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Government of India  
Ministry of Communications  
Department of Posts  
(Welfare & Sports Section)

Dak Bhawan, Sansad Marg,  
New Delhi-110001

No.1-1/2017-WL/Sports

Dated: 12.03.2019

To

All Heads of Postal Circle

Subject: Guidelines of Holiday Home.

Madam / Sir,

The undersigned is directed to forward herewith the guidelines of Holiday Home for information, guidance and compliance.

2. The Scheme is approved by Member (Planning & HRD).

Encl: As above

*Daisy Barla*  
(Daisy Barla)  
Director(W&S)

Copy to:

1. OSD to MOSC(I/C)
2. Sr.PPS to Secretary(Posts)
3. PS to DG (Postal Services)
4. PPS to Member(Planning & HRD)
5. AS&FA
6. Secretary, Postal Services Board
7. DDG (SR)
8. President, CPLO
9. RAKNPA and All PTCs
10. AAO, T&C and Treasurer, PSSWB
11. Secretary Generals, NFPE, FNPO and BPEF
12. Secretary General, All India P&T SC/ST Employees Welfare Assn.
13. General Secretary, All India Gramin Dak Sevaks Union (AIGDSU)
14. CEPT Mysore –for uploading on India Post website.
15. Guard File



*Partial upload*

## Guidelines for Holiday Homes

### **I. Objective:**

To establish clear guidelines for short stay use of holiday homes by employees of Department of Posts and other verified persons primarily for tourism.

### **II. Definitions:**

- i. Applicant/Departmental Employees Serving.
- ii. Family means spouse/dependent family member of Government servant.
- iii. Guest means persons other than mentioned at sub para (ii) above.
- iv. Booking means granting permission to applicants/visitors vide Confirmation Slip by Circle for occupying rooms/suites of holiday homes for specified period subject to authentication of personal details appearing in Confirmation Slip by administrative office of the applicants.

### **III. Broad Criteria:**

Holiday homes have been established throughout the country for the benefit of the Postal Employees.

The broad Principle, within the framework of which Department of Posts may establish Holiday Homes are as below:

- i. Holiday Homes may be set up in suitable hill stations or sea-side resorts or other pleasant surroundings or where popular demand exists.
- ii. Priority would be given to States where there is no Holiday Home.
- iii. Buildings for Holiday Home may be hired from any available source *i.e.* Defence, Civil, Municipal or private at suitable sites or made available from any surplus Postal buildings / space. Necessary alterations may be effected to set up the Holiday Home.
- iv. The Rent where applicable for hiring buildings for Holiday homes should be approved by the Fair Rent Assessment Committee of the Circles and all the formalities and rules will be observed as in the case of hiring accommodation for offices.
- v. The head of Circles could also consider construction of Holiday homes on available Departmental land and send proposals to the Postal directorate for approval for meeting the cost of construction from welfare fund.
- vi. The Holiday home should have normally minimum of four suites, for accommodating a minimum of four families at a time.