



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

**STAFF WELFARE ACTIVITY**  
**BANK'S HOLIDAY HOME**  
**REVISED GUIDELINES**

Bank is having several Holiday Homes across the country. These Holiday Homes are located in prominent cities having strategic relevance and ample footfalls of our employees, both serving and retired. The guidelines regarding Holiday Homes were last reviewed in 2008. With a view to rationalize, consolidate and provide convenience to our employees the existing guidelines and Holiday Home Charges were reviewed by the competent authority.

2. Accordingly, the revised guidelines are as under:

**A. Booking System:**

The online booking system for all the Holiday Homes will be introduced shortly. However, till then the present system for the booking of Holiday Home will continue with revised guidelines:

- Uniform Holiday Booking Form (placed as Annexure A) will be used across the country. This form will be available on SBI Times and on the respective Circle site also.
- Booking charges will be recovered upfront. Under any circumstances, this will not be refunded.
- The Booking form will also include undertaking/ authorisation to debit the account of the employee in case of No Show on the date of booking. The account mentioned in the form should be salary/pension account only.
- A detailed Standard Operating Procedure (SOP) is placed at Annexure 'B' for convenience of our employees, serving/retired and our operating functionaries.

➤ The CWC of Circle will ensure the upfront recovery of the booking fees. The penalty, in case of a No Show will also be recovered by CWC on the basis of the undertaking provided by the employee vide, Holiday Home Booking Application submitted by him. 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.

**B. Revision of Holiday Home Charges:**

It has been decided to recover the rent per diem for the use of cottage/ rooms in the holiday homes at the **revised rates w.e.f. 01.09.2022**. The revised room rates of the Holiday Homes are proposed as under:

Sl. No	Grade/Scale	Present Rent w.e.f. 01.01.2009	Proposed Rent w.e.f. 01.09.2022
1	Subordinate Staff	Rs.5/-	Rs.25/-
2	Clerical Staff	Rs.10/-	Rs.50/-
3	Supervising Staff	Rs.20/-	Rs.100/-

**C. Eligibility for Stay at Holiday Home:**

As per revised guidelines following persons will be eligible to stay in the Bank's Holiday Home:

- For serving employees : Spouse/ Son / Daughter/ Dependants in HRMS
- For retired employees : Spouse and Dependants, if any

**D. Maximum duration of stay:**

Booking will be allowed for a **maximum period of 4 days in one instance**. In special cases, where a stay for longer period is allowed, the rent to be charged, **would be double**. Further, **a total of 20 room days will be allowed** to any employee retired/ serving in a Financial Year.

E. **Penalty for No Show:**

The booking of Holiday Homes will be opened 120 days in advance from the date of booking. No show by the employees, who neither cancel their bookings nor turn up on the booked date will be disincentivized and following penalty will be imposed in such instances:

Cancelled 1 day before proposed dated of occupancy	-	Rs. 200/-
No Show by the employee on date of occupancy	-	Rs. 500/-

F. **Premises of the Holiday Homes:**

New Holiday Homes will invariably be opened in reputed Hotels under Tie-up arrangement with the Bank with all maintenance to be the responsibility of the Hotel Management. Hence, Bank and its employees will not be engaged in the maintenance and running of the Holiday Homes. Circles are directed to check the feasibility of shifting the existing Holiday Homes, which are in rented premises, to a Hotel of repute under Tie-up arrangement on expiry of current contract period.

G. **Supervision Committee:**

A Committee under DGM (IR) for effective supervision and overview of the Holiday Homes across the country has been constituted. The job and responsibilities of the Committee is mentioned below. The proposed composition of the Committee in 17 Circles will be as under:

- 1) DGM (IR), Corporate Centre
- 2) AGM (IR), Corporate Centre
- 3) CM (IR), of the respective Circle
- 4) Manager (Welfare), of the respective Circle.

Role of Supervision Committee:

- Surprise inspection/verification to ensure that rooms are allotted in accordance with the Bank's extant instructions and undue refusal is not done.

➤ Scrutinization of the records.

➤ Ensure Online Booking Facility of the Holiday Home, across the country.

➤ Ensure proper upkeep of the Holiday Homes.

This Committee will submit the regular reports to DGM & CDO of the Circle and CGM (HR) at Corporate Centre.

Further, few Holiday Homes may be audited by auditors/ our officers on sample basis in a surprise manner.

3. The revised changes will be effective w.e.f. **01.09.2022**.

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***

**Annexure A**

**APPLICATION FORM**  
**FOR BOOKING OF THE HOLIDAY HOME**

The President,  
Circle Welfare Committee,  
State Bank of India,  
Local Head Office, \_\_\_\_\_.

Dear Sir,

Please arrange to allot me \_\_\_\_ room(s) in the Bank's Holiday Home located at \_\_\_\_\_ for a period of \_\_ days, from .....to .....

**Name in full:** \_\_\_\_\_

Designation: \_\_\_\_\_ PFI: \_\_\_\_\_

Deptt. /Branch: \_\_\_\_\_ Serving / Retired

Mobile Tel.No. : \_\_\_\_\_ Account No. : \_\_\_\_\_  
(only Salary/pension account to be given)

Number of Room days for which facility already availed in this FY : \_\_\_\_\_

- i) The rules have been read by me or have been read to me.
- ii) I shall abide by the rules and byelaws.
- iii) If the booking is confirmed, I authorize Bank to debit my account number mentioned above with the booking charges for the requested period.
- iii) Further, I also authorize Bank to recover charges on account of No Show Instance or cancellation as per extant guidelines from my above mentioned account.
- iv) Name and details of the occupants and relationship with me is mentioned overleaf.

(Signature of the employee)

Date:

Forwarded for consideration of Circle Welfare Committee, \_\_\_\_\_ Circle.

**I confirmed that the booking charges have been recovered by me.**

**SECRETARY**

Local Implementation Committee, S.B.I., \_\_\_\_\_ Circle

**PRESIDENT**

**Details of the occupants and relationship with me**

SI. NO	Name	Relationship	Age
1			
2			
3			
4			

(Signature of the employee)

Date:

## **Annexure - B**

### **STANDARD OPERATING PROCEDURE**

1. Any employee serving/retired needs to download the Booking Application Form from SBI Times or the respective site of the Circle.
2. The following persons will be eligible to stay in the Bank's Holiday Home:
  - For serving employees : Spouse/ Son / Daughter/ Dependants
  - For retired employees : Spouse and Dependants, if any
3. Duly filled form to be submitted to The President, Circle Welfare Committee of the respective Circle.
  - Immediately on receipt of the application for booking of Holiday Home, it will be serially numbered, and entry will be done in the related register.
  - The booking should be confirmed or declined with 2 working days of receipt of the application.
  - Proper record of application received, confirmed allotment and serial of the waitlisted should be maintained. The same has to be verified periodically by the Committee members.
4. Account number to be mentioned should be salary or pension account only.
5. Subject to the availability of the requested rooms as per the application, CWC will debit the salary/pension account and credit 'Holiday Home Maintenance A/c' maintained in the Circle for this purpose.
6. Only after debiting the Booking amount a confirmation will be sent to the employee.

7. Under no circumstances the booking amount will be refunded.
8. In case of Cancellation or No Show, the CWC will be responsible for deduction of applicable penalty. A proper record will be maintained, and it will be subjected to audit and inspection by the Holiday Home Committee.
9. Holiday Home records, including accounts should be duly scrutinized by CM (IR) on Quarterly Basis and verified by AGM(HR) and DGM & CDO of the circle on Half-yearly basis.
10. Booking will be allowed for a maximum period of 4 days in one instance. In case of the stay for longer period is allowed in special case, the rent to be charged, **would be double.**
11. Penalty for No Show will be applicable in all instances with no exceptions.
12. A total of 20 room days will be allowed to any employee retired/ serving in a Financial Year. For instance, if an employee books 2 rooms for 2 days, then it will count to 4 room days.

