



Syndicate Bank

Head Office: Manipal - 576 104 (Karnataka)

Organisation & Methods Division

Circular No.021-2008-BC-PD-06.SWD

Date: 25-01-2008

PERMANENT UTILITY

HOLIDAY HOMES

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Attention of branches/offices is invited to circular No.212-2007-BC dated 13th September, 2007 wherein, the detailed guidelines/general conditions for availing Holiday Home facility have been communicated.

With a view to optimise the use of Holiday Homes, following changes under general conditions for availing Holiday Home facility are made.

1. The facility can be availed by employees on LFC/holidaying.
2. Employees on the rolls of the Bank who are desirous of availing the facility shall request the Regional Office concerned at least 15 days prior to the date of visit to the Holiday Homes, but not earlier than 60 days in the prescribed form. However, preference shall be given to employees on LTC but on first-come-first-served basis.

All the other terms and conditions laid down in the above circular will remain unchanged.

Clarifications required, if any, on this circular may be sought from **STAFF WELFARE DIVISION - PERSONNEL DEPARTMENT** at Head Office, Manipal, through respective RO, as per extant guidelines.

EDKTO: YRTOM:YRUBR
Check Word

(B PRAMOD)
GENERAL MANAGER