



Ref: HR/Travel Policy/01.1/09

DINING IN FACILITY AT HML GUEST HOUSES

INTRODUCTION

1. The Bay View Guest Houses accommodate transients also in addition to the usual official and company guests. These transient executives are usually those who have recently joined the company or have sought permission to dine in the Guestroom on long-term basis due to official / domestic reasons.
2. As a matter of policy, the executives who have joined the company and are in the process of settling down, are permitted to use the boarding and lodging facility **free of charge** for a period of **seven days from the date of arrival, with a possibility of extension of such days with the prior approval from MD or GM - Human Resources.**
3. This policy lays down the minimum charges to be levied to those executives who avail the facility of dining in the guestroom beyond the sanctioned period.
4. Dining charges at the rate of Rs.100/- per head for each day of stay will be charged. However, children below six years will not be charged.
5. The guestroom in charge will submit a summary of the same through Head - Administration to F & A for debiting against the concerned executive.
6. The summary will be prepared from 21st of each month to 20th of the following month and forwarded to Head - Administration on 23rd and the F & A on the 25th.

CONCLUSION

7. This policy will come into effect from August 2009 and will be reviewed every year in May to cater for inflation and cost of living factors.


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30th July 2009