

CHO/PMG/ 16 /2024-25

Date: 21.06.2024

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

The Competent Authority has approved renewal of Holiday Home at Ayodhya, Darjeeling, Gangtok, Goa, Jaipur, Katra, Manali, Mussoorie, Mumbai, Nainital, Ooty, Pondicherry, Port Blair, Puri, Rameshwaram, Shillong, Shimla, Shirdi, Tirupati, Udaipur, Varanasi and Vellore, wherein Hotel Emoji Inn at Nainital has been replaced by **Central Hotel** as our new Holiday Home.

All the Holiday Homes across the country mentioned herein, would be available for stay upto 30.06.2025, subject to further renewal as per availability of funds. 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. 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.
2. Once the booking of rooms is confirmed by HO-PSD, the Room Rent debited from the account will not be refunded.
3. Appropriation of Room Rent for any other period/ reason during or after stay at hotel is also not permitted.
4. The security amount shall be refunded to in-service employees only after completion of stay and submission of review/feedback in HRMS, whereas, in case of retired employee, security amount shall be refunded after completion of stay only. Post which, refund process shall be initiated and completed within a month's time.
5. The security amount shall be refunded in case the cancellation of booking is done 07 days prior to the Check-in date.
6. No amount shall be refunded in case the employee (in-service/retired) booking the room neither visits the Holiday Home nor cancels the booking 07 days prior to the Check-in date.
7. Rooms can be availed
  - (i) by In-service employee with his/her dependent family members, and
  - (ii) by Retired employee with his/her spouse.
8. Two Rooms can be booked by in-service employees and one room can be booked by retired employee.

## सम्मान आपके विश्वास का HONOURS YOUR TRUST

9. Booking/ Cancellation shall be done by in-service employee through HRMS Package only.
10. Retired employees should 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](mailto: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 of Rooms will be monitored 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 at Puri will be open only before three months from the date(s) of proposed occupancy, whereas, there is no such restriction in booking at all other Holiday Homes. 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 in our Puri Holiday Home within six months from his/her earlier booking and within three months from his/her earlier booking at all other Holiday Homes.
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 holiday, 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.

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**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 (per room per day) (1+2)	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: <b>In-service employee</b>	350/-
	Refund of security amount(per room per day) after completion of stay: <b>Retired employee</b>	
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 for all in-service employees and is mandatory for all in-service employees availing Holiday Home facility. 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.

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

S No	Holiday Home Destination	Booking/Applying start date in HRMS	Availability of Room(s) from	Availability of Room(s) to
1	Ayodhya	22.06.2024	06.07.2024	30.06.2025
2	Darjeeling	22.06.2024	01.07.2024	30.06.2025
3	Gangtok	22.06.2024	01.07.2024	30.06.2025
4	Goa	22.06.2024	01.07.2024	30.06.2025
5	Jaipur*	22.06.2024	01.07.2024	30.06.2025
6	Katra	22.06.2024	01.07.2024	30.06.2025
7	Manali	22.06.2024	01.07.2024	30.06.2025
8	Mumbai	22.06.2024	01.07.2024	30.06.2025
9	Mussorie	22.06.2024	01.07.2024	30.06.2025
10	Nainital	22.06.2024	01.07.2024	30.06.2025

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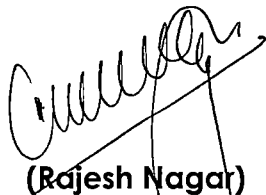
11	Ooty	22.06.2024	01.07.2024	30.06.2025
12	Pondicherry*	22.06.2024	01.07.2024	30.06.2025
13	Port Blair*	22.06.2024	01.07.2024	30.06.2025
14	Puri	22.06.2024	01.07.2024	30.06.2025
15	Rameshwaram	22.06.2024	01.07.2024	30.06.2025
16	Shillong	22.06.2024	01.07.2024	30.06.2025
17	Shimla	22.06.2024	01.07.2024	30.06.2025
18	Shirdi	22.06.2024	01.07.2024	30.06.2025
19	Tirupati	22.06.2024	01.07.2024	30.06.2025
20	Udaipur	22.06.2024	01.07.2024	30.06.2025
21	Varanasi	22.06.2024	01.07.2024	30.06.2025
22	Vellore	22.06.2024	01.07.2024	30.06.2025

**\*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. That the 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 by him / her or his/her dependent family members/ spouse to the Hotel's property 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.
- 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)

General Manager  
HRM, PSD, OL & Training



S No	Location	Name, address and telephone number of the Hotel	No. of Rooms	Name, address & telephone number of the nearest UCO Bank Branch	Check-in time	Check-out time
1	Ayodhya	<b>Hotel Krishna Palace</b> District Jail, Opposite Station Rd, Civil Line, Faizabad, UP- 224001 <b>Ph: 05278-221367/68/69; Mob: 8874210003</b> <b>Email: <a href="mailto:hotelkrishnapalace@gmail.com">hotelkrishnapalace@gmail.com</a></b>	Two	<b>UCO Bank,</b> Ayodhya Zonal Office, 3 <sup>rd</sup> Floor, Shiva Palace, Devkali Bypass Crossing, Ayodhya, UP- 224001 <b>Email: <a href="mailto:zo.ayodhya@ucobank.co.in">zo.ayodhya@ucobank.co.in</a></b>	12:00 P.M.	12:00 P.M.
2	Darjeeling	<b>Hotel Himalayan Retreat</b> Below Bhanu Bhawan, Near NCC Office, Chauk Bazaar, Darjeeling, West Bengal- 734101 <b>Mob: 8172037992</b> <b>Email: <a href="mailto:reservation@himalayanretreatdarjeeling.com">reservation@himalayanretreatdarjeeling.com</a></b>	Two	<b>UCO Bank</b> Darjeeling Branch Anjuman Building, HD Lama Road, Opp Hotel Polunia, Darjeeling – 734101 <b>Email: <a href="mailto:darjee@ucobank.co.in">darjee@ucobank.co.in</a></b>	12:00 P.M.	11:00 A.M.
3	Gangtok	<b>Hotel 100 Petals</b> Thapa Golai, Sichey Road, Gangtok, Sikkim- 737101 <b>Ph: 9933333311, 0359-2284484</b> <b>Email: <a href="mailto:info100petals@gmail.com">info100petals@gmail.com</a></b>	Two	<b>UCO Bank</b> Gangtok, East Sikkim-737101 <b>Email: <a href="mailto:gangto@ucobank.co.in">gangto@ucobank.co.in</a></b>	11:00 A.M.	11:00 A.M.
4	Goa	<b>Hotel Le Magnifique</b> 406/230, Plot No. 90, Nova Cidade, Nova Cidade Encalve, Alto-Betim Porvorim, Bardez, Goa -403521 <b>Mob: 9822142938, 9881493938</b> <b>Email: <a href="mailto:lemagnifique@lemagnifiquegoa.com">lemagnifique@lemagnifiquegoa.com</a></b> <b><a href="mailto:lemagnifique@rediffmail.com">lemagnifique@rediffmail.com</a></b>	Three	<b>UCO Bank</b> Mapusa Branch, Subraya Building, Near Municipal Market, Mapusa, Goa-403507 <b>Email: <a href="mailto:mapusa@ucobank.co.in">mapusa@ucobank.co.in</a></b>	10:00 A.M.	09:00 A.M.
5	Jaipur	<b>Fort Chandragupt</b> Station Road, Near Central Bus Stand, Kanti Nagar, Sindhi Camp, Jaipur, Rajasthan - 302001 <b>Ph: 0141- 2206302</b> <b>Mob: 9352241717, 7240151804</b> <b>Email: <a href="mailto:gm@fortchandragupt.com">gm@fortchandragupt.com</a></b>	Two	<b>UCO Bank</b> Zonal Office Jaipur, Arcade International, Jaipur, Rajasthan - 302006 <b>Email: <a href="mailto:zo.jaipur@ucobank.co.in">zo.jaipur@ucobank.co.in</a></b>	12:00 P.M.	11:00 A.M.
6	Katra	<b>Hotel Green Valley</b> Railway Chowk, Katra, J&K-182301 <b>Ph: 01991-295667; Mob: 7006110368</b> <b>Email: <a href="mailto:hotelgreenvalkatra@gmail.com">hotelgreenvalkatra@gmail.com</a></b>	Two	<b>UCO Bank,</b> Katra, Po- Katra, Vaishno Devi, J&K-182301; <b>Email: <a href="mailto:kvdevi@ucobank.co.in">kvdevi@ucobank.co.in</a></b>	02:00 P.M.	11:00 A.M.
7	Manali	<b>Utopia Resorts &amp; Spa</b> Near Hadimba Temple, Manali Dist. Kullu, HP- 175131 <b>Mob: 9816012446, 9816211183, 9418052446</b> <b>Email: <a href="mailto:reservations@utopiamanali.com">reservations@utopiamanali.com</a></b>	Two	<b>UCO Bank</b> Manali-175131 <b>Email: <a href="mailto:manali@ucobank.co.in">manali@ucobank.co.in</a></b>	12:00 P.M.	11:00 A.M.



8	Mumbai	<b>Hotel Manama</b> 221,225, P D'Mello Rd, Opposite St. Geogre Hospital, Indira Docks, Mumbai Port Trust, Mazgaon, Mumbai, Maharashtra-400001 <b>Mob: 9930536754</b> <b>Email: hotelmanamasales@gmail.com</b>	Two	<b>UCO Bank</b> Mumbai D N Road, UCO Bank Buildings, Mumbai, Maharashtra-400023 <b>Email: mumbai@ucobank.co.in</b>	12:00 P.M.	11:00 A.M.
9	Mussoorie	<b>Hotel Deep</b> Opp St. Mary's Hospital, Camel's Back Road, Near Picture Palace, Mussoorie - 248179 <b>Ph: 0135-2632470</b> <b>Mob: 7500999970</b> <b>Email: deephotels@gmail.com</b>	Two	<b>UCO Bank,</b> Landour Cantt, Near Gurudwara Chowk, Mussoorie-248179 <b>Email: mussoo@ucobank.co.in</b>	12:00 P.M.	12:00 P.M.
10	Nainital	<b>Hotel Central</b> Mall Road, Mallital, Nainital - 263002 <b>Ph: 05942-236828</b> <b>Mob: 8941951093; 9837418110; 9520222111</b> <b>Email: hotelemoji@gmail.com</b>	Two	<b>UCO Bank</b> 94/1A, Grain Villa Compound, Tallital, Nainital - 263002 <b>Email: nainit@ucobank.co.in</b>	12:00 P.M.	10:00 A.M.
11	Ooty	<b>Hotel Nahar Nilgiris,</b> 52A, Charing Cross, Ooty - 643001 <b>Ph: 0423-2442173/ 2443685/ 2445798/ 2445797</b> <b>Email : nilgiris@naharhotels.com</b>	Two	<b>UCO Bank,</b> 47, Reliance Building, Commercial Road, Charing Cross Road, Ootacumund – 643001 <b>Email: ootaca@ucobank.co.in</b>	01:00 P.M.	12:00 P.M.
12	Pondicherry	<b>Hotel Jayaram</b> 90, Kamaraj Salai, Illango Nagar, Puducherry-605001 <b>Mob: 9894488866</b> <b>Email: hoteljayaram@gmail.com</b>	Two	<b>UCO Bank,</b> Pondicherry Main, PO37, Rue Mahe De Labourdonn, Pondicherry-605001 <b>Email: pondic@ucobank.co.in</b>	12:00 P.M.	12:00 P.M.
13	Port Blair	<b>Hotel Landmark</b> Aberdeen Bazar Near Clock Tower, Port Blair, Andaman and Nicobar- 744101 <b>Phone: 0319-2235765</b> <b>Email: landmarkandaman@gmail.com</b>	Two	<b>UCO Bank</b> Port Blair Branch, Port Blair, Andaman Nicobar-744101 <b>Email: portbl@ucobank.co.in</b>	11:00 A.M.	09:00 A.M.
14	Puri	<b>Hotel Seagull</b> Swargadwar Sea Beach, Puri, Odisha- 752001 <b>Ph:06752-223618/222966/ 222967</b> <b>Email: seagullpuri@yahoo.co.in</b>	Six	<b>UCO Bank,</b> Duduwalla, Dharamshala Complex, Grand Road, Puri, Odisha-752001 <b>Email: puri@ucobank.co.in</b>	07:30 A.M.	06:30 A.M.
15	Rameshwaram	<b>Hotel Ram Leela</b> 90C, Ithi Street, Rameshwaram, Tamil Nadu - 623526 <b>Ph: 04573-290111; Mob: 6380427241</b> <b>Email: hotelramleela@gmail.com</b>	Two	<b>UCO Bank</b> 176, Sapthagiri Vaniga, Vandaikara Street, Ramanthpuram, T.N.- 623504 <b>Email: ramanat@ucobank.co.in</b>	12:00 P.M.	12:00 P.M.

16	Shillong	<b>Hotel Island Park Residency</b> Police Station, Thana Road, Near Sadar, Shillong, Meghalaya-793001 <b>Ph: 04573-290111 ; Mob: 6380427241</b> <b>Email: <a href="mailto:hotelislandparkresi@gmail.com">hotelislandparkresi@gmail.com</a></b>	Two	<b>UCO Bank</b> PO Cherrapunji, Dist East Khasi Hills, Cherrapunji, Meghalaya- 793108 <b>Email: <a href="mailto:cherra@ucobank.co.in">cherra@ucobank.co.in</a></b>	<b>01:00 P.M.</b>	<b>12:00 P.M.</b>
17	Shimla	<b>Hotel Silverine</b> Near (HP) High Court, The Mall, Shimla, Himachal Pradesh – 171001 <b>Ph: 0177-2658128; Mob: 9816029382</b> <b>Email: <a href="mailto:info@silverine.net">info@silverine.net</a>;</b> <b><a href="mailto:varun.shukla14@gmail.com">varun.shukla14@gmail.com</a>;</b> <b><a href="mailto:sidharth.shukla@yahoo.com">sidharth.shukla@yahoo.com</a></b>	Two	<b>UCO Bank</b> Shimla Zonal Office Himland Hotel, CIR Rd, Shimla, Himachal Pradesh – 171001 <b>Email: <a href="mailto:zo.shimla@ucobank.co.in">zo.shimla@ucobank.co.in</a></b>	<b>01:00 P.M.</b>	<b>11:00 A.M.</b>
18	Shirdi	<b>Hotel Namrata Residency</b> Opp. Hotel Sai Mahal, Shirdi- Manmad Road, Shirdi-423109 <b>Ph: 02423 255073; Mob: 9975210500, 9404972135</b> <b>Email: <a href="mailto:hotelnamrataresidence@gmail.com">hotelnamrataresidence@gmail.com</a></b>	Two	<b>UCO Bank,</b> Plot 9-10, Gr Flr, Hotel Kalasai, Rahata, Ahmna-423109 <b>Email: <a href="mailto:shirdi@ucobank.co.in">shirdi@ucobank.co.in</a></b>	<b>12:00 P.M.</b>	<b>11:00 A.M.</b>
19	Tirupati	<b>Hotel Udayee International,</b> 13-6-6771/20, Opp. ASRTC Bus Stand, Tirupati-517501, Chittor, Dist. A.P. <b>Ph: 0877-2266581/82/83/84/85</b> <b>Mob: 9440851333</b> <b>Email : <a href="mailto:oyo6061@gmail.com">oyo6061@gmail.com</a></b>	Two	<b>UCO Bank,</b> Tirupati Branch, 132, T.P. Area, Opp. Vishnu Nivasam Complex, Tirupati- 517501 <b>Email: <a href="mailto:tirupa@ucobank.co.in">tirupa@ucobank.co.in</a></b>	<b>12:00 P.M.</b>	<b>12:00 P.M.</b>
20	Udaipur	<b>Hotel Opulence</b> 3/3 Dholi Magri, Railway Station Rd, Behind Natraj Dining Hall, Udiyapole, Udaipur, Rajasthan – 313001 <b>Mob: 9672909005</b> <b>Email: <a href="mailto:booking@hotelopulenceinn.com">booking@hotelopulenceinn.com</a></b>	Two	<b>UCO Bank,</b> Udaipur Main, 126 Bapu Bazar Bank Tiraha, Udaipur, Rajasthan- 313001 <b>Email: <a href="mailto:udaipu@ucobank.co.in">udaipu@ucobank.co.in</a></b>	<b>12:30 P.M.</b>	<b>10:30 A.M.</b>
21	Varanasi	<b>J S Residency,</b> B.12/112 B-2, Gauriganj, Bhelupur, Varanasi – 2210001 <b>Ph:0542-2275050/2275004; Mob: 7309032243</b> <b>Email: <a href="mailto:jsresidency@gmail.com">jsresidency@gmail.com</a></b>	Two	<b>UCO Bank</b> Bhelupura, Varanasi- 221010 <b>Email: <a href="mailto:bhelup@ucobank.co.in">bhelup@ucobank.co.in</a></b>	<b>12:00 P.M.</b>	<b>11:00 A.M.</b>
22	Vellore	<b>Hotel Surabi International</b> 33, Officer's Line, opposite Co-operative Bank, Bishop David Nagar, Kosapet, Vellore, Tamil Nadu- 632001 <b>Ph : 0416-2216399; Mob: 9363595954</b> <b>Email: <a href="mailto:reservations.vellore@spreehotel.com">reservations.vellore@spreehotel.com</a></b>	Two	<b>UCO Bank</b> Vellore Branch 2/A, Katpadi, Vellore, Tamil Nadu- 632004 <b>Email: <a href="mailto:vellor@ucobank.co.in">vellor@ucobank.co.in</a></b>	<b>12:00 P.M.</b>	<b>12:00 P.M.</b>

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

**UCO BANK****FORM-1**

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

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/16 /2024-25 dated 21.06.2024)		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	
<b>List of Hotels</b>			
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	Jaipur	Hotel Fort Chandragupt	
6	Katra	Hotel Green Valley	
7	Manali	Utopia Resorts & Spa	
8	Mumbai	Hotel Manama	
9	Mussoorie	Hotel Deep	
10	Nainital	Hotel Central	
11	Ooty	Hotel Nahar Nilgiris	
12	Pondicherry	Hotel Jayaram	
13	Port Blair	Hotel Landmark	
14	Puri	Hotel Seagull	
15	Rameshwaram	Hotel Ramleela	
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	Varanasi	Hotel J S Residency	
22	Vellore	Hotel Surabi International	

Applications should be sent through email at [holidayhome@ucobank.co.in](mailto: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	
<b>List of Hotels</b>			
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	Jaipur	Hotel Fort Chandragupt	
6	Katra	Hotel Green Valley	
7	Manali	Utopia Resorts & Spa	
8	Mumbai	Hotel Manama	
9	Mussoorie	Hotel Deep	
10	Nainital	Hotel Central	
11	Ooty	Hotel Nahar Nilgiris	
12	Pondicherry	Hotel Jayaram	
13	Port Blair	Hotel Landmark	
14	Puri	Hotel Seagull	
15	Rameshwaram	Hotel Ramleela	
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	Varanasi	Hotel J S Residency	
22	Vellore	Hotel Surabi International	

**Note: Applications for cancellation to be sent through email at [holidayhome@ucobank.co.in](mailto: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**