

**भारत में स्थित सभी शाखाओं/ कार्यालयों के लिए परिपत्र**

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महोदया/प्रिय महोदय,

**विषय: हॉलिडे होम मॉड्यूल का एचआर कनेक्ट में माइग्रेशन.**

छुट्टी और अन्य व्यक्तिगत उद्देश्यों के लिए बाहरी केन्द्रों की यात्रा करते समय अपने मौजूदा/सेवानिवृत्त कर्मचारियों को हॉलिडे होम की सुखद सुविधा प्रदान करने के लिए बैंक ने कर्मचारी कल्याण कोष के अधीन विभिन्न स्थानों पर 50 हॉलिडे होम स्थापित किए हैं।

आप जानते हैं कि विभिन्न कर्मचारी कल्याण योजनाओं को एचआर-कनेक्ट में माइग्रेट कर दिया गया है, जिसकी सूचना हमारे परिपत्र संख्या एचओ:बीआर:113/143 दिनांक 29-06-2021 द्वारा दी गई थी. अब हमें यह बताते हुए खुशी हो रही है कि हमने हॉलिडे होम मॉड्यूल को भी एचआर कनेक्ट में माइग्रेट कर दिया है.

एचआर कनेक्ट में हॉलिडे होम मॉड्यूल में कर्मचारियों के अनुभव को बेहतर बनाने के लिए कई नई सुविधाएं जोड़ी गयी हैं. जिनमे से कुछ प्रमुख विशेषताएं निम्नानुसार हैं:-

- शीघ्रतापूर्ण प्रोसेसिंग और अनुमोदन
- हॉलिडे होम मॉड्यूल के साथ सीवीएस का एकीकरण
- फ्लेक्सिबल बुकिंग:- यह सुविधा, यदि आवेदन करने के दौरान चुनी जाती है, तो पूरे आवेदन की स्थिति को प्रतीक्षारत रूप में रखने के बजाय तारीख-वार/कमरे-वार उपलब्धता के आधार पर बुकिंग अवधि के दौरान हॉलिडे होम की बुकिंग की अनुमति होगी, जो पहले उपलब्ध नहीं थी. इससे हमारे कर्मचारियों को उनकी पसंदीदा बुकिंग अवधि के दौरान कमरों की अनुपलब्धता के कारण हॉलिडे होम के बाहर कमरों की व्यवस्था हेतु प्रयास करने से बचने में मदद मिलेगी.

कृपया ध्यान दें कि हॉलिडे होम संभान्धी दोनों मॉड्यूल यानी एचआरएनईएस पेरोल और एचआर कनेक्ट 31.10.2021 तक एक साथ चलते रहेंगे और उसके बाद एचआरएनईएस पेरोल पर हॉलिडे होम मॉड्यूल काम करना बंद कर देगा. चेक-इन दिनांक 31.10.2021 तक की बुकिंग/कैंसलेशन हमारे मौजूदा एचआरनेस पेरोल सिस्टम में की जाएगी और 01.11.2021 को या उसके बाद चेक-इन तिथि के लिए सभी बुकिंग/कैंसलेशन केवल एचआर कनेक्ट में की जाएगी. उदाहरण के लिए, यदि कोई कर्मचारी 28.10.2021 से 31.10.2021 तक हॉलिडे होम बुक करना चाहता है, तो उसे एचआरएनईएस पेरोल पर अपना आवेदन करना होगा. वहीं अगर कोई कर्मचारी 01.11.2021 से 03.11.2021 तक हॉलिडे होम बुक करना चाहता है तो वह एचआर-कनेक्ट के जरिए करेगा. इसके अलावा अगर बुकिंग की दिनांक दोनों अवधियों में है जैसे 30.10.2021 से 02.11.2021, तो कर्मचारी को 30.10.2021 से 31.10.2021 की अवधि के लिए एचआरनेस पेरोल में और 01.11.2021 से 02.11.2021 के लिए एचआर-कनेक्ट में आवेदन करना होगा.

उपरोक्त मॉड्यूल का विवरण, आवेदन करने की प्रक्रिया और पात्रता संबंधी विस्तृत व्यौरा अनुबंध 'ए' में दिया गया है. हॉलिडे होम मॉड्यूल में आवेदन करने की चरणवार प्रक्रिया अनुबंध 'बी' के रूप में संलग्न है.

इस संबंध में किसी भी स्पष्टीकरण के लिए, कर्मचारी अपने संबंधित क्षेत्रीय मानव संसाधन अधिकारियों से संपर्क कर सकते हैं. अंचल / क्षेत्रीय मानव संसाधन अधिकारियों को उनकी भूमिकाओं, जिम्मेदारियों और उपर्युक्त मॉड्यूल के इष्टतम उपयोग के संबंध में अलग से जानकारी दी जाएगी.

कृपया इस परिपत्र की विषयवस्तु को शाखा/कार्यालय में कार्यरत सभी कर्मचारियों के ध्यान में लाएं और इस परिपत्र की एक प्रति नोटिस बोर्ड पर लगाएँ.

भवदीय,



स्वप्ना बंदोपाध्याय

उपमहाप्रबंधक (नीतिपरक मा.सं. एवं संगठनात्मक विकास)

संलग्नक: उपरोक्तानुसार

**CIRCULAR TO ALL BRANCHES/ OFFICES**

ISSUED BY  
HRM Department  
Head Office, Baroda

Madam/Dear Sir,

**Re: Migration of Holiday Home Module in HR Connect.**

In order to provide comfortable accommodation to our existing / retired employees while they travel outstation for holiday and other personal purposes, Bank has already established 50 holiday homes at various places under the aegis of Staff Welfare Fund.

You are aware that various Staff Welfare Schemes have been migrated into HR-Connect which was informed vide our Circular No. HO: BR: 113/143 dated 29-06-2021. Now, we are pleased to inform that, we have migrated Holiday Home module in HR Connect.

The Holiday Home module on HR connect will have new additional features for enhancing user experience. Some of the major features are listed below:-

- i. Faster processing and approvals
- ii. Integration of CBS with Holiday Home module.
- iii. Flexible booking :- This feature, if selected during the application submission, will allow booking of Holiday Home during the booking period based on date-wise / room-wise availability instead of keeping the entire application status as waiting, which was not available earlier. This will help in saving the efforts of our employees in arranging rooms outside the Holiday Home due to unavailability of rooms during their preferred booking period.

Kindly note that both the Holiday Home modules i.e. on HRnes Payroll and HR Connect will continue to run simultaneously till 31.10.2021 and thereafter Holiday Home modules on HRnes Payroll will cease to operate. Bookings / cancellations up to check-in date 31.10.2021 will be submitted in our existing HRnes Payroll system and all bookings / cancellations for check-in date on or after 01.11.2021 shall be submitted only in HR Connect. For example, if an employee wants to book a holiday home from 28.10.2021 to 31.10.2021, he shall submit his request on HRnes Payroll. On the other hand, if an employee wants to book holiday home from 01.11.2021 to 03.11.2021, he shall do the same through HR-Connect. Further for any over-lapping period ie. 30.10.2021-02.11.2021, employee has to submit request for the period 30.10.2021-31.10.2021 in HRnes Payroll and 01.11.2021-02.11.2021 in HR-Connect.

Details of the above module, eligibility along with the procedure for submitting applications are comprehensively explained in the **Annexure A**. The step by step procedure for submitting an application in Holiday Home module is enclosed as **Annexure B**.

For any clarification in this regard, employees may communicate with their respective Regional HR functionaries. Zonal / Regional HR functionaries are being advised separately on their roles, responsibilities and optimum utilization of the above mentioned modules.

Please bring the contents of this Circular to the notice of all employees working in the Branch/ Office and display a copy of the circular on the notice board.

Yours faithfully,

  
(Swapna Bandopadhyaya)  
Deputy General Manager (Strategic HR & OD)

Encl: as above

**ESTABLISHMENT OF HOLIDAY HOMES**

Bank has established Holiday Homes at various centres in India with purpose of providing comfortable & economical accommodation to existing & retired employees of the Bank while they are travelling. At present Bank is having -50- Holiday Homes at various centres.

Under auspices of Staff Welfare fund, Holiday Home module is made available to all the existing employees and eligible retired employees in HR Connect.

The guidelines are as below:-

**ELIGIBILITY:**

- a. All existing employees
- b. Retired employees who have:
  - Superannuated
  - Opted for Voluntary Retirement

**ROOMS & PERIOD OF STAY:**

- a. For Existing Employees: Maximum -2- rooms for maximum of -7- days.
- b. For Retired Employees: Maximum -1- rooms for maximum of -7- days.

**DEPENDENTS:**

- a. For Existing Employees: Only Spouse, dependent Children and dependent Parents are permitted to avail the facility of Holiday Home.
- b. For Retired Employees: Only self and Spouse are permitted for availing the facility of Holiday Home.

**FLEXIBLE BOOKING:**

We have introduced “**Allow Flexible Booking**” in Holiday Home module wherein existing / retired employees will be able to book Holiday Home with flexibility in dates. If flexible booking is selected as ‘**YES**’, rooms will be allotted as and when available. If some of the rooms, in the selected period, are available and allotted then the Booking status in HR Connect will be ‘**Partially Approved**’. In case of Partially Approved status, the existing / retired employees have to check the Reservation Letter to know the status of rooms which are approved and which are in waiting list.

For example: An existing / retired employee has applied from 01.08.2021 to 05.08.2021 and selected “**Allow Flexible Booking**” as ‘**YES**’ (In system, rooms are not available for 03.08.2021). While approving applications, system will approve and allot the rooms which are available and will keep the unavailable rooms in waiting. As and when the rooms will be available, system will accord approval for the rooms which are in ‘**Waiting**’ status. This will provide our existing / retired employees an advantage of making alternate arrangements only for unavailable dates instead of the whole period of their holiday.

**PROCEDURE FOR APPLYING:**

All existing Officers and Clerical employees will use Employee Self-Service Home Page in HR connect to access Holiday Home module. For Sub staff and eligible retired employees, the "Unit HR" of the Branch can apply on their behalf.

"Holiday Homes" tile is available in HR Connect with the following sub menus:

- Holiday Homes Booking- Employee can book/cancel application using this menu
- Holiday Homes Availability - Employee can check availability of rooms in any Holiday Home.
- Holiday Homes Feedback- Employee can submit their feedback for the Holiday Home which they have already availed.

**A) Holiday Homes Booking:-**

Existing / Retired employees can submit their application for booking rooms in Holiday Home by following the instructions mentioned in 'User Manual'. Upon approval, existing employees (officers and clerical) can download the reservation letter through self-login. For existing sub-staffs and retired employees, Unit HR of the Branch will be able to download the reservation letter on their behalf through Unit HR login.

Also on approval, SMS will be sent to the registered mobile number and reservation letter will be sent to email id mentioned in the application.

Please note that, the Holiday Home module **does not work on "real time basis" which means availability of room will be shown on the screen till approval for that day is processed.**

The employee (existing as well as retired) should carry the reservation letter along with Bank's ID card and PAN Card/ Aadhar card/ Driving License etc. while visiting the Holiday Home. The caretaker/hotel authority will not allow employees to avail the holiday home facility in the absence of the reservation letter and valid ID card.

Family members may utilize the Holiday Home facility even if employee is not accompanying them. Family member should carry copy of employee's Bank ID along with his or her own ID proof.

The following periods have been identified as peak period during which the Holiday Home facility shall be open for booking by the retired employees, -1- week prior to the booking date, if the room still remain vacant.

- Summer Vacations ( 1st May to 30th June)
- Winter vacations (15th December to 05th January)
- Diwali/Durga Pooja Holidays (From start of Navratri upto one week after Diwali)

**CRITERIA FOR ALLOTMENT OF HOLIDAY HOMES:**

- The system will allot rooms automatically based on availability of the rooms for the days applied.
- The reservation of room(s) can be made - 90 days before the date of availment of the Holiday Home facility.

- c. The application can be submitted in the module even if no availability of rooms is shown on the screen and will be kept on wait list. In case of any cancellation, the same will be approved automatically as per the waitlist number.
- d. No change in reservation dates / modification in application will be allowed, once the application is submitted by the employee.
- e. If employee wants to cancel the application, he/she has to cancel the same in HR Connect and the charges will be applicable as per the penalty on late cancellation / non-availability of Holiday Home.
- f. If employee wants to book holiday home for -1- day, he/she has to select 'check-in' date as the date they want to stay and 'check-out' date will be the next date.
- g. The 'Check-in' and 'Check-out' time for the holiday home will be as per the arrangement of each hotel. The occupants of the holiday home will be required to vacate the hotel on the said 'Check-out' time on the day their reservation ends. Employees are advised to contact the Hotel to have necessary information in this regard.
- h. Approval will be done by system automatically and rooms are will be allotted on FIRST-COME-FIRST-SERVE basis.
- i. Employees whose application is in waitlist should check regularly if the same is approved.
- j. Employees are advised to cancel their application even if it is in the waitlist, if they do not want to go to holiday home. This would pave way to the next person, who is in the waitlist, to get the allotment.
- k. The employees are requested to make minimum correspondence with the controlling branch with regard to holiday home reservation and other related matters.
- l. The controlling branch has no control over the allotment as the process is centralized and fully automated.
- m. Employee should ensure having sufficient balance in the account for deduction of Holiday Home charges, before submitting application for Holiday Home booking. In case, employee doesn't have sufficient balance in their account, their application will not be accepted.
- n. Since the whole process of allotment of Holiday home is automated, manual interventions are not permitted. Hence employees are advised to refrain from bringing undue pressure for manual approvals.

**CHARGES:**

- a. The rent towards booking of Holiday Home will be debited from employees account centrally by the system.
- b. **For Existing Employees**, the salary account will be debited.
- c. **For Retired employees**, the Pension account will be debited.
- d. No refund of rent paid by employees is permissible, under any circumstances.
- e. The rent (per day per room) will be as below:
  - **For Officers :: Rs. 100/-**
  - **For Clerical :: Rs. 50/-**
  - **For Substaff ::Rs. 30/-**
- f. Extra bed, if sought' charges should be paid directly to the Hotel as per the hotel rules. However, one should take care that number of occupants in one room is not unreasonable.

**PENALTY:**

As a deterrent to avoid unnecessary blocking of the rooms, penalty on late cancellation/non-availment of Holiday Home has been approved by Managing Committee of Staff Welfare Fund as under:

- No cancellation charges will be levied if cancellation is done before -15- days.
- If the Booking/Reservation is cancelled in less than 15 days prior to the date of his booking/ reservations which are in 'Approved' status, the penalty will be -3- times the rent as applicable.
- If employee does not cancel the booking which are in 'Approved' status and does not visit the Holiday Home, the penalty will be -6- times the rent as applicable.
- No cancellation charges will be levied if waitlisted application is cancelled.
- In case of partial availment, penalty for entire booking period shall be deducted. Hence the employee should make booking accordingly. Please note in case of partial availment, -6- times penalty shall be collected for the entire booking period.

**B) Holiday Homes Availability:-**

Room availability for any holiday home can be checked using this menu by following the instructions mentioned in 'User Manual'. Room Availability can also be checked from Holiday Home Booking Tab, while submitting application.

Please note that, as Holiday Home module does not work on "real time basis" the availability of room will be shown on the screen till approval for that day is processed.

**C) Holiday Homes Feedback:-**

Through this module, employees can submit their feedback for Holiday Home, which they have already availed. Submission of feedback is **NECESSARY**. All existing employees are requested to submit their feedback compulsorily so that necessary steps may be taken for improvement of Holiday Home arrangement or basic amenities provided therein. Further during renewal we consider the feedback of the existing / retired employees.

**MAINTANENCE OF OCCUPANCY REGISTER BY HOTEL AUTHORITIES/ CARETAKER:-**

A register has to be maintained at each holiday home wherein every visitor would enter the Room Number and date & time of his arrival and departure at appropriate time under their signature.

HOLIDAY HOME ATTENDANCE STATUS REPORT taken from the Holiday Home module by the Controlling Branch will be given to the Hotel/caretaker of holiday home and the details of the employees who visited the holiday home along with details of their arrival and departure time would be obtained from hotel on monthly basis.

The Unit HR of Controlling Branch will update the occupancy in the Holiday Home module so that in cases where employee had not cancelled the booking which were approved and has not visited the Holiday Home, the penalty equal to -6- times the rent as applicable shall be deducted by the system.

**SUPERVISION AND CONTROL IN CASE OF OUR BANK'S OWN PREMISES**

The caretaker provided at each center / Holiday Home will do the day-to-day supervision and the maintenance of holiday home. This caretaker would be under the direct supervision of the controlling branch. The branch would look after the day-to-day business of the holiday home, its maintenance, etc.

**ROLE OF CONTROLLING BRANCH**

**The 'Controlling Branch' should arrange for the following at the Holiday Home premises:**

- a. A suitable signboard showing 'Bank of Baroda Holiday Home'.
- b. A copy of the rules of allotment etc. of holiday home should be displayed on the notice board of the holiday home premises.
- c. A 'Suggestion Box' at holiday home premises be provided and the suggestions received be sent directly to Head Office, Baroda with comments, if any.
- d. The concerned Controlling Branch should have quarterly inspection of the concerned holiday home premises so as to ensure all arrangements as per agreement are in order and arrange to update the same in HR Connect under Unit HR role.
- e. The concerned Regional Authority should also have half-yearly inspection of the concerned holiday homes premises so as to ensure all arrangements as per agreement are in order and arrange to update the same in HR Connect.

**RULES TO BE ADHERED BY VISITOR**

- a. Gambling of all type is strictly prohibited.
- b. Smoking/Drinking alcohol is strictly prohibited.
- c. Singing, dancing and playing a transistor / radio / T.V. in loud tone, disturbing other occupants of the Holiday Home are strictly prohibited.
- d. No unauthorized guests will be allowed.
- e. The employee concerned would be responsible for keeping cleanliness during his stay and should hand over the premises in clean condition.
- f. The employee will be responsible for any damage / breakage of the furniture and other items provided at Holiday Home during his stay and he will have to make good the amount of damage / breakage as may be decided by the Bank.
- g. The employee will maintain decorum during his stay at Holiday Home.
- h. Any Existing / Retired employees who does not observe any of these rules will be liable to be debarred from allotment of Holiday Home not only at particular center but all the centers in India for a specific period as may be decided by the Bank.

**LIST OF HOLIDAY HOMES:-**

At present -50- holiday homes are functioning. The details of holiday home along with their controlling branch/ office are enclosed as **Annexure C**.

Any further modification in the guidelines/list of Holiday Homes shall be communicated separately from time to time.

\*\*\*\*\*



*Baroda*

**HR CONNECT**

# Holiday Home

## User Manual

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## 1. Introduction

This job card may be used as reference document for Holiday Home application in HR Connect, having step by step instructions that action user is required to take. Login Portal User needs to enter the URL in the URL (Address Bar) in the web browser to open the Bank of Baroda Portal interface.

### 1.1 Employee Self-Service Home Page

Employee will use Employee Self-Service Home Page to access a variety of employee self-service transactions which available in the form of tiles, which helps you to reach that page directly.

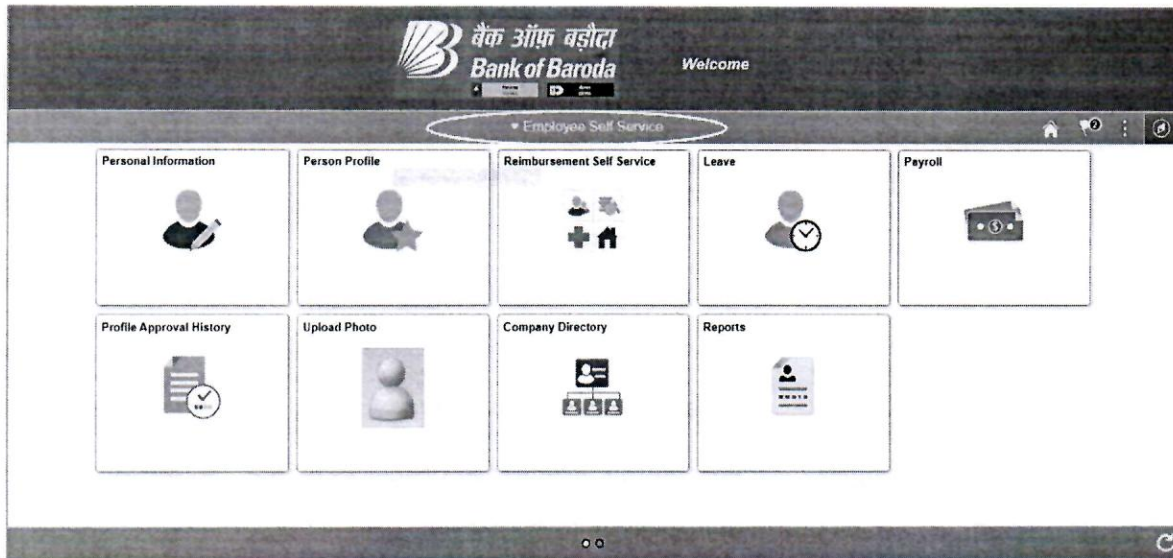


Fig. Employee Self Service Home Page

### 1.2. Holiday Homes WorkCentre

It will provide the direct link to the services related to Holiday Home.

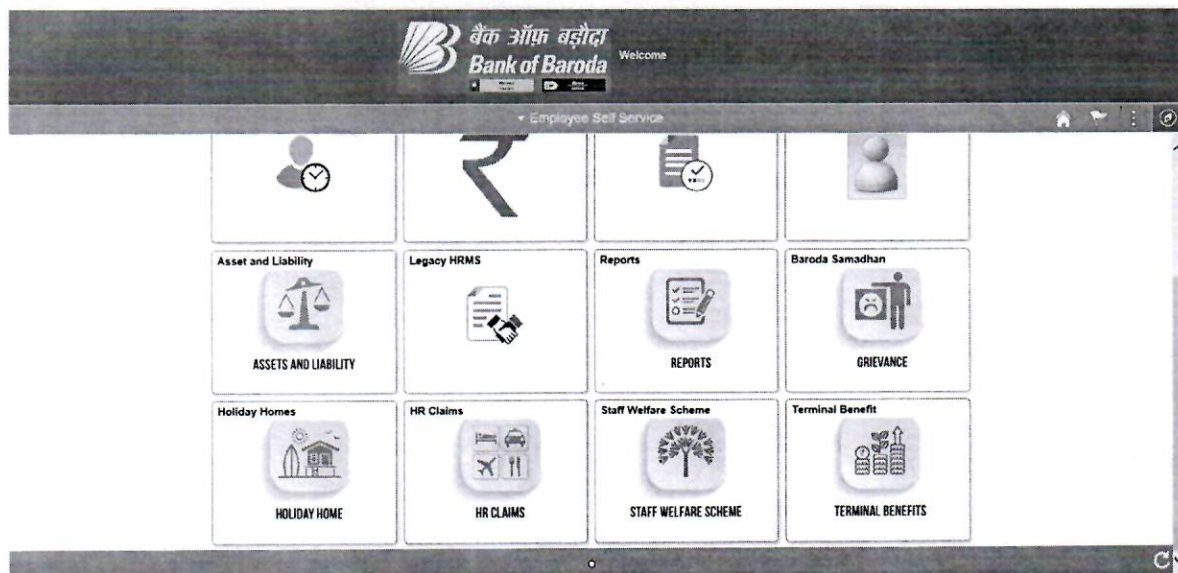
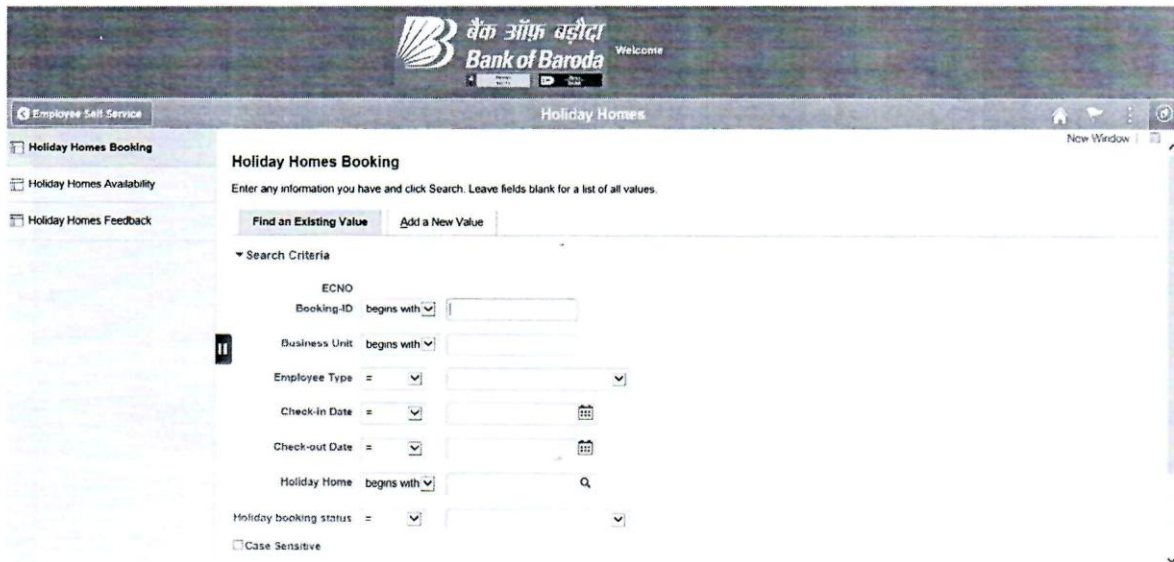


Fig. Employee Self-Service Home Page Holiday Home

Step	Action
1	Click on <b>"Holiday Home"</b> tile for Holiday Home related details and transaction.

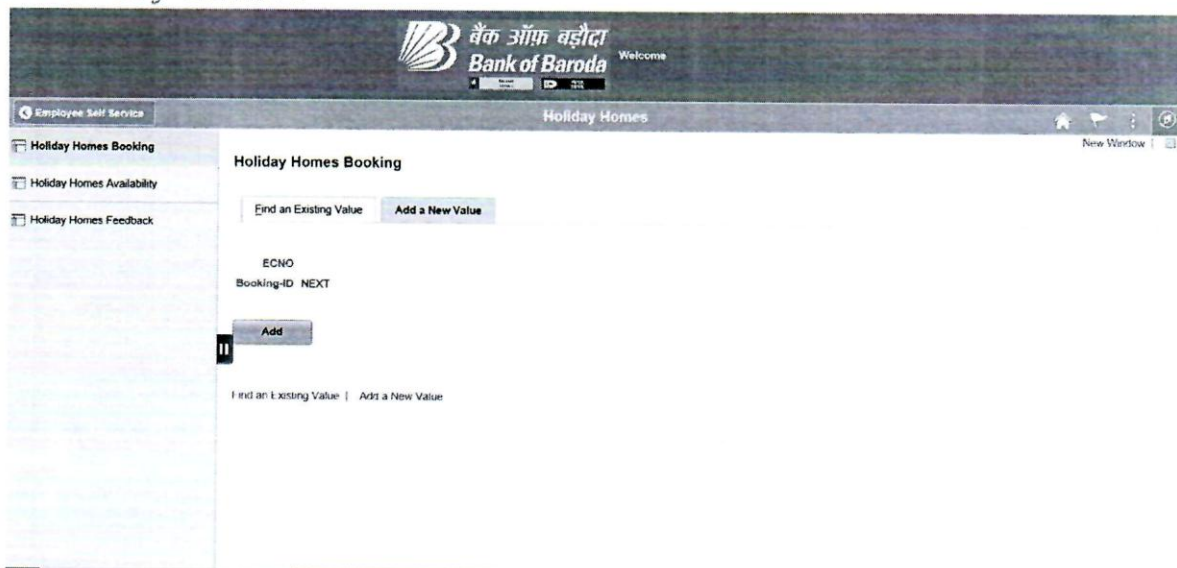


**Fig Holiday Homes WorkCentre**

Here, you can find the various tabs which will serve you the purpose as mentioned below:

- ❖ **Holiday Homes Booking** – User can book Holiday Home across India.
- ❖ **Holiday Homes Availability** – User can check availability of rooms in any Holiday Home.
- ❖ **Holiday Home Feedback** – User can submit their feedback for the Holiday Home which they have availed.

## 2. Holiday Homes



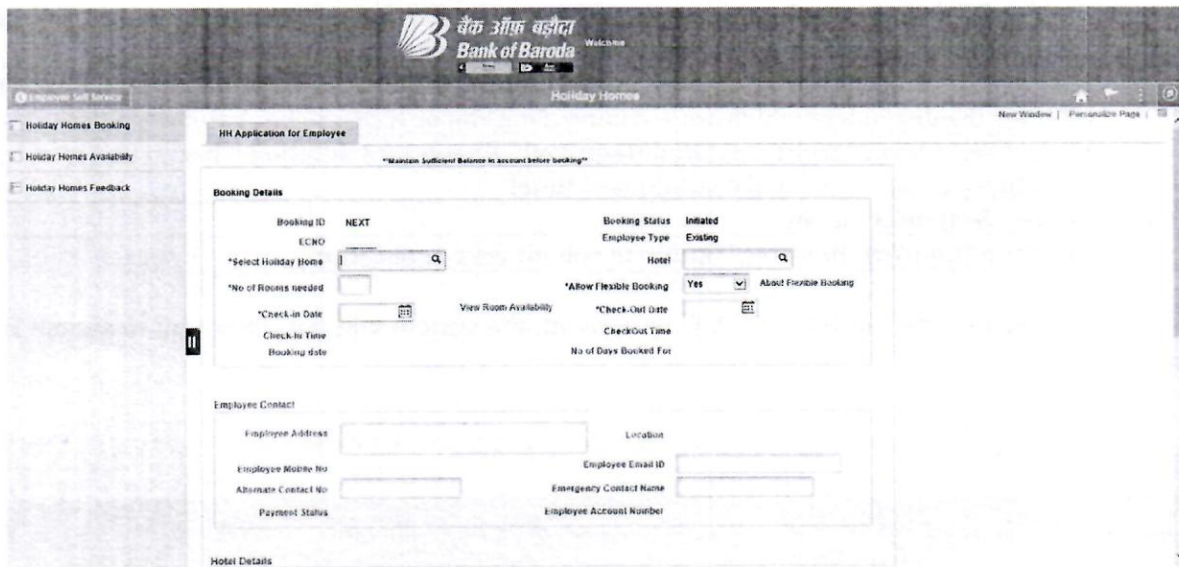
**Fig. Holiday Home Booking**

By Default, Holiday Homes Booking page will be opened after you click on Holiday Homes tile.

### 2.1 Add New Holiday Home Application

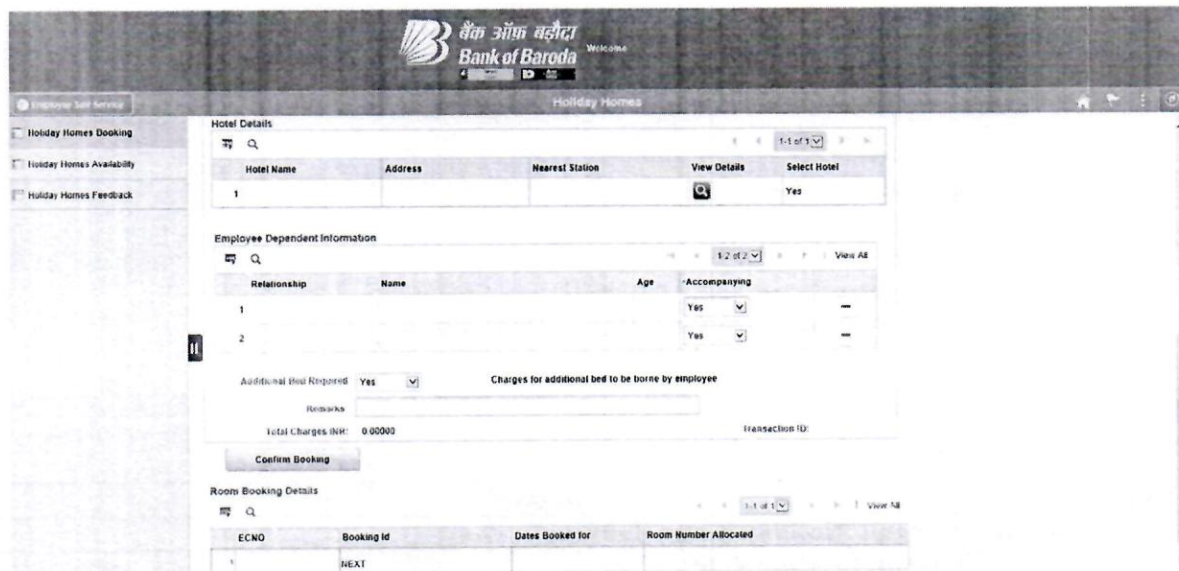
Step	Action
1	Click on the menu "Add a New Value".
2	Click on "Add" button.

The following page will be display:



The screenshot shows the 'HH Application for Employee' form. The form is titled 'HH Application for Employee' and includes a warning: '\*Maintain Sufficient Balance in account before booking\*'. The form is divided into several sections:

- Booking Details:** Includes fields for Booking ID (NEXT), ECNO, \*Select Holiday Home (with a search icon), \*No of Rooms required, \*Check-in Date, Check-in Time, Booking date, Booking Status (Initiated), Employee Type (Existing), Hotel (with a search icon), \*Allow Flexible Booking (Yes), \*Check-Out Date, CheckOut Time, and No of Days Booked For.
- Employee Contact:** Includes fields for Employee Address, Location, Employee Mobile No, Alternate Contact No, Payment Status, Employee Email ID, Emergency Contact Name, and Employee Account Number.
- Hotel Details:** This section is partially visible at the bottom of the form.

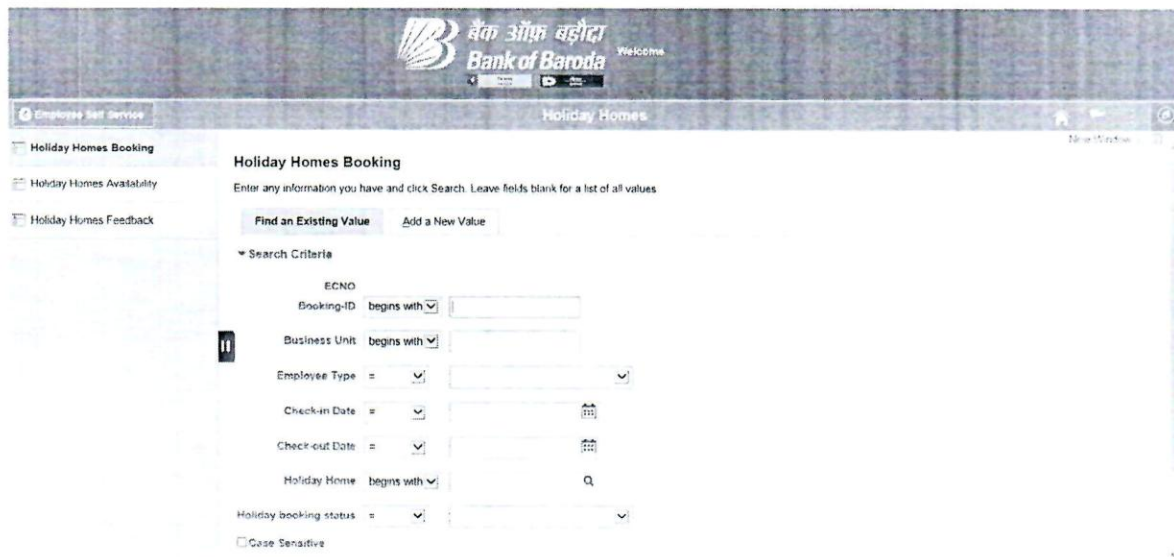


The screenshot shows the 'Hotel Details' and 'Employee Dependent Information' sections of the form. The 'Hotel Details' section includes a search bar and a table with columns: Hotel Name, Address, Nearest Station, View Details, and Select Hotel. The 'Employee Dependent Information' section includes a search bar and a table with columns: Relationship, Name, Age, \*Accompanying, and a 'View All' link. Below these sections, there are fields for 'Additional Bed Required' (Yes), 'Charges for additional bed to be borne by employee', 'Remarks', 'Total Charges (INR): 0.00000', and 'Transaction ID'. A 'Confirm Booking' button is located at the bottom of the form.

Step	Action
1	Select <b>"Holiday Home"</b> from the prompt.
2	Select <b>"Hotel"</b> from the prompt.
3	Enter <b>"No. of Rooms needed"</b> .
4	Select Yes / No in <b>"Allow Flexible Booking"</b> from drop-down list. "If you select flexible booking as YES, rooms will be allotted as and when available."
5	Select <b>"Check-in Date"</b> and <b>"Check-out Date"</b> from calendar.
6	Enter <b>"Employee Email ID"</b>
7	Enter <b>"Alternate Contact No."</b>
8	Enter <b>"Emergency Contact Name"</b>
9	Select Yes / No in <b>"Select Hotel" under Hotel Details</b> . In any Holiday Home Location, if 2 Hotel are there, select which Hotel you want to book.
10	Select Yes / No in <b>"Accompanying" under Employee Dependent Information</b> i.e. select Yes for the dependent which are accompanying you or wants to book Holiday Home.
11	Select Yes / No in <b>"Additional Bed Required"</b> . Charges for additional bed to be borne by employee as per terms and conditions of Hotel.
12	Enter <b>"Remarks"</b> , if any.
13	Click on <b>"Confirm Booking"</b> button to submit your application.

If you do not have sufficient balance in your account, the system will not allow you to submit the application.

## 2.2 View/Search Existing Holiday Home Application Details



Step	Action
1	Click on the menu <b>"Holiday Home Booking"</b> .
2	Click on <b>"Find an Existing Value"</b> .
3	Click on <b>"Search"</b> button.

**Holiday Homes Booking**

Enter any information you have and click Search. Leave fields blank for a list of all values

Find an Existing Value    Add a New Value

Search Criteria

ECNO  
 Booking ID begins with

Business Unit  
 Employee Type

Check-in Date

Check-out Date

Holiday Home begins with

Holiday booking status

Case Sensitive

Search    Clear    Basic Search     Save Search Criteria

Search Results  
 View All    1 of 4

ECNO	Booking ID	Business Unit	Employee Type	Check-in Date	Check-out Date	Holiday Home	Holiday booking status
00000007				17/07/2021	19/07/2021	ALIBAUG	Partially
00000024				23/06/2021	01/09/2021	ALIBAUG	Approved
00000034				06/07/2021	13/07/2021	KOLKATA	Approved

Click on the “**Booking ID**” to view complete details of application alongwith status.

- Partially Approved Booking

**Booking Details**

Booking ID	00000007	Booking Status	Partially Approved
ECNO	-----	Employee Type	
Select Holiday Home	ALIBAUG	Hotel	1
No of Rooms needed	2	Allow Flexible Booking	Yes
Check in Date	17/07/2021	Check-Out Date	19/07/2021
Check in Time	12:00PM	CheckOut Time	11:00AM
Booking date	05/07/2021	No of Days Looked For	2

View Room Availability

Employee Contact

Employee Address  Location

Employee Mobile No  Employee Email ID

Alternate Contact No  Emergency Contact Name

Payment Status: **Payment Successful**    Employee Account Number

Hotel Details

Hotel Name	Address	Nearest Station	View Details	Select Hotel



**Bank of Baroda** Welcome

Employee Self Service

Holiday Homes

Holiday Homes Booking

Holiday Homes Availability

Holiday Homes Feedback

Relationship	Name	Age	Accompanying
1			Yes
2			Yes
3			Yes

Additional Bed Required: Yes

Charges for additional bed to be borne by employee

Remarks

Total Charges (INR):

Charged Amount:

Transaction ID:

ReservationLetter

Cancel Booking

Room Booking Details

ECNO	Booking Id	Dates Booked for	Room Number Allocated
1	00000007	17/07/2021	102,103
2	00000007	18/07/2021	C-12,Waitlistd

Return to Search

Previous in List

Next in List

If status of your booking is Partially Approved, that means you have been allotted some rooms as per availability and some rooms are in waitlist.

### 2.3 To download Reservation Letter of Approved Booking

Step	Action
1	Click on the menu "Holiday Home Booking".
2	Click on "Find an Existing Value".
3	Click on "Search" button.
4	Select "Booking ID" of the application which you want to cancel.



**Bank of Baroda** Welcome

Employee Self Service

Holiday Homes

HH Application for Employee

"Maintain Sufficient Balance in account before booking"

Booking Details

Booking ID	Booking Status	Approved
EC NO	Employee Type	
Select Holiday Home	ALIBAUJ	ALIBAUJ_HH
Hotel	1	
No of Rooms needed	2	
Allow Flexible Booking	Yes	About Flexible Booking
Check in Date	18/08/2021	View Room Availability
Check Out Date	21/08/2021	
Check In Time	12:00PM	CheckOut Time
CheckOut Time	11:00AM	
Booking date	06/07/2021	No of Days Booked For
		3

Employee Contact

Employee Address

Location

Employee Mobile No

Employee Email ID

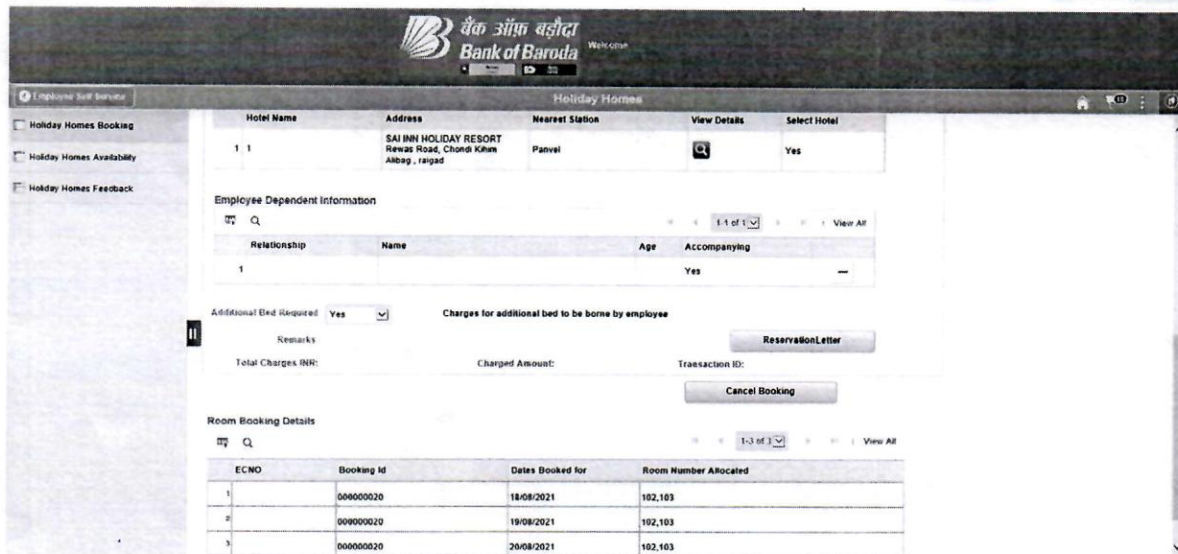
Alternate Contact No

Emergency Contact Name

Payment Status

Employee Account Number

Hotel Details



**Holiday Homes**

Hotel Name	Address	Nearest Station	View Details	Select Hotel
1	SAI INN HOLIDAY RESORT Newas Road, Chondi Khem Alibag, raigad	Panvel		Yes

**Employee Dependent Information**

Relationship	Name	Age	Accompanying
1			Yes

Additional Bed Required:  Yes  
 Charges for additional bed to be borne by employee

Remarks: \_\_\_\_\_

Total Charges INR: \_\_\_\_\_ Charged Amount: \_\_\_\_\_ Transaction ID: \_\_\_\_\_

**Room Booking Details**

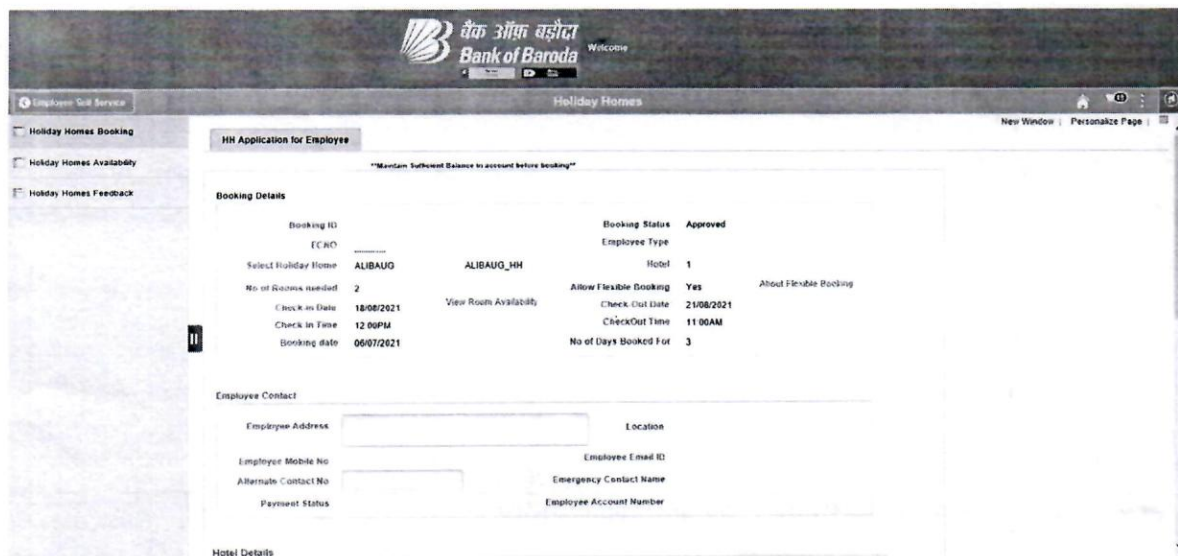
ECNO	Booking Id	Dates Booked for	Room Number Allocated
1	00000020	18/08/2021	102,103
2	00000020	19/08/2021	102,103
3	00000020	20/08/2021	102,103

Buttons: **Reservation Letter**, **Cancel Booking**

Step	Action
1	Click on <b>"Reservation Letter"</b> button. The reservation letter will get open in next tab window.

#### 2.4 To cancel any Existing Booking

Step	Action
1	Click on the menu <b>"Holiday Home Booking"</b> .
2	Click on <b>"Find an Existing Value"</b> .
3	Click on <b>"Search"</b> button.
4	Select <b>"Booking ID"</b> of the application which you want to cancel.



**HH Application for Employee**

"Maintain Sufficient Balance in account before booking"

**Booking Details**

Booking ID	ECNO	Booking Status	Approved
Select Holiday Home	ALIBAUG ALIBAUG_HH	Employee Type	Hotel 1
No of Rooms needed	2	Allow Flexible Booking	Yes
Check in Date	18/08/2021	Check Out Date	21/08/2021
Check in Time	12:00PM	CheckOut Time	11:00AM
Booking date	06/07/2021	No of Days Booked For	3

**Employee Contact**

Employee Address: \_\_\_\_\_ Location: \_\_\_\_\_

Employee Mobile No: \_\_\_\_\_ Employee Email ID: \_\_\_\_\_

Alternate Contact No: \_\_\_\_\_ Emergency Contact Name: \_\_\_\_\_

Payment Status: \_\_\_\_\_ Employee Account Number: \_\_\_\_\_

**Hotel Details**





The screenshot shows the 'Holiday Homes' booking interface. At the top, there's a table with columns: Hotel Name, Address, Nearest Station, View Details, and Select Hotel. Below this is the 'Employee Dependent Information' section with a table for dependents. Further down, there are fields for 'Additional Bed Required' (Yes/No), 'Charges for additional bed to be borne by employee', 'Remarks', 'Total Charges INR', 'Charged Amount', and 'Transaction ID'. At the bottom, there's a 'Room Booking Details' table.

Hotel Name	Address	Nearest Station	View Details	Select Hotel
1	SAI INN HOLIDAY RESORT Revas Road, Chond Kham, Anbag, raigad	Patvel		Yes

Relationship	Name	Age	Accompanying
1			Yes

ECNO	Booking Id	Dates Booked for	Room Number Allocated
1	006000020	18/08/2021	102,103
2	006000020	19/08/2021	102,103
3	006000020	20/08/2021	102,103

Step	Action
1	Click on <b>"Cancel Booking"</b> button.

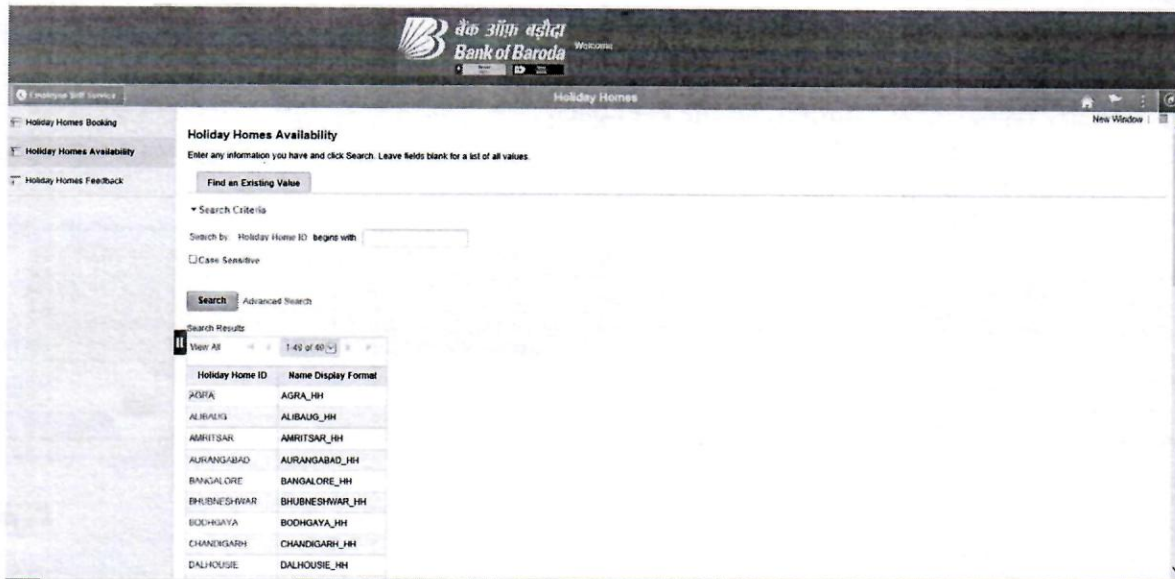
Note: Cancellation penalty charges will be collected as per guidelines mentioned in Circular \_\_\_\_\_

## 2.5 To check Room Availability of any Holiday Home

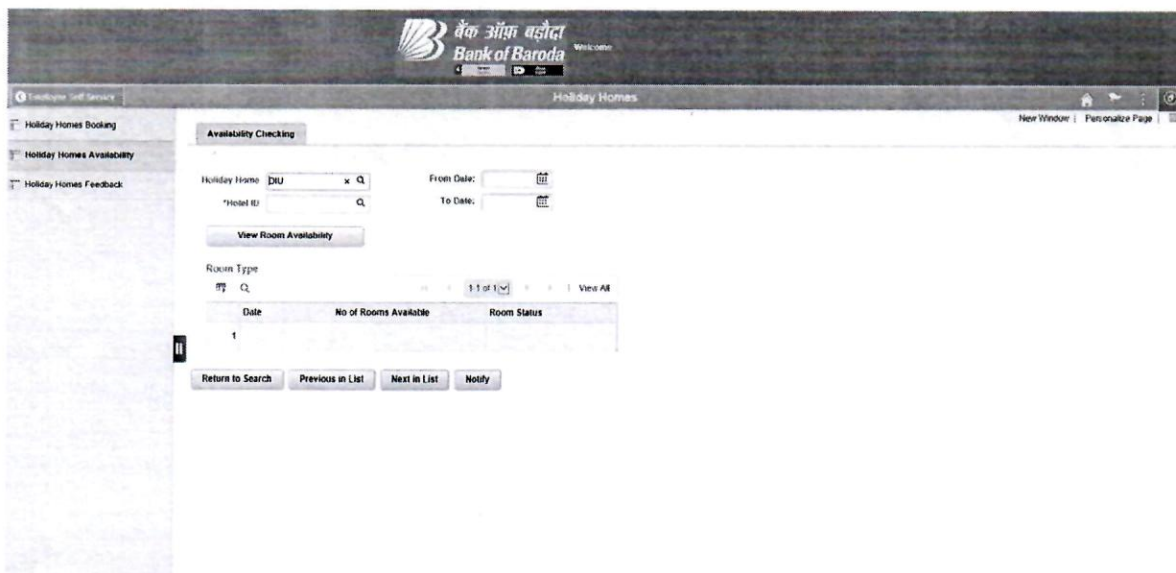


The screenshot shows the 'Holiday Homes Availability' search interface. It includes a search bar with a 'Find an Existing Value' button, search criteria options (Search by: Holiday Home ID begins with), a checkbox for 'Case Sensitive', and a 'Search' button.

Step	Action
1	Click on the menu <b>"Holiday Home Availability"</b> .
2	Click on <b>"Search"</b> button.



Step	Action
3	Click on the “Holiday Home ID” for which you want to check the availability.



Step	Action
4	Select “Holiday Home” from the prompt.
5	Select “Hotel ID” from the prompt.
6	Select “From Date” and “To Date” from calendar.
7	Click on “View Room Availability” button.

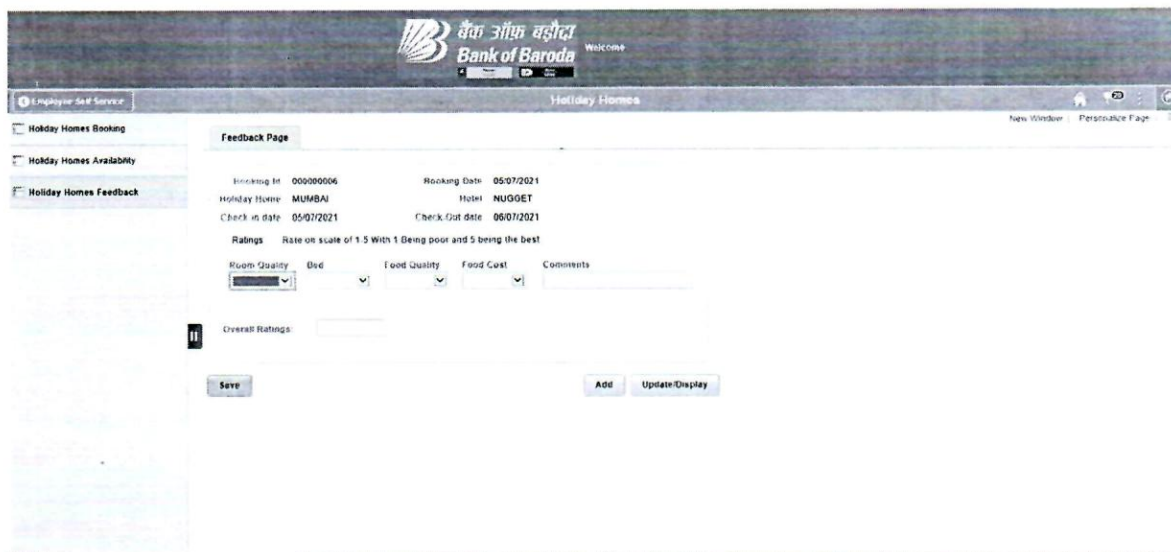
Note: Room Availability of any Holiday Home can also be checked from Holiday Home Booking Tab while submitting booking application of Holiday Home.

## 2.6 To submit Feedback for any Aailed Booking

Step	Action
1	Click on the menu " <b>Holiday Home Feedback</b> ".
2	Click on " <b>Add a New Value</b> ".
3	Select " <b>Booking ID</b> " from the prompt.
4	Click on " <b>Add</b> " button.



The screenshot shows the 'Holiday Homes Feedback' page in the Employee Self Service portal. The page has a sidebar with navigation options: 'Holiday Homes Booking', 'Holiday Homes Availability', and 'Holiday Homes Feedback'. The main content area is titled 'Holiday Homes Feedback' and contains two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these buttons is a form with a text input field for 'Booking Id' and a search icon. An 'Add' button is positioned below the input field.



The screenshot shows the 'Feedback Page' in the Employee Self Service portal. The page displays booking details: Booking Id: 00000006, Booking Date: 05/07/2021, Holiday Home: MUMBAI, Hotel: NUGGET, Check in date: 05/07/2021, and Check Out date: 06/07/2021. Below the details is a 'Ratings' section with a note: 'Rate on scale of 1-5 With 1 Being poor and 5 being the best'. There are four dropdown menus for 'Room Quality', 'Bed', 'Food Quality', and 'Food Cost', each with a checkmark. A 'Comments' text area is also present. At the bottom, there is an 'Overall Ratings' input field and three buttons: 'Save', 'Add', and 'Update-Display'.

Step	Action
1	Select " <b>Room Quality</b> " from drop-down list.
2	Select " <b>Bed</b> " from drop-down list.
3	Select " <b>Food Quality</b> " from drop-down list.
4	Select " <b>Food Cost</b> " from drop-down list.
5	Enter " <b>Comments</b> ".
6	Enter " <b>Overall Ratings</b> ".
7	Click on " <b>Save</b> ".

**ANNEXURE-C**

Sl No	Holiday home Location	Hotel Name	No. of rooms
1	Agra	Hotel Lovekush	4
2	Alibaug	Sai Inn Holiday Resort	3
3	Amritsar	Treebo Dee International	4
4	Aurangabad	Hotel Kartiki	3
5	Bangalore	Hotel Shree Adiga Residency	8
6	Bhubneshwar	Hotel Priya	4
7	Bodhgaya	New Hotel Shiva	2
8	Chandigarh	The Toy Hotel	4
9	Chennai	Hotel Sridevi Park	6
10	Dalhousie	Hotel Surya Resort	2
11	Dharamshala	Hotel Pine Valley	4
12	Diu	Rainbow Resort Diu	5
13	Dwarka	VITS Devbhumi Hotel	6
14	Gangtok	Hotel Taryana	5
15	Ganpatipule	Abhisek Beach Resort	6
16	Guwahati	The Executive Inn	5
17	Hardwar	Hotel Ganges Rivera, Hardwar	4
18	Hyderabad	Quality Inn Residency	4
19	Jaipur	Hotel Ratnavali	8
20	Kanyakumari	Hotel Amutham Residency	4
21	Katra	Hotel Mount View	4
22	Kodaikanal	M/s. Sornam Apartments	5
23	Kolkata	Hotel Swagat	3
24	Lonavala	Harnam Shree Housing Complex	5
25	Lucknow	Hotel Silver 7, Lucknow	4
26	Mahabaleshwar	Hotel Shreyas	6
27	Manali	Hotel Anupam Palace	4
28	Mathura	Hotel Heera Celebration	4
29	Mount Abu	Ambu Shri Kunj	4
30	Mumbai	Nugget	5
31	Mussoorie	Hotel Hill Queen	4
32	Mysore	Ginger Hotel	2
33	Nainital	Palace Hotel	4
34	Nasik	Radhika Inn Service Apartment	4
35	Nathdwara	Crimson Park	4
36	New Delhi C Park	Hotel C Park	4
37	New Delhi Swarna Palace	Hotel Swarna Palace	8
38	Ooty	RN Holidays	6
39	Panaji	Bank of Baroda Holiday Home	8
40	Panchmarhi	Ark Resort	4
41	Port Blair	Hotel Shreesh	4
42	Puri	Hotel Lee Garden	10
43	Saputara	Hotel Chitrakut Guest House	4
44	Shillong	Hotel Island Park Residency	4
45	Shimla	Sidhowal Lodge	5
46	Shirdi Hotel Saish	Hotel Saish Pvt Ltd	4
47	Shirdi Sai Sparsh	HOTEL SAI SPARSH	4
48	Tirupati	Hotel Bhimas Paradise	4
49	Udaipur	Downtown BnB	5
50	Varanasi	Hotel City Inn	5

