

## **MMTC LIMITED**

### **MMTC HOLIDAY HOME (REVISED) RULES – 2011**

*MMTC Holiday Homes facility is provided to meet the rest and recreational needs of its employees. MMTC holiday homes are intended primarily for the use by MMTC employees and their family members to recoup their health, de-stress and rejuvenate, away from their busy schedule.*

Rules governing MMTC holiday homes are as follows :

- (1) These Rules will be called 'MMTC Holiday Home (Revised) Rules – 2011'. These Rules come into force with effect from 01/07/2011 and supersede all earlier rules on the subject.
- (2) 'Company' means MMTC Limited including its Corporate Office and Regional Offices/Sub-Regional Offices.
- (3) 'Employee' for these Rules mean an employee in regular service of the Company including employees separated from the service of MMTC on superannuation/voluntary retirement but excluding those employees who separated from the services of the Company on grounds of resignation/termination/dismissal. Employees under suspension may be considered for allotment of holiday home in non-peak seasons, subject to availability.
- (4) 'Family' for the purpose of these rules means employee, his/her spouse, dependent children/brothers/sisters (below the age of 30 years) and dependent parents of the employee.
- (5) Holiday homes are allotted for use by not more than 4 adults and 2 children at a time.
- (6) An employee desirous of availing Holiday Home accommodation will submit an application not before 90 days (except peak-season) to the concerned section at CO/respective RO, dealing with Holiday Homes, in the prescribed application form 'Through Proper Channel'. Upon confirmation of availability, the applicant will deposit the booking charges within 5 days at his place of posting. Thereafter, the concerned Section will issue the allotment letter.
- (7) For allotment of holiday home during 'peak' season, respective controlling Regional Office(s) will issue circulars one month before start of the season, inviting applications for allotment of holiday home to the eligible serving employees.
- (8) Corporate Office will fix booking charges for holiday homes from time to time. For the time being, charges are Rs. 10/- per day for staff and Rs. 20/- per day for executives. The Booking charges are non-refundable/non-adjustable.
- (9) An applicant will normally be entitled for reservation in a Holiday Home for a period of not less than 3 days and not more than 7 days within a week at a stretch. Week commences from Saturday to next Saturday. The reservation will start from first day of the week and/or end on last day of the week. Extension, however, can be granted at the discretion of the Competent Authority and subject to availability. Check in/check out time under the Rules will be 12 noon.

- (10) Accommodation once reserved/confirmed will not be cancelled unless a clear request to the effect is made in writing not less than 7 days from the date of allotment to the concerned Section at CO/Respective ROs.
- (11) 'Peak Season' under these rules, will be the months of April, May, June, October and December, every year. However, the Competent Authority reserves the right to declare any period as peak/non-peak period for any particular holiday home, without any notice.
- (a) In case of Holiday Home at Goa, 'Peak Season' under this Scheme will be the months of January, October, November and December every year. \*1
- (12) During Peak Season, Holiday Homes will be allotted to serving employees and in case there is more than one application for the same period in a particular Holiday Home, allotment would be made through draw-of-lots. During peak season, preference will be given to those employees who have not availed the Holiday Home during last 3 years in Peak-Season. The employee will accompany his family members for availing Holiday Home during Peak Season. However subject to availability, request from other eligible non-serving employees may be considered for allotment of Holiday Home after the draw of lots has taken place.
- (13) The allottee will have to submit his feedback to the concerned Section in the prescribed form within a week of his/her return from the holiday home.
- (14) (a) Holiday Home will be utilized by the allottee specifically for the purpose it is allotted and is strictly not permitted to be used for any purpose other than for which it is intended and allotted. The occupants are supposed to enjoy their stay in a peaceful manner. Each employee and his/her family members occupying the Holiday Home are expected to conduct themselves in an orderly manner and avoid being a source of inconvenience to other fellow-occupants of the Holiday Home. Any disorderly behavior on part of allottee will render him/her liable for any action deemed fit under MMTC rules including ECDA rules.
- (b) An employee who occupies a suite in a Holiday Home will immediately on arrival, enter his/her name, designation, place of posting, time and date of arrival in the register maintained for the purpose.
- (c) The occupant will be responsible for any breakage, loss or damage to the fittings, beddings, furniture, crockery and utensils etc., caused by him/her or any member of his/her family and will make good the same by paying value of the loss, to the Holiday Home and obtain a receipt of the same from them.
- (d) The employee and his/her family members will occupy the Holiday Home at their own risk against theft, burglary, fire etc. and MMTC will not be held responsible for any loss suffered by the occupant.
- (e) Any employee or his/her family members found misusing holiday homes will be debarred from Holiday Home facility for 3 years besides any other action as deemed fit by MMTC.

---

\*1- O.O. No. MMTC/SW/21/2011-12 dtd. 13/09/2011

- (f) The employee will be responsible for maintaining allotted suite(s) in a clean and proper condition and will not spoil or cause to spoil furniture/fittings in Holiday Home. Before leaving the Holiday Home, allottee will ensure to hand over all articles/keys of Holiday Home to owner/caretaker of Holiday Home in perfect order.
- (g) Allottees are not entitled to cook meals anywhere in the premises of the Holiday Home except in the Kitchen, or any other place provided for this purpose.
- (h) Constructive suggestions and complaints, if any, may be made to the CO/respective ROs in the prescribed format of feedback.
- (15) MMTC reserves the right to open any holiday home, renew the existing arrangements for holiday homes or close down any existing holiday home at its sole discretion.
- (16) Shifting/opening of new Holiday Home, renewal of lease agreements will be done with prior approval of Corporate Office.
- (17) For these Rules, Competent Authority means 'Director (P&A)'. The decision of the Competent Authority in regard to all matters pertaining to Holiday Homes Rules will be final and binding on all concerned.

\* \* \* \* \*