

विजया बँक VIJAYA BANK प्र.का.-बेंगलूर HO - BANGALORE	
CIRCULAR NO.	15/२२
DATE	02.06.2015
DEPARTMENT	PERSONNEL DEPARTMENT (PA & PD)
SUBJECT	STAFF WELFARE MEASURES FOR RETIRED EMPLOYEES.
SUMMARY	HOLIDAY HOME FACILITY AT GOA, DARJEELING, SHIMLA, TIRUPATHI & JAIPUR TO RETIRED EMPLOYEES OF OUR BANK
EARLIER REFERENCE	HOC NO.14257 DATED 29.11.2014
KEY WORDS	HOLIDAY HOMES

We are glad to inform all concerned that the Trustees of Vijaya Bank Staff Welfare Fund Trust have approved extending the Holiday Home facility at Goa, Darjeeling, Shimla, Tirupathi, and Jaipur to the retired employees. The address of the Holiday Homes are furnished in Annexure-I to this circular.

Retired employees intending to stay at the Holiday Homes should confirm the availability of the vacant position of holiday home directly over telephone with the respective Regional Offices and register their names by an application as per proforma enclosed as Annexure-II to this circular duly mentioning the number of persons, exact date and number of days at the place of stay in advance.

The said facility is on the basis of first come, first served basis for the retired employees depending on the vacant position of booking. The maximum duration of stay will be 3days continuously at a time. The requests from the retired employees shall be accepted only one week in advance i.e. within seven days excluding the day of occupation/ stay. There are two rooms in each Holiday Home and the charges will be Rs.100/- per day per room. For additional persons extra amount will be charged by the Holiday Home and the same should be confirmed by the retired employee from the concerned hotel over telephone.

Regional Offices should ensure that the retired staff members remit the charges of Rs.100/- per day per room to Inter Office Account (IOA) of concerned Regional Office, by advising them in advance before making the allotment of room.

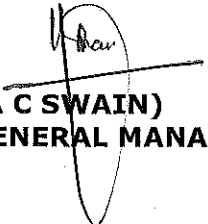
Regional offices are advised to follow the instructions as per HOC No.14257 regarding maintaining the records of holiday home facility availed by the retired staff members and submission of monthly statement to Vijaya Bank Staff Welfare Fund Trust, H.O as per proforma enclosed as Annexure-IV and crediting the charges collected from the retired staff members to I O Account of Personnel Dept (PA&PD) HO on or before 7th of every month etc.

Retired staff members who want to cancel the booking have to report the same to controlling authority at least 03 days before the date of his/her proposed visit and in such cases the respective Regional Office shall refund the booking amount to the concerned retired staff. Any cancellations within 03 days of their proposed visit will entail forfeiture of the booking amount.

The retired employees are requested to ensure that they intimate the cancellation of their booking to controlling authority well in advance so that same can be allotted to the next serving staff member/ retired staff member who is in the waiting list.

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A copy of this circular may be displayed in the Notice Boards of the Offices/Branches.



(A C SWAIN)
GENERAL MANAGER-PERSONNEL

ANNEXURE-I TO HO CIRCULAR NO. 15/22 DATED 02.06.2015

Sl No	Place	Address & telephone No. of Holiday home	Controlling Authority	Address and Telephone No.
1	Goa	Le Magnifique Hotel, No.406/230, Plot No.90, Nova Cidade, Behing P.D.A colony, Alto Porvorim, Bardez, Goa-403521. Tel:09822142938/ 09881493938	Regional Head RO Pune	Regional Office 1206/A-32, Shirole Road, Opp:Sambhaji Park, Pune:411004 Tel:020-30203378 020-30203382
2	Darjeeling	Pradhan Hotel, Pradhan Niwas 57. Gandhi Road, Darjeeling-734101 Tel:0354-2252103 09484151069	Regional Head Kolkata	Regional Office 5t floor Trimurty Apartments 97/1, Park Street Kolkata-700016 Tel:033-22269146 033-22269145
3	Shimla	Hotel Lord's Grey Circular Road Shimla-171003 (H.P.) Tel:0177-2815146 9459880002	Regional Head Chandigarh	Regional Office SCO 185-187, Sector-9C, Madhyamarg, Chandigarh-160009 Tel:0172-2745240 0172-2745239
4	Tirupathi	Kalyan Residency #177, T.P.Area, Tirupati-517501 Tel:0877-2259780	Regional Head Vijayawada	Regional Office No.31-3-4B, Masjid Road Maruthi Nagar Vijayawada-520004 Tel:0866-2433341 0866-2437756
5	Jaipur	Ginger Hotels Village Sudershanpura, Geejgarh House, Hawa Sadak, Civil Lines Jaipur-302001 Tel:0141-4666333/ 8824701151	Regional Head Jaipur	Regional Office A-9/10, Janta Store Bapunagar Jaipur-302015 Tel:0141-2709381/ 0141-2703782

APPLICATION FORM

(To be filled by the retired staff members for utilization of Holiday Home facility)

From:	
NAME IN FULL (BLOCK LETTERS)	:
DESIGNATION ON RETIREMENT	:
CODE NO	:
BRANCH /OFFICE/DEPT WORKED AT THE TIME OF RETIREMENT	:
BRANCH WHERE DRAWING PENSIO/ MAINTAINING ACCOUNT	:

To,
The Regional Manager,
Vijaya Bank,
Regional Office

Dear sir/madam,

I shall be glad if you will please allot me a room in bank's Holiday Home situated at Goa/ Darjeeling for a period of _____ days from _____ (DD/MM/YY) to _____ (DD/MM/YY) the rules have been read by me.

1. I shall abide by the rules and byelaws, if any.
2. In case of damage/loss/breakage to the property attributable to me, you have my irrevocable authority to recover the appropriate amount as may be determined by Competent Authority from salary.
3. In event of cancellation of my booking I undertake to report the same to you at least 03 days before the date of proposed occupation and I am also aware that the amount paid by me for booking will not be refunded in case of cancellation before 3 days of occupation.
4. Details of the family members accompanying me are:

S.N.	Name	Relationship	Age
1.			
2.			
3.			
4.			

5. I hereby declare that the persons mentioned above are the members of my family.

Note: Definition of the family: Family, for this purpose, means and includes spouse of the employee, children, parents, brothers or sisters (unemployed) who are residing with and wholly dependent upon the staff members.

Continued

Date of last visit to the Holiday home: _____

SIGNATURE OF THE RETIRED EMPLOYEE

Cont...

For Regional Office/Dept. Use: The employee is eligible for utilization of holiday home facility as recommended by above branch/office and we may send the confirmation to the employee that allotment of room at hotel is done as per dates given by employee.

DATE: _____

(SEAL)

**CHIEF MANAGER
R O**