



# **Branch Accommodation, Visitor Room and Mess Policy**

**Document Control:**

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| 1.1               | Mr. Rupinder Singh  | Mr. Gopesh Gupta      | Mr. Gopesh Gupta   | 30 May 2024              | N/A                     |
| 1.2               | Ms. Riya            | Mr. Gopesh Gupta      | Mr. Gopesh Gupta   | 06 July 2024             | N/A                     |
| 1.3               | Mr. Rupinder Singh  | Mr. Gopesh Gupta      | Mr. Gopesh Gupta   | N/A                      | 27 May 2025             |
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## **Introduction**

### **A) Overview**

The Branch Accommodation and Visitor Room and Mess Policy is designed to ensure that employees at various levels within the organization have access to suitable accommodation facilities. This policy outlines the guidelines for providing, managing, and utilizing accommodation at the branch level, ensuring a comfortable and efficient stay for eligible employees and visitors.

### **B) Objective**

The primary objective of this policy is to:

1. Provide convenient and adequate accommodation and mess facilities to branch staff and visitors.
2. Ensure a smooth and efficient process for managing the stay of Cluster Managers, Trainers, Accountants, Credit Executives, Admin, HR and other designated staff members at the branch level.
3. Establish clear guidelines and procedures for the use of branch accommodation and visitor rooms.

## **Guidelines for Branch Staff Room & Mess Setup**

1. In residential branches, 2 rooms will be assigned as 'Staff room' and all male employees are allowed to stay in 'Staff room'.
2. Branch Stay allowance will only be given if all employees are staying under the common accommodation other than branch premises. If employees are staying at the separate accommodation, then they are not eligible.
3. Staff room will be locked from 07:15 AM to 06:00 PM and keys of the room will be kept under the custody of BOCO & BM.
4. The company will provide utensils to branches, as a fixed asset and physical it must be recorded on the fixed assets register of the branch. (List of all MESS equipment's will be recorded on fixed asset register in a single page only).
5. Refill cost of LPG cylinder must be borne by the employees residing at the staff room. Company will only provide the amenities.
6. Family members / friends of employees are not allowed to stay in staff room.
7. Consumption of alcohol, use of high beat music is strictly prohibited in branch premises.
8. If any employee violates the rules mentioned above in point no. 7 & 8, then strict disciplinary action will be taken against the employees concerned.
9. CCTV cameras are installed at the branch premises , to enhance the safety and security of employees while ensuring their privacy is respected.
10. In Branches, Admin & Accounts Team will provide the list of items required for MESS as a part of fixed assets.
11. Food will be cooked in branch before 07:30 AM and after 06:30 PM
12. Cost of Grocery and other food items will be borne by the employees themselves.
13. Maintaining hygiene of MESS and branch premises will be the sole responsibility of branch Staff.BM & BOCO must ensure the same.
14. If any expenses incurred with respect the Mess related items, then the same should be posted under the Mess Ledger Head.
15. Before approving and verification of expense the branch accounts And Admin executive will ensure that the expense should be incurred for the Mess only.
16. Any expense or items incurred or purchased for the staff room should be under the limit and listed items. The branch staff not allowed to use the visitor room items in the staff room.

**Note: For the first time setup in the branch, the admin is responsible and for second time purchase, Accounts Department is responsible. (For detailed refer to Branch Expense Policy)**

## **List of items to be provided to branches for MESS:**

| MESS Setup (For Branch) |                                   |     |           |                  |         |
|-------------------------|-----------------------------------|-----|-----------|------------------|---------|
| S.No.                   | Particulars                       | Qty | Price     | Total            | Remarks |
| 1                       | Pressure Cooker (5 Ltr)           | 1   | 800.00    | 800.00           |         |
| 2                       | Kadhai                            | 1   | 600.00    | 600.00           |         |
| 3                       | Rice Palta                        | 1   | 45.00     | 45.00            |         |
| 4                       | Rice Patila                       | 1   | 350.00    | 350.00           |         |
| 5                       | Steel Serving Spoon               | 2   | 60.00     | 120.00           |         |
| 6                       | Fry Pan                           | 1   | 370.00    | 370.00           |         |
| 7                       | Tea Strainer                      | 1   | 25.00     | 25.00            |         |
| 8                       | Cups                              | 6   | 50.00     | 300.00           |         |
| 9                       | Iron Tawa (10 inch)               | 1   | 250.00    | 250.00           |         |
| 10                      | Wooden Chakla Belan               | 1   | 200-300   | 200-300          |         |
| 11                      | Bowls                             | 6   | 15.00     | 90.00            |         |
| 12                      | Thali (Compartment Divided Plate) | 6   | 100.00    | 600.00           |         |
| 13                      | Spoon                             | 6   | 10.00     | 60.00            |         |
| 14                      | Kitchen Knife                     | 1   | 60.00     | 60.00            |         |
| 15                      | Steel Parat                       | 1   | 160.00    | 160.00           |         |
| 16                      | Atta (Chalni)                     | 1   | 100.00    | 100.00           |         |
| 17                      | Steel 2 Burner Gas Stove          | 1   | 1600.00   | 1600.00          |         |
| 18                      | Regulator (Iron), Pipe & Clamp    | 1   | 350.00    | 350.00           |         |
| 19                      | Gas Cylinder                      | 1   | 3000-3500 | 3000-3500        |         |
| 20                      | Lighter                           | 1   | 100.00    | 100.00           |         |
| 21                      | Casserole                         | 1   | 270.00    | 270.00           |         |
| 22                      | Chimta                            | 1   | 100.00    | 100.00           |         |
| 23                      | Container 1kg                     | 6   | 165.00    | 990.00           |         |
| 24                      | Atta Drum 10kg                    | 1   | 500.00    | 500.00           |         |
| 25                      | Dustbin                           | 1   | 200.00    | 200.00           |         |
|                         | <b>Total Budget</b>               |     |           | <b>11,240.00</b> |         |

**Note:** Any kind of Repeated of mess item are not allowed to branches. The admin team will set up once, after which no further purchases by MML branch staff will bear such type of expenses.

### **Staff Room Set Up:**

#### **A) First time Purchase -**

| Staff Room Setup |                         |     |                |                  |         |
|------------------|-------------------------|-----|----------------|------------------|---------|
| S. No.           | Particulars             | Qty | Maximum Budget | Total Price      | Remarks |
| 1                | Wooden cots             | -   | -              | -                |         |
| 2                | Bed Sheets (Single Bed) | -   | -              | -                |         |
| 3                | Mattresses with cover   | 6   | 750.00         | 4500.00          |         |
| 4                | Blankets                | 6   | 650.00         | 3900.00          |         |
| 5                | Pillows with cover      | 6   | 290.00         | 1740.00          |         |
| 6                | Balti                   | 1   | 340.00         | 340.00           |         |
| 7                | Mug                     | 1   | 60.00          | 60.00            |         |
|                  |                         |     |                | <b>31,480.00</b> |         |

#### **B) Second time Purchase -**

| Staff Room Setup |                         |     |                |                  |                    |
|------------------|-------------------------|-----|----------------|------------------|--------------------|
| S. No.           | Particulars             | Qty | Maximum Budget | Total Price      | Remarks            |
| 1                | Wooden cots             | -   | -              | -                |                    |
| 2                | Bed Sheets (Single Bed) | -   | -              | -                |                    |
| 3                | Mattresses with cover   | 6   | 750.00         | 4500.00          |                    |
| 4                | Blankets with cover     | 6   | 1000.00        | 6000.00          |                    |
| 5                | Pillows with cover      | 6   | 150.00         | 900.00           |                    |
| 6                | Balti                   | 1   | 250.00         | 250.00           |                    |
| 7                | Mug                     | 1   | 40.00          | 40.00            |                    |
| 8                | Curtains                | 6   | 100.00         | 600.00           | as per requirement |
|                  |                         |     |                | <b>28,190.00</b> |                    |

**Note:-**

- The above-mentioned items are only allowed in the branch staff room. If any other disallowed items are purchased by the branch that are not as per the mentioned list, then the same must be borne by the branch itself.
- If above mentioned quantity and budgeted amount exceeds, then the branch requires prior approval from Central Operation Team.

**Reporting Format for Branch Staff Room & Mess Setup**

| Sr. No | Item Name | Closing Stock | Remarks |
|--------|-----------|---------------|---------|
|        |           |               |         |

In above-mentioned format, Central Operational Management team will seek branch staff room and mess setup data from the branches on a Quarterly Basis.

**Guidelines for Visitor Room-**

1. Visitor Room will be available for Divisional Managers, Auditors, HO / RO employees for managing their stay during their branch visits. It is mandatory for all of them to stay in visitor rooms.
2. Dedicated visitor room facilities are provided at branches for female and male employees, auditors, trainers, and Head Office/Regional Office staff visiting for official work.
3. The Company ensures adequate privacy, hygiene, and security for female visitors during their stay.
4. Keys of the visitor rooms will be kept under the custody of BM & BOCO s. It will be handed-over to the new joiner during transfer or exit of BM & BOCOs.
5. Visitor room will be locked from 07:15 Am to 05:30 PM in the evening, if room is inside the Branch premises, keys will be submitted to Key holder after locking the room.
6. BOCO & BM will ensure the proper cleanliness and hygiene of Visitor Room and washrooms by the sweeper.
7. BM & BOCO will make sure that basic amenities like soap, toothpaste and All-out must be available in the visitor room as per the budgeted amount mentioned below. (Budgeted amount Maximum 200/- for one month or depend upon branch visit)
8. Wet clothes must not be hanged inside or outside the Branch premises. It must be hanged on the roof of the Branches. If it is found, then disciplinary action will be taken against the concerned employees.
9. Branch Staff are not allowed to use the visitor room in branches. If it founds so, then strict disciplinary action will be taken against the concerned employee.
10. Consumption of alcohol / smoking / use of Tobacco or pan at visitor room is strictly prohibited.
11. For planned visits, visitors must inform the Branch staff to ensure the availability of visitor room.
12. It will be the sole responsibility of BM & BOCO's, to ensure the proper cleanliness and hygiene of visitor room before the arrival of visitors.
13. Rs. 250/- Monthly Laundry expenses has been allowed for washing of bed sheets, quilts or blankets, pillow and blanket covers which will be paid from the monthly petty cash amount.
14. Two sets of Bed sheets, Blanket cover and Pillow covers will be maintained in branches.
15. Bed sheets / Blankets will be dry-cleaned on monthly basis or immediately after the two visits by the separate visitors whichever is earlier.
16. Visitor Registers is required to be maintained in branches, and it is mandatory to mark entry in the visitor room register by the visitors.
17. Visitor who are staying in branches and availing food facility from Branch Mess, in this case he/she must contribute Rs.80/- per meal which will be paid to the MESS in charge.
18. Disciplinary action will be taken by the concerned visitors for the misuse of visitor rooms.

**Note: For the first time setup in the branch, the Central Operational Team is responsible and for second time purchase, Accounts Department is responsible. (For detailed refer to Branch Expense Policy)**

**Following infrastructure will be available for visitor rooms:**

**A) First time purchase**

| Visitor Room |                         |     |                |                  |         |
|--------------|-------------------------|-----|----------------|------------------|---------|
| S. No.       | Particulars             | Qty | Maximum Budget | Total Price      | Remarks |
| 1            | Wooden cots             | 2   | 3190.00        | 6380.00          |         |
| 2            | Bed Sheets (Single Bed) | 2   | 300.00         | 600.00           |         |
| 3            | Mattresses with cover   | 2   | 750.00         | 1500.00          |         |
| 4            | Blanket                 | 2   | 650.00         | 1300.00          |         |
| 5            | Pillow with cover       | 2   | 290.00         | 580.00           |         |
| 6            | Balti                   | 1   | 340.00         | 340.00           |         |
| 7            | Mug                     | 1   | 60.00          | 60.00            |         |
|              |                         |     |                | <b>10,760.00</b> |         |

**B) Second time purchase**

| Visitor Room |                                           |     |                |             |                      |
|--------------|-------------------------------------------|-----|----------------|-------------|----------------------|
| S. No.       | Particulars                               | Qty | Maximum Budget | Total Price | Remarks              |
| 1            | Wooden cots                               | 2   | 2,400.00       | 4800.00     |                      |
| 2            | Bed Sheets (Single Bed)                   | 2   | 250.00         | 500.00      |                      |
| 3            | Mattresses with cover                     | 2   | 750.00         | 1500.00     |                      |
| 4            | Blanket with cover                        | 2   | 1000.00        | 2000.00     |                      |
| 5            | Pillow with cover                         | 2   | 150.00         | 300.00      |                      |
| 6            | Toiletries-Soap,<br>Toothpaste & All out. | 1   | 200.00         | 200.00      |                      |
| 7            | Balti                                     | 1   | 250.00         | 250.00      |                      |
| 8            | Mug                                       | 1   | 40.00          | 40.00       |                      |
| 9            | Curtains                                  | 4   | 100.00         | 400.00      | (As per Requirement) |
| 10           | Helmet                                    | 1   | 500-700        | 500-700     |                      |

|  |  |  |  |          |  |
|--|--|--|--|----------|--|
|  |  |  |  | 10690.00 |  |
|--|--|--|--|----------|--|

**Note: -**

- The above-mentioned items are only allowed for the visitor room expense. If any other expense done by visitor that are not as per the mentioned list, then the same has to be borne by the visitor itself.
- If above mentioned quantity and budgeted amount exceeds, then the branch requires prior approval from Central Operation Team.

**Reporting format for Visitor room setup**

| Sr. No | Item Name | Closing Stock | Remarks |
|--------|-----------|---------------|---------|
|        |           |               |         |

In above-mentioned format, Central Operational Management team will seek branch staff room and mess setup data from the branches on a Quarterly Basis.

**Emergency Contact Information**

Emergency contact numbers, including Police, Fire Department, Ambulance, Branch Manager, Cluster Manager, and Regional HR, shall be prominently displayed in all branch accommodation and visitor rooms.

**Reporting of Safety Concerns**

Employees may immediately report any accommodation-related safety, hygiene, maintenance, or security concern to the Branch Manager, Admin Team, or HR Department on HR Toll Free number 1800 137 9600. Such concerns shall be addressed on priority.