



The Chief General Manager,  
State Bank of India,  
Local Head Office,  
All Circles/CCG/CAG/SARG etc.

**STAFF WELFARE ACTIVITY**  
**BANK'S HOLIDAY HOME**  
**ROLL OUT OF ONLINE BOOKING FACILITY**

Please refer to our e-circular No. CDO/P&HRD-IR/36/2022-23 dated 30.08.2022, regarding revised guidelines for Bank's Holiday Homes. In this connection, we advise that the process of Holiday Home booking has now been automated. The Online booking facility which will enhance transparency in the booking process will be rolled out **w.e.f. 01.04.2023**. This facility will be available to our employees- both serving and retired through HRMS portal. The link is as under:

HRMS ⇒ Employee Self Service ⇒ Scholarship/welfare ⇒ Booking of Holiday Home

2. The salient features for Online booking of Bank's Holiday Homes are as under:

**A. Booking System:**

Date of effective occupancy, if prior to 120<sup>th</sup> day from 01.04.2023 – Manual  
(i.e. prior to 28.07.2023 or 28.07.2023)

Date of effective occupancy, if on or after 120<sup>th</sup> day from 01.04.2023 -- Online  
(i.e. 29.07.2023 or after 29.07.2023)

**B. Eligibility for Holiday Home:**

The following person(s) will be eligible for the Bank's Holiday Home Facility:

Serving employees	Employee & Dependants as per HRMS Father, Mother, Son(s) & Daughter(s)
Retired employees	Retired employee & Dependants as per HRMS Father, Mother, Son(s) & Daughter(s)

**C. Maximum duration of stay:**

Booking will be automatically confirmed (subject to availability) for a maximum period of 4 days in one instance. In case of a longer period stay (beyond 4 days in an instance) the approval will be accorded by the CWC. In such cases double rent will be charged for the period beyond 4 days. Further, a total of 20 room days will be allowed to any employee retired/ serving in a Financial Year.

**D. Holiday Home Charges:**

The charges for Holiday Home will continue to be as under:

<b>Sl. No</b>	<b>Grade/Scale</b>	<b>Rent (w.e.f. 01.09.2022)</b>
1	Subordinate Staff	Rs.25/-
2	Clerical Staff	Rs.50/-
3	Supervising Staff	Rs.100/-

**E. Charges and Penalty for Cancellation of bookings:**

The booking of Holiday Homes will open 120 days in advance from the date of effective occupancy. No show by the employees, i.e., who neither cancel their booking nor turn up on the effective date of occupancy, at the Holiday Home is one of the major issues. This leads to non-availability of rooms to other aspirants, and the rooms also go unoccupied. This causes resentment among the employees to whom the Holiday Home could not be allotted and gives rise to grievances. To disincentivize these events, following charges will be levied on the employees (both retired and serving) in respect of Holiday Homes:

Cancelled before 15 days of the proposed date of occupancy (Booking charges to be refunded)	-	NIL
Cancelled less than 15 days of the proposed date of occupancy (Booking charges not to be refunded)	-	NIL
Cancelled 1 day before proposed date of occupancy (Booking charges not to be refunded)	-	Rs. 200/-
Cancellation on the day or No show on proposed day of occupancy (Booking charges not to be refunded)	-	Rs. 500/-

**G. Revised terms and conditions for Online Booking are as under:**

- The required fields will have to be inputted in HRMS only, no need for filling any form and sending.
- Booking charges will be recovered upfront by debiting the salary/ pension account mentioned in HRMS. An OTP will be delivered on the mobile number mentioned in HRMS and e-mail, which once inputted, will authorise the debit of account.
- Without submission of OTP (payment of booking charges), the booking of room will not be completed.
- After deduction of charges, an Auto generated mail on registered e-mail will be sent to the employee, confirming the booking.
- The upfront booking charges debited will be refunded if the booking is cancelled before 15 days of the proposed date of occupancy.
- Please note, under any circumstances, booking charges will not be refunded if the booking is cancelled with less than 15 days of the proposed date of occupancy.
- The booking page of HRMS also include undertaking/ authorisation to debit the account of the employee in case of No Show on the date of booking.
- The penalty, in case of a No Show will be recovered by CWC. The amount recovered should be credited to 'Holiday-cum-Convalescent Home' of the Circle. Proper record of the same will be maintained for verification and audit purpose.

3. The facility will be rolled out on 01.04.2023. On this date the employees can make online booking for occupancy date 29.07.2023 or later.

4. The Chief General Manager (HR) will be empowered to issue clarifications on the subject matter.

5. Please bring the contents of the Circular to the notice of all concerned.

**(Om Prakash Mishra)**  
**Deputy Managing Director (HR) &**  
**Corporate Development Officer**