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State Bank of India Staff Union Hyderabad Circle

H.Q. HYDERABAD

Regd. No. 1990

(AFFILIATED TO ALL INDIA STATE BANK OF INDIA STAFF FEDERATION)

Post Box No. 528, SBI Buildings, Bank Street, Koti, HYDERABAD - 500 095.

CIRCULAR NO.03 TO ALL UNITS/MEMBERS


Date : 07.06.2016

GUEST HOUSE AT HYDERABAD "THARAK BHAVAN"

Members were informed earlier, through April 2016 edition of 'VIGILANT' that the Guest House at Hyderabad viz., "Tharak Bhavan" was inaugurated on 20.02.2016 and it was also informed that the modalities for allotment and room tariff will be advised in due course.

We are happy to inform that the Guest House is now ready for occupation and it would be made available for use from **20th June 2016**. We furnish hereunder, the Rules and Regulations for Allotment of the Accommodation along with the details of Tariff and Proforma of Application for allotment of rooms in the above-named Guest House.

We, therefore, request all the members to make use of the Guest House on their visit to Hyderabad/Secunderabad and adjoining areas.


(V.V.S.R. SARMA)
GENERAL SECRETARY

"THARAK BHAVAN" **GUEST HOUSE AT HYDERABAD**

RULES & REGULATIONS

The Guest House at Hyderabad has been established jointly by State Bank of India Staff Union Hyderabad Circle and State Bank of India Staff Mutually Aided Co-operative Credit Society Ltd., Hyderabad for providing accommodation at subsidized rates to the members of Union / Society and their family members.

2. The following types of accommodation are available at the Guest House:
 - a. Family Suite
 - b. Super Deluxe Room
 - c. Dormitory
3. The accommodation is primarily available for use by the members of the Union / Society and their family members. The non-members including the retired employees may also be accommodated subject to availability of rooms.

4. **Tariff:-** Tariff for accommodation in the Guest House is as under:

			TARIFF PER DAY – Amount in Rupees			
Sl.No.	TYPE OF ACCOMMODATION	No. of Persons Allowed	UNION/SOCIETY MEMBERS		NON-MEMBERS	
			NON-A.C. Rs.	A.C. Rs.	NON-A.C. Rs.	A.C. Rs.
1	Super Deluxe Room	3	450/-	600/-	600/-	800/-
2	Family Suite	4	600/-	800/-	800/-	1000/-
3	Dormitory (Per Bed)	--	150/-	--	250/-	--

CHECKOUT TIME – 7.00 A.M.

5. The above rates will cover rental on account of furnished accommodation, electricity and water consumption charges, etc.

6. The application for allotment of room shall be sent, on the prescribed format, to the General Secretary, State Bank of India Staff Union Hyderabad Circle Hyderabad.

7. The applicant should send the amount of rent for the entire period of his/her stay, in advance, along with application by way of Demand Draft drawn in favour of **"SBISUHC-SBISMACCSL-THARAK BHAVAN HYDERABAD"** payable at **Hyderabad**. Alternatively, the amount can be credited to **Account No. 35820763459** being maintained at **Hyderabad Main Branch** and in such a case, the proof of such credit should accompany the application for allotment. In case the applicant desires to cancel the allotment it shall be informed to the allotting authority seven days in advance to the date of occupation in which case an amount equivalent to one day's rent will be levied towards handling charges and the remaining amount will be refunded to the applicant. If the applicant fails to inform the cancellation within the stipulated period the entire amount will be forfeited. Application for change in dates of reservation will be considered subject to availability of vacancy.

8. The Reservation Slip will be issued to the applicant in which the number of the room allotted and the period of allotment is stated. The member shall produce the Reservation Slip along with Identity Card, to the Caretaker for allotment of room for the period stated therein. Failing to produce satisfactory proof of identity will result in cancellation of the allotment.

9. The Occupant shall enter his/her name, designation, time of arrival and departure in the Register specifically maintained for the purpose at the Guest House.

10. Each day will be deemed to commence at 7.00 A.M. and a part of the day thereafter will be considered as full day and rent will be charged accordingly.

11. Occupants responsible for any damage to any part of the building, any item of furniture, electrical and sanitary fixtures, crockery and utensils, etc. during the period of their occupation will have to pay the damages on the basis of assessment made. A special register will be maintained at the Guest House to record all damages / recovery and shall be jointly signed by the occupant and Caretaker. In case of any difficulty during their stay in the Guest House, the allottees may contact the office of the General Secretary, SBISUHC, Hyderabad.

12. **RULES OF CONDUCT AND BEHAVIOUR:-**

- a. Gambling of all kinds, consumption of alcohol and smoking are strictly prohibited in the Guest House.
- b. The main gate of the premises will be closed at 11.00 p.m. and occupants shall not ordinarily be allowed to enter the premises thereafter.
- c. Singing, dancing and playing any music system / T.V. in loud volume causing disturbance to other occupants are strictly prohibited.
- d. The rooms allotted to any occupant must be kept neat and clean.
- e. Occupants shall keep all valuables under their personal custody at their own risk and responsibility. Caretaker or any other employee at the Guest House cannot be held responsible for any loss.
- f. Use of electrical appliances / gadgets is restricted.
- g. Occupants are requested to switch off / close all lights, fans, water taps, Air-conditioner, when not in use.
- h. Occupants shall maintain full decorum throughout their stay in the Guest House.
- i. The Union / Society shall reserve the right to cancel the allotment and also evacuate the occupant in case of any willful violation of Rules and Regulations and disorderly behavior.



**APPLICATION FORM FOR ALLOTMENT OF ACCOMMODATION
AT "THARAK BHAVAN", HYDERABAD**

To

Date :

The General Secretary,
State Bank of India Staff Union
Hyderabad Circle,
P.B. No.528, SBI Buildings,
Bank Street, Koti,
HYDERABAD - 500 095.

PHONE No: 24754266 & 24754566
FAX No: 040 - 24752966

Dear Sir,

1) I shall be glad if you please allot me Super Deluxe A.C. / Non-A.C., Family Suite A.C. / Non-A.C. / _____ No. of Beds in Dormitory at '**Tharak Bhavan**' situated at **Hyderabad** for a period of _____ days from _____ to _____. The rules have been read by me. I shall abide by the rules and declare that I shall pay all dues payable by me. A crossed Demand Draft / Journal No. _____ dated _____ for Rs. _____ favouring "**SBISUHC-SBISMACCSL-THARAK BHAVAN HYDERABAD**" drawn on **Hyderabad** / receipt of rental credit to the **Account No. 35820763459** is enclosed towards advance payment of rent.

2) The accommodation is meant for the use of member / non-member.

3) Details of family members who will accompany me are furnished hereunder:

Sl.No.	Name	Relationship	Age
1			
2			
3			
4			
5			
6			

Encl: as above.

Signature of the Applicant

Name :

Designation :

Branch :

Full Address with Pin Code :

Mobile No. :

