

Further conditions to be complied with :

1. Ensure satisfactory & courteous services are provided to the occupants by the landlords.
2. The rooms should be neat & clean at all times for the occupancy of the employees.
3. RO/Branch shall satisfy itself with regard to the title of the lessor to the premises.
4. To provide attendants specifically for the services of the occupant of the room for all the day without any extra charges. The attendant so engaged will be under the landlord's employment & Bank will not be liable to pay any amount for his services.
5. The premises should conform to Bank's usage.
6. The 5 rooms shall be furnished with minimum of 2/3 cots, beds, furniture, curtains, wooden flooring / carpet, cupboards, along with a colour TV & fans. The attached bathrooms shall have hot & cold water running all the time & other essential fittings.
7. The premises of the Holiday Home should comply with the local norms/laws of Municipal Corporation/Nagar Palika/Town Area Authority/Village Panchayat OR any other Competent Authority to avoid any possible inconvenience to the customers as well as reputational risk to the Bank.
8. There should be continuous supply of water & electricity in all the rooms at all times & bill for the same is to be paid by the landlord.
9. The required repairs / renovations, painting, distempering, electrical works etc. shall be got done by the landlord at his cost.
10. Lease agreement to be done immediately upon conveying the sanction terms to the landlord and the rent shall be paid only after the lease agreement is executed.
11. To provide neat & clean bed sheets, pillow covers, curtains, blankets etc. To the occupants.
12. Obtain receipts from the landlord for the advance rent paid and preserve the same with the premises documents.
13. Branch to deduct and remit TDS on rent u/s 194(i) of Income Tax Act, 1961 at applicable rates on rent amount only (i.e., excluding Service Tax) as per the guidelines issued by ET&T Section, Head Office, Bangalore from time to time.
14. The entire area acquired shall be effectively utilized.
15. To provide space for parking of vehicles of the occupants.
16. To ensure provision of ramp for wheel chair users at the entrance of the premises of Holiday Home as per guidelines.
17. The lease details are to be updated in the PDMS package.

18. RO/Branch to follow all other guidelines enumerated in the Manual on Premises & Allied Matters revised upto 31.03.2010 and other communications issued from time to time.

19. The rooms in any case are not to be allotted to an outsider, even when these rooms are not fully occupied.

20. Catering of the meals & beverages to be made available at reasonable rates.

21. One Sign Board indicating our Bank's Holiday Home is to be fixed at a prominent place on the main road & also in the Hotel.

22. The rent shall be paid in 4 quarterly installments (after deducting applicable TDS) with 1st 3 month's installment paid in advance & then subsequently before 5th of 1st month in each quarter.

23. The rent will be payable only after execution of lease agreement on 100/- NJSP. RO is requested to be guided accordingly and confirm compliance by sending us a copy of the lease agreement for onward confirmation to Head Office.