

All Branches/ Offices**Sub: Staff Welfare Scheme- Holiday Homes.**

The Competent Authority has approved renewal of Holiday Home location at Ayodhya, Darjeeling, Gangtok, Goa, Jaipur, Katra, Manali, Mussoorie, Mumbai, Nainital, Ooty, Pondicherry, Puri, Rameshwaram, Shillong, Shimla, Shirdi, Tirupati, Udaipur, Varanasi and introduction of three new Holiday home at Haridwar, Ujjain and Vrindavan.

All the Holiday Homes across the country mentioned herein, would be available for stay upto 31.07.2026. Details of all the Holiday Homes is listed in **Annexure-I**.

Detailed operational guidelines regarding Holiday Homes are reproduced hereunder for the convenience of all:

1. Booking/cancellation of holiday home is permitted through HRMS only. In case of Retiree the booking/cancellation of Holiday Home is permitted through HRMS as well as through manual submission of application form for booking (Form-1) / cancellation (Form-2) to HO-PSD.
2. Room Rent is Rs.150/- per day per room; Security amount is Rs. 350/- per day per room; Total Booking amount is Rs. 500/- per room per day.
3. Once the booking of rooms is confirmed by HO-PSD, the Room Rent debited from the account will not be refunded.
4. Appropriation of Room Rent for any other period/ reason during or after stay at hotel is also not permitted.
5. The security amount shall be refunded to in-service employees/retirees booking through HRMS portal only after completion of stay and submission of review/feedback in HRMS, whereas, in case of retired employee booking manually, security amount shall be refunded after completion of stay only. Post which, refund process shall be initiated and completed within a month's time.
6. The security amount shall be refunded in case the cancellation of booking is done 07 days prior to the Check-in date.
7. No amount shall be refunded in case the employee (in-service/retired) neither visits the Holiday Home nor cancels the booking 07 days prior to the Check-in date.

8. Rooms can be availed by
 - (i) In-service employee with his/her dependent family members, and
 - (ii) Retired employee with his/her spouse.
9. Two Rooms can be booked by in-service employees and one room can be booked by retired employee.
10. Retired employees can also submit hard copy of the application form (Form-1) for Booking or/and (Form-2) for cancellation to Personnel Services Department, Head Office or by dropping an email at holidayhome@ucobank.co.in; Desk number 033-44558453 is available for any assistance while booking. Check-in and Check-out date should be explicitly mentioned in the form/e-mail.
11. Booking/cancellation of Rooms will be managed centrally by Personnel Services Department (PSD), Head Office, Kolkata.
12. Period of stay is Maximum 3 (Three) Nights and 4 (Four) Days from the Check-in time subject to availability of bookings. The day for this purpose shall mean a period reckoned from the Check in time of the first day up-to the Check-out time of the hotel which is generally fixed at 12 noon.
13. Booking can be made only upto 23:59 p.m. of the previous day of Check-in date. This guideline will remain same for all Holiday Homes except Ooty and Pondicherry. For Ooty and Pondicherry booking has to be completed 48 hours prior to the Check-in date.
14. Booking of room(s) in the Holiday Home will be open only before three months from the date(s) of proposed occupancy. Booking of room(s) will be done on first come first serve basis automatically by the system (i.e. in Chronological order).
15. No staff members/retired employees shall be allowed booking of rooms within three months from his/her earlier booking whereas for Puri Holiday Home the restriction will be of six months from his/her earlier booking.
16. Booking in a particular holiday home for one journey should be done through a single entry as the employee will not be able to book the same holiday home for 3 months from the Check-in date.
17. Bank may not be able to provide booking / confirmation of booking of room/s of holiday home as requested by the employees/ retired employees on account of public holiday/close of Head office, etc. In such a situation,

booking/ confirmation of booking of room(s) shall be provided on the next working date.

18. Confirmation of the Booking will be sent to the registered email id for in-service employees and to the email id provided by retirees for retiree staff.
19. Employees / Retirees availing Holiday Home facility must carry the Bank's Identity Card (with photo)/PAN Card/ Aadhaar Card with them and the same may be produced to Hotel Authorities to establish their identity.
20. It is mandatory to submit feedback after completion of stay at the holiday home. In-Service employees shall not be eligible to apply for reimbursement in the absence of feedback submission. In case of retirees who booked through HRMS, next booking shall be allowed only after submission of feedback.

Details of room rent, security amount and refund amount:

(Amount in Rs.)

1	Room Rent (per room per day)	150/-
2	Security amount (per room per day)	350/-
3	Total Booking Amount (1+2) per room per day	500/-
4	Refund of room rent (in any case)	NA
5	Refund of security amount(per room per day) after completion of stay and submission of feedback in HRMS: In-Service Employee/Retired Employee booked through HRMS	350/-
	Refund of security amount(per room per day) after completion of stay: Retired employee booked manually	
6	Refund of security amount(per room per day) if cancellation of booking done 07 days prior to the check-in date	350/-
7	Refund of security amount (per room per day) in case of no cancellation/ cancellation within 07 days prior to check-in date/ no show at Hotel.	NIL

Feedback:

Feedback option is live in HRMS and mandatory for all in-service employees/Retired employee booked through HRMS. It is also reminded that the refund of security amount will only be initiated after successful submission of feedback in HRMS for in-service employee/retired employee booked through HRMS.

Tenure of Holiday Homes, availability of booking from and to dates:

S No	Holiday Destination	Home	Booking/Applying start date in HRMS	Availability of Room(s) from	Availability of Room(s) to
1	Ayodhya		24.07.2025	01.08.2025	31.07.2026
2	Darjeeling		24.07.2025	01.08.2025	31.07.2026
3	Gangtok		24.07.2025	01.08.2025	31.07.2026
4	Goa		24.07.2025	01.08.2025	31.07.2026
5	Haridwar		24.07.2025	01.08.2025	31.07.2026
6	Jaipur*		24.07.2025	01.08.2025	31.07.2026
7	Katra		24.07.2025	01.08.2025	31.07.2026
8	Manali		24.07.2025	01.08.2025	31.07.2026
9	Mumbai		24.07.2025	01.08.2025	30.06.2025
10	Mussorie		24.07.2025	01.08.2025	31.07.2026
11	Nainital		24.07.2025	01.08.2025	31.07.2026
12	Ooty		24.07.2025	01.08.2025	31.07.2026
13	Pondicherry*		24.07.2025	01.08.2025	31.07.2026
14	Puri		24.07.2025	01.08.2025	31.07.2026
15	Rameshwaram		24.07.2025	01.08.2025	31.07.2026
16	Shillong		24.07.2025	01.08.2025	31.07.2026
17	Shimla		24.07.2025	01.08.2025	31.07.2026
18	Shirdi		24.07.2025	01.08.2025	31.07.2026
19	Tirupati		24.07.2025	01.08.2025	31.07.2026
20	Udaipur		24.07.2025	01.08.2025	31.07.2026
21	Ujjain*		24.07.2025	01.08.2025	31.07.2026
22	Varanasi		24.07.2025	01.08.2025	31.07.2026
23	Vrindavan		24.07.2025	01.08.2025	31.07.2026

***Includes complimentary breakfast for 2 person per room per day.**

Other guidelines:

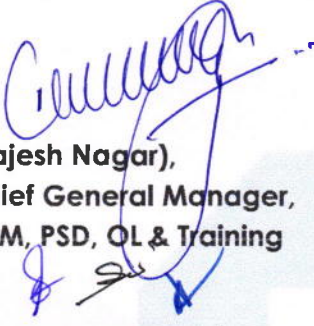
- The Check-in and Check-out time will be mentioned on the confirmation letter provided to the employee. Employee shall abide to all standard rules and regulations normally applicable to the guests/ occupants occupying a room in the Hotel.
- In-service employee / Retired Employee concerned will be solely liable to pay appropriate compensation to be decided by the Hotel/ Bank due to loss/ damage caused to the Hotel's property by him / her or his/her dependent family members/ spouse during his/her/their stay at the Holiday Home.
- Bank will also not be liable for any loss/ damage etc., caused to the staff members during their stay at the Holiday Home.



सम्मान आपके विश्वास का HONOURS YOUR TRUST

- Bank reserves its right to amend/alter/rescind any of the aforesaid provisions at its discretion at any point of time of course with due intimation to all concerned.

Branches/ Offices are directed to bring the contents of this Circular to the notice of all In-service employees / Retired employees enabling them to avail the facility. A copy of this Circular should be prominently displayed on the Bank's Notice Board for information of all concerned.


(Rajesh Nagar),
Chief General Manager,
HRM, PSD, OL & Training



NAME - ASHUTOSH TRIPATHI, PF.NO - 56414

S No	Location	Name, address and telephone number of the Hotel	No. of Room	Name, address & telephone number of the nearest UCO Bank Branch	Check-in time	Check-out time	Amenities
1	Ayodhya	Hotel Krishna Palace District Jail, Opposite Station Rd, Civil Line, Faizabad, UP- 224001 Ph: 05278-221367/68/69; Mob: 8874210003 Email: hotelkrishnapalace@gmail.com	Two	UCO Bank, Ayodhya Zonal Office, 3 rd Floor, Shiva Palace, Devkali Bypass Crossing, Ayodhya, UP- 224001 Email: zo.ayodhya@ucobank.co.in	12:00 P.M.	11:59 A.M.	✓ Kids below 10 years allowed complimentary if no extra bed is required
2	Darjeeling	Hotel Himalayan Retreat Below Bhanu Bhawan, Near WCC Office, Chauk Bazaar, Darjeeling, West Bengal- 734101 Mob: 8172037892 Email: reservation@himalayanretreatdarjeeling.com	Two	UCO Bank Darjeeling Branch Anjuman Building, HD Lama Road, Opp Hotel Polonia, Darjeeling - 734101 Email: darjee@ucobank.co.in	12:00 P.M.	11:00 A.M.	✓ 1 child upto 6 years allowed ✓ For child above 6 years- extra person charges Rs. 800/- (without bed)
3	Gangtok	Hotel 100 Petals Thapa Golai, Sichey Road, Gangtok, Sikkim- 737101 Ph: 9933333311, 0359-2284484 Email: info100petals@gmail.com	Two	UCO Bank Gangtok, East Sikkim-737101 Email: gangto@ucobank.co.in	12:30 P.M.	11:00 A.M.	✓
4	Goa	Hotel Le Magnifique 406/230, Plot No. 90, Nova Cidade, Nova Cidade Encalve, Alto-Betim Porvorim, Bardez, Goa -403521 Mob: 9822142938, 9881493938 Email: lemagnifique@lemagnifiquegoa.com lemagnifique@rediffmail.com	Three	UCO Bank Mapusa Branch, Subraya Building, Near Municipal Market, Mapusa, Goa-403507 Email: mapusa@ucobank.co.in	10:00 A.M.	09:00 A.M.	✓
5	Haridwar	Hotel Regenta ORKO's Haridwar Motipur, Haripur Kalan, Haridwar Rishikesh Highway Haridwar -249205 Mob: 9927070131, 9927008270 Email: reservations.rosh@royalorchidhotels.com	Two	UCO Bank Haridwar Branch, Sadhu Bela Marg, Sravan Nath Nagar Haridwar-249401 Email: hardwa@ucobank.co.in	1.00 P.M.	11.00 A.M.	✓ Complimentary Breakfast
6	Jaipur	Fort Chandragupt Station Road, Near Central Bus Stand, Kanti Nagar, Sindhi Camp, Jaipur, Rajasthan - 302001 Ph: 0141- 2206302 ; Mob: 9352241717, 7240151804; Email: gm@fortchandragupt.com	Two	UCO Bank Zonal Office Jaipur, Arcade International, Jaipur, Rajasthan - 302006 Email: zo.jaipur@ucobank.co.in	12:00 P.M.	11:00 A.M.	✓ Complimentary Breakfast ✓ Extra bed/Matress @ Rs. 800 per bed/ mattress
7	Katra	Hotel Green Valley Railway Chowk, Katra, J&K-182301 Ph:01991-295667; Mob: 7006110368	Two	UCO Bank, Katra, Po- Katra, Vaishno Devi, J&K-182301;	01:00 P.M.	11:00 A.M.	✓ Welcome drink on arrival



		Email: hotelgreenkatra@gmail.com		Email: kvdevi@ucobank.co.in			
8	Manali	Utopia Resorts & Spa Near Hadimba Temple, Manali Dist. Kullu, HP-175131 Mob: 9816012446, 9816211183, 9418052446 Email: reservations@utopiamanali.com	Two	UCO Bank Manali-175131 Email: manali@ucobank.co.in	12:00 P.M.	11:00 A.M.	✓
9	Mumbai	Hotel Manama 221,225, P D'Mello Rd, Opposite St. Geogre Hospital, Indira Docks, Mumbai Port Trust, Mazgaon, Mumbai, Maharashtra-400001 Mob: 9930536754 Email: hotelmanamasales@gmail.com	Two	UCO Bank Mumbai D N Road, UCO Bank Buildings, Mumbai, Maharashtra-400023 Email: mumbai@ucobank.co.in	12:00 P.M.	11:00 A.M.	✓
10	Mussoorie	Hotel Deep Opp St. Mary's Hospital, Camel's Back Road, Near Picture Palace, Mussoorie - 248179 Ph: 0135-2632470 Mob: 7500999970 Email: deephotels@gmail.com	Two	UCO Bank, Landour Cantt, Near Gurudwara Chowk, Mussoorie-248179 Email: mussoo@ucobank.co.in	12:00 P.M.	10:00 A.M.	✓
11	Nainital	Hotel Central Mall Road, Mallital, Nainital - 263002 Ph: 05942-236828 Mob: 8941951093; 9837418110; 9520222111 Email: hotelemoji@gmail.com	Two	UCO Bank 94/1A, Grain Villa Compound, Tallital, Nainital - 263002 Email: nainit@ucobank.co.in	12:00 P.M.	10:00 A.M.	✓
12	Ooty	Hotel Nahar Nilgiris, 52A, Charing Cross, Ooty - 643001 Ph: 0423-2442173/ 2443685/ 2445798/ 2445797 Email : nilgiris@naharhotels.com	Two	UCO Bank, 47, Reliance Building, Commercial Road, Charing Cross Road, Ootacumund - 643001 Email: ootaca@ucobank.co.in	2:00 P.M.	11:00 A.M.	✓
13	Pondicherry	Hotel Jayaram 90, Kamaraj Salai, Illango Nagar, Puducherry-605001 Mob: 9894488866 Email: hoteljayaram@gmail.com	Two	UCO Bank, Pondicherry Main, PO37, Rue Mahe De Labourdonn, Pondicherry-605001 Email: pondic@ucobank.co.in	12:00 P.M.	12:00 P.M.	✓ Complimentary breakfast ✓ Extra person above age of 10 will be charged@500 per night extra bed will be provided
14	Puri	Hotel Seagull Swargadwar Sea Beach, Puri, Odisha- 752001 Ph:06752-223618/222966/ 222967 Email: seagullpuri@yahoo.co.in	Six	UCO Bank, Duduwala, Dharamshala Complex, Grand Road, Puri, Odisha-752001 Email: puri@ucobank.co.in	08:00 A.M.	07:00 A.M.	✓ Bed tea and biscuit complimentary ✓ One child below 10 years allowed ✓ Extra person chargeable



Annexure-I

15	Rameshwaram	Hotel Ragavendra 43-E, East Street, Agasthiar Theertham, Rameswaram-623526 Ph:04573-299306; Mob: 8940833143 Email: reservation@hotelragavendra.com	Two	UCO Bank 176, Sapthgiri Vaniga, Vandaikara Street, Ramanthpuram, T.N.- 623504 Email: ramanat@ucobank.co.in	12:00 P.M.	12:00 P.M.	<ul style="list-style-type: none"> ✓ Children below 6 years complimentary ✓ Extra person bed/mattress will be charged @ 280/- per night
16	Shillong	Hotel Island Park Residency Police Station, Thana Road, Near Sadar, Shillong, Meghalaya-793001 Ph: 0364-2506622; Mob: 87988441620 Email: hotelislandparkresi@gmail.com	Two	UCO Bank PO Cherrapunji, Dist East Khasi Hills, Cherrapunji, Meghalaya- 793108 Email: cherra@ucobank.co.in	01:00 P.M.	12:00 P.M.	<ul style="list-style-type: none"> ✓ One person can be adjusted within the existing facility ✓ Extra mattress chargeable as per hotel policy
17	Shimla	Hotel Silverine Near (HP) High Court, The Mall, Shimla, Himachal Pradesh – 171001 Ph: 0177-2658128; Mob: 9816029382 Email: info@silverine.net; varun.shukla14@gmail.com;	Two	UCO Bank Shimla Zonal Office Himland Hotel, CIR Rd, Shimla, Himachal Pradesh – 171001 Email:zo.shimla@ucobank.co.in	01:00 P.M.	11:00 A.M.	<ul style="list-style-type: none"> ✓ 1 child upto 8 years ✓ Child (8-12 years) without extra bed/ mattress @ Rs. 500/- per night ✓ Child or Adult with extra bed/ mattress @ Rs. 700/- per night
18	Shirdi	Hotel Namrata Residency Opp. Hotel Sai Mahal, Shirdi- Manmad Road, Shirdi-423109 Ph: 02423 255073 Mob: 9975210500, 9404972135 Email: hotelnamrataresidence@gmail.com	Two	UCO Bank, Plot 9-10, Gr Flr, Hotel Kalasai, Rahata, Ahmna-423109 Email: shirdi@ucobank.co.in	12:00 P.M.	11:00 A.M.	<ul style="list-style-type: none"> ✓ 1 child below 5 years ✓ Extra bed charge Rs. 200 per bed/ person
19	Tirupati	Hotel Udayee International, 13-6-6771/20, Opp. ASRTC Bus Stand, Tirupati-517501, Chittor, Dist. A.P. Ph: 0877-22333444 Mob: 7799981111,73826000115 Email : udayee.acct@gmail.com	Two	UCO Bank, Tirupati Branch, 132, T.P. Area, Opp. Vishnu Nivasam Complex, Tirupati-517501 Email: tirupa@ucobank.co.in	24 Hrs	24 Hrs	✓
20	Udaipur	Hotel Opulence 3/3 Dholi Magri, Railway Station Rd, Behind Natraj Dining Hall, Udiyapole, Udaipur, Rajasthan – 313001 Mob: 9672909005 Email: booking@hotelopulenceinn.com	Two	UCO Bank, Udaipur Main, 126 Bapu Bazar Bank Tiraha, Udaipur, Rajasthan- 313001 Email: udaipu@ucobank.co.in	12:30 P.M.	10:30 A.M.	✓ Extra person/ Mattress @ Rs. 150/- per day
21	Ujjain	Hotel Raj Shikhar 1, Yantra Mahal Marg, Manchhama Extention Manchhama Ganesh Nagar, Ujjain, Madhya Pradesh-456010 Mob:9111016036 Email: sheekharinn@gmail.com	Two	Uco Bank Tilak Road Ujjain 18-19 Ghee Mandi Daulatganj Ujjain-456001 Email: Ujjain@ucobank.co.in	12.00 P.M.	11.00 A.M.	<ul style="list-style-type: none"> ✓ 1 Extra Person allowed ✓ More than 1 Extra Person will be charged @500 per night ✓ Complimentary breakfast



22	Varanasi	J S Residency, B.12/112 B-2, Gauriganj, Bhelupur, Varanasi – 2210001 Ph:0542-2275050/2275004 Mob: 7309032243 Email: jsresidency@gmail.com	Three	UCO Bank Bhelupura, Varanasi- 221010 Email: bhelup@ucobank.co.in	12:00 P.M.	11:00 A.M.	✓
23	Vrindavan	Hotel Aashraya 15-Chaitanya Vihar Phase-1 Vrindavan Distt-Mathura-281001 Mob-8532948502 Email: aashrayavrindavan@gmail.com	Two	Uco Bank Vrindavan Mathura-281121 Email: vrinda@ucobank.co.in	1.00 P.M.	11.00 A.M	✓

Competent Authority for management, reservation and cancellation of holiday home is HO-PSD

NAME - ASHUTOSH KUMAR MATHI, PF.NO - 56414





UCO BANK
Personnel Services Department, Head Office, Kolkata (033-44558453)

FORM-1

Date:

FORM FOR BOOKING OF HOLIDAY HOME ROOM(S)

Name			
EMP Number			
Desired Period of Booking (For check-in, check-out time of Hotel, Kindly refer to Annexure-I of Circular CHO/PMG/13 /2025-26 dated 23.07.2025)		Check-in Date: _____ Check-out Date: _____	
No. of Days (maximum 3 nights & 4 days)			
Contribution of total booking amount payable by the Retiree (including room rent)- Rs. 500/- per room per day			
Email id		Mobile	
List of Hotels			
S No	Location	Hotel Name	Please select one by ticking
1	Ayodhya	Hotel Krishna Palace	
2	Darjeeling	Hotel Himalayan Retreat	
3	Gangtok	Hotel 100 Petals	
4	Goa	Hotel Le Magnifique	
5	Haridwar	Hotel Regenta ORKO's Haridwar	
6	Jaipur	Hotel Fort Chandragupt	
7	Katra	Hotel Green Valley	
8	Mandali	Utopia Resorts & Spa	
9	Mumbai	Hotel Manama	
10	Mussoorie	Hotel Deep	
11	Nainital	Hotel Central	
12	Ooty	Hotel Nahar Nilgiris	
13	Pondicherry	Hotel Jayaram	
14	Puri	Hotel Seagull	
15	Rameshwaram	Hotel Ragavendra	
16	Shillong	Hotel Island Park Residency	
17	Shimla	Hotel Silverine	
18	Shirdi	Hotel Namrata Residency	
19	Tirupati	Hotel Udayee International	
20	Udaipur	Hotel Opulence	
21	Ujjain	Hotel Raj Shikhar	
22	Varanasi	Hotel J S Residency	
23	Vrindavan	Hotel Ashraya	

Applications should be sent through email at holidayhome@ucobank.co.in or physical form may be submitted at HO, PSD.

Letter of Authority

I hereby authorise UCO Bank, Head Office, Personnel Department to debit my Account No _____ at UCO Bank, _____ Branch (Sol Id _____) with amount as mentioned under head "**Contribution of total booking amount payable by the Retiree**" above and credit the same to CA – " Holiday Home" at UCO Bank, DD Block, Sector-1 Branch, Salt Lake, Kolkata.

SIGNATURE OF RETIRED EMPLOYEE





UCO BANK

Personnel Services Department, Head Office, Kolkata (033-44558453)

FORM-2

Date:

FORM FOR CANCELLATION OF HOLIDAY HOME ROOM(S)

Name			
EMP Number			
Period of Booking		Check-in Date: _____	
		Check-out Date: _____	
Email id		Mobile	

List of Hotels

S No	Location	Hotel Name	Please select the Hotel for cancellation
1	Ayodhya	Hotel Krishna Palace	
2	Darjeeling	Hotel Himalayan Retreat	
3	Gangtok	Hotel 100 Petals	
4	Goa	Hotel Le Magnifique	
5	Haridwar	Hotel Regenta ORKO's Haridwar	
6	Jaipur	Hotel Fort Chandragupt	
7	Katra	Hotel Green Valley	
8	Manali	Utopia Resorts & Spa	
9	Mumbai	Hotel Manama	
10	Mussoorie	Hotel Deep	
11	Nainital	Hotel Central	
12	Ooty	Hotel Nahar Nilgiris	
13	Pondicherry	Hotel Jayaram	
14	Puri	Hotel Seagull	
15	Rameshwaram	Hotel Ragavendra	
16	Shillong	Hotel Island Park Residency	
17	Shimla	Hotel Silverine	
18	Shirdi	Hotel Namrata Residency	
19	Tirupati	Hotel Udayee International	
20	Udaipur	Hotel Opulence	
21	Ujjain	Hotel Raj Shikhar	
22	Varanasi	Hotel J S Residency	
23	Vrindavan	Hotel Aashraya	

Note: Applications for cancellation to be sent through email at holidayhome@ucobank.co.in or physical form may be submitted at HO, PSD on or before 07 days prior to Check-in date otherwise no refund shall be processed.

SIGNATURE OF RETIRED EMPLOYEE

