotment letter issued by the zonal office concerned carry with him/her the allotment letter and produce it at the Hotel/Holiday Home.

Upon completion of registration formalities at the hotel/holiday home, the retired employee would be allowed to occupy the room allotted for the period for which the sanction is accorded.

Expenses under the arrangement includes room rental only. All other expenses incurred by the retired employee should be reimbursed to the concerned Hotel/Holiday Home before checking-out.

CANCELLATION OF BOOKING:

In case the retired employee prefers to cancel the booking, he/she may do so, by way of application for cancellation to the zonal office concerned through the branch where the application for booking is submitted.

Full refund of the Booking amount will be made to the retired employee if the booking is cancelled before 3 days prior to the date of proposed occupation. No refund will be made if cancellation of booking is made within 3 days from the original date of proposed occupation.
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<th>City</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>E-Mail</th>
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| Delhi  | Hotel ‘B’ Continental  
8/14, W E A Abdul Aziz Road  
Near Metro Pillar No.98 & 99  
Karol Bagh, New Delhi – 110 005  
Phone : 011-28751811, 28751612                                                                                                                                  |       |              |                               |
| Kochi  | Presidency Hotels  
Paramara Road  
Ernakulam Town  
Kochi - 682 018  
Phone : 0484-2394300, 2394040  
E.Mail : info@presidencyhotel.com                                                                                                                                         |       |              |                               |
| Mysore | Ginger Roots Corporation Ltd.,  
Nazarabad Mohalla, Near Nazarabad Police Station, Vasanth Mahal Road, Mysore – 570 010.  
Phone: 918216633333  
Fax: 918216633336                                                                                                 |       |              |                               |
| Hyderabad | Hotel Ashoka  
No. 6-1-70, Lakdi-ka-Pul  
Hyderabad – 500 004  
Phone: 91-40-2323 0105  
91-8008200222  
Fax: 91-40-66510220                                                                                                                |       |              | info@bestwesternashoka.com    |
| Kochi  | Presidency Hotels  
Paramara Road  
Ernakulam Town  
Kochi - 682 018  
Phone : 0484-2394300, 2394040  
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Phone: 918216633333  
Fax: 918216633336                                                                                                 |       |              |                               |
APPLICATION FOR ALLOTMENT OF ROOM IN HOLIDAY HOME
FOR
RETIRING EMPLOYEES
PART-I
(To be filled in by the Retired Employee in duplicate)

From:

Name: Sri/Smt
E/M No. (at the time of retirement)
Designation (at the time of retirement)
Branch/Office last worked
Present Address for communication

To:
The Zonal Manager
Zonal Office

Through:
The Branch Head/Officer in Charge
Branch/Office:

Dear Sir,

I intend to visit ____________________(mention the place of Holiday Home). I request you to allot me a room in Bank's Holiday Home situated in ___________________. Please find enclosed a cheque bearing No.___________ dated ___________ for Rs.______ (Rs ______________________________) drawn on my_______ Account bearing No__________ maintained with Corporation Bank, _______________ Branch, being the tariff for_____ days for_______ persons.

I furnish below the relevant particulars:

1. Period of stay: From: _________________ To: _______________ [_____ days

2. Details of the family members accompanying me:

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<tr>
<th>Sl No</th>
<th>Name</th>
<th>Relation</th>
<th>Age</th>
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3. I declare/undertake as under:-

   I. have retired from the services of Corporation Bank on superannuation on _________________
   II. The family members mentioned above are fully dependent on me.
   III. I have read the rules and regulations relating to availing of Holiday Home facility and
        undertake to abide by the same.
   IV. The expenses incurred by me/family members during the stay at Holiday Home will be reimbursed by
       me to the Hotel/Care Taker/Caterer, while checking-out of the Holiday Home.
   V. The loss/damage/breakage caused to the Hotel/Holiday Home property which is attributable to me/my
      family members, will be reimbursed by me to the Hotel/Care Taker/Bank.

I hereby declare that the particulars furnished above are true and correct.

Yours faithfully,

SIGNATURE OF THE RETIRED EMPLOYEE

________________________________________

P A R T - II
(To be filled in by the Branch Manager)

(Only the original application should be forwarded and the copy thereof be retained at the Branch/Office)

Forwarded to: The Zonal Office, ..................
(which administers the said Holiday Home)

MANAGER/OFFICER-IN-CHARGE
(The application should be routed through the Branch where the pension is being disbursed to the retired
employee. In case the retired employee is not a pension optee, application shall be routed through the nearest
branch of the Bank of his place)

P A R T – III

[FOR USE AT ZONAL OFFICE WHICH ADMINISTERS THE HOLIDAY HOME]

1. Date of receipt of application : 

2. Inward Registration No. : 

3. Whether complete in all respect : YES/NO

4. If Yes, 

   i) Whether accommodation allotted and communicated to the retired employee : 

   ii) No. of persons permitted to stay : 

5. If No, reason for non-allotment : 

   Place:
   Date:

   SENIOR MANAGER/MANAGER