

HO/BR/117/26

17-02-2025

CIRCULAR TO ALL BRANCHES/OFFICES IN INDIA

**ISSUED BY HRM DEPT.
HEAD OFFICE, BARODA**

Dear Sir/Madam,

Re: Rationalization of Holiday Home Facilities

We refer to the Master Circular No: **HO:BR:109:182** dated **09.10.2017** and Circular no. **HO:BR:113:182** dated **05.08.2021** regarding Establishment of Holiday Homes.

Upon examining the data of holiday home usage, it has been decided to rationalize the Holiday Home facilities to ensure its maximum utilization.

Following new features are introduced in the Holiday Home Module **w.e.f 17-02-2025**:

- i. Eligible serving/retired employees can avail of the Holiday Home facility at a particular Holiday Home for a maximum of -07- days in a -06- month period, irrespective of the number of bookings during the period. For example: If an eligible serving/retired employee books the Baroda Holiday Home for one day on **01-February-2025**, they will only be eligible to book the Baroda Holiday Home for a maximum of **6 additional days** between **02-February-2025** and **31-July-2025**, irrespective of the number of bookings made within this period.
- ii. If the total number of visitors at a particular Holiday Home are -02-, only -01- room can be booked.
- iii. For eligible serving employees, accommodation shall be provided based on -01- room per family unit, which includes the employee, spouse and dependent children under the age of -12- years. No additional rooms will be allotted under these circumstances. However, if the dependent children have attained the age of -12- years or above, the employee may book a maximum of -02- rooms. Furthermore, if the total number of adult occupants, including the employee, spouse and dependents, is -03- or more, he/she shall be eligible to book up to -02- rooms.
- iv. Friends & relatives (other than eligible dependents), accompanying eligible serving/retired employees are strictly prohibited from availing the Holiday Home facilities. To ensure the same, the Holiday Home management will cross verify the identity proof of the existing / retired employee and their dependents from the identity proof and dependent ID already mentioned in the reservation letter, generated through HR Connect.
- v. The Holiday Home facility will not be available to eligible serving employees posted at the same city/district of the Holiday Home.
- vi. Total number of days for which an eligible serving/retired employees can avail the entire Holiday Home facility in a financial year will be -14- days.

- vii. In case where eligible serving/retired employee have their Holiday Home booking confirmed within 48 hours of the check-in date, no penalty will be charged if the employee is unable to utilize the facility due to the short notice.

All other guidelines enumerated in the above referred Circulars shall remain unchanged.

We request you to bring the contents of this circular to the notice of all existing / retired-employees.

Yours faithfully,


(Shailendra Singh)
Chief General Manager
(HRM & Marketing)



