

SERVICE TERMS
and
BENEFITS
for
OFFICERS OF GIC Re
(updated as on 1st August 2011)



General Insurance Corporation of India

1. WORK FORCE:

Staff position in the Corporation as on 01.4.2011 is as under:

Cadre	As on 01.04.2011
Officers (Class I)	284
Supervisory & Clerical Staff (Class III)	123
Subordinate Staff (Class IV)	33
TOTAL	440 + 2 (deputation from LIC)

2. HIERARCHY OF OFFICERS :-

1. Chairman-cum-Managing Director
2. SCALE – VII - General Manager (GM)
3. SCALE – VI – Deputy General Manager (DGM)
4. SCALE – V - Assistant General Manager (AGM)
5. SCALE – IV - Chief Manager (Chief Mgr)
6. SCALE – III – Senior Manager (Sr. Mgr)
7. SCALE – II – Deputy Manager (DM)
8. SCALE – I – Assistant Manager (AM)

(Scales as specified in the Gazette Notification dated 21.12.2005 and designation as approved by the Board of the Corporation).

2.1 ENTRY BY RECRUITMENT/ PROMOTION :-

Graduates with prescribed percentage of marks are recruited as Scale-I Officers through open advertisement. The selection process consists of written examination, personal interview and medical examination.

Specialists such as Chartered Accountants, Engineers, Financial Analysts and Specialists in disciplines such as Information Technology, Law, Actuarial Science etc. having requisite experience are also recruited in Scale-I cadre. Class III employees are promoted as Scale-I Officer through the departmental avenue.

Generally, Officers are recruited in the cadre of Scale-I Officer. However, direct recruitment in higher cadres is also considered where it is necessary for manning specialist management positions.

Direct recruit Officers have to execute service bond to serve the Corporation for a specified minimum period.

2.2 TRAINING AND DEVELOPMENT :-

The National Insurance Academy, Pune set up jointly by GIC and LIC offers various Management Development Programmes and Specialised Programmes for Officers. Scale I Officers directly recruited are given intensive training before posting. Officers are nominated

for pre and post promotion, and specialised training programmes in different functional areas.

2.3 PERFORMANCE APPRAISAL :-

There is an annual appraisal system for officers at all levels to monitor their progress in the organisation vis-a-vis their strengths and weaknesses and also to tend to their training needs, succession planning, and career growth plans. Besides self-appraisal by the Officer, the performance is reported upon by the immediate Superior Officer in the annual Confidential Report and reviewed by Officer/(s) at higher levels. A system also exists for counselling officers with a view to improving performance levels.

2.4 PROMOTION POLICY :-

The Promotion Policy for Officers-2006 has been approved by the Board of the Corporation. This Policy aims to provide requisite manpower competent to hold positions at various levels in GIC to meet the challenges of the contemporary scenario, while providing reasonable opportunities of career growth to its deserving and capable officers in various Scales by allowing them to move up in the hierarchy and shoulder higher responsibilities commensurate with their caliber and competence relevant to the organizational needs from time to time.

Merit-cum-Seniority Policy

2.4.1 As per Promotion Policy Promotions of Officers in GIC upto the Scale-V shall be within GIC on all India basis. However, Promotions of Officers from Scale-V to Scale-VI and from Scale-VI to Scale-VII shall be within GIC and the four GIPSA Member Companies taken together.

2.4.2 For empanelment for consideration of promotion to the cadres of Scale-VI & Scale-VII, an officer should have completed a minimum two full years of continuous service in the existing cadre as per Promotion Policy for Officers-2006:

To be eligible for being included in the process of consideration of promotion to the cadres of Scale-V, Scale-IV, Scale-III and Scale-II, an officer should have completed minimum three years of continuous service from the date of selection to the existing cadre, as on 31st March of the year prescribed for this purpose from time to time:

Out of eligible officers, a number equal to,

- (a) five times the number of vacancies, in case of promotion to the cadre of Scale-V,
- (b) four times the number of vacancies in case of promotion to the cadre of Scale-IV, and
- (c) three times the number of vacancies in case of promotions to the cadres of Scale-III and Scale-II, from the top of the respective seniority list shall ordinarily constitute the zone of consideration, as per Promotion Policy for Officers-2006

2.4.3 Scheme of weightage to various parameters in the criteria for promotions up to Scale V:

In assessment, maximum Weightage in terms of numerical marks for various criteria shall be worked out as under: -

General Insurance Corporation of India - Service Terms and Benefits for Officers

Parameter		Scale I to Scale II	Scale II to Scale III	Scale III to Scale IV	Scale IV to Scale V
a)	Written Test	30	30	30	25
b)	Insurance Qualification	5	5	--	--
c)	Work Record	30	35	45	45
d)	Seniority	35	30	25	15
e)	Interview	--	--	--	15
Total		100	100	100	100

Benefits as per Scheme/s notified by the Central Government

3.1. PAY AND ALLOWANCES:- (As per Amendment Scheme, 2010 dated 08.10.2010)

Pay and allowances are governed by the Rationalisation Scheme, 1975 notified by the Central Government as also amended from time to time. The scales of pay are in force from **01.08.2007** as given below :-

Officers are classified into seven grades. The corresponding pay scales are given below:

Pay Scales (Basic Pay)

Scale VII – General Manager

Rs.52210-1400(2)-55010-1500(1)-56510-1640(1)-58150-1700(1)-59850

Scale VI – Deputy General Manager

Rs.46610-1400(5)-53610

Scale V – Asstt. General Manager

Rs.41660-1200(3)-45260-1350-(2)-47960

Scale IV – Chief Manager

Rs.34460-1200-(7)-42860 (Plus One Stagnation Increment)

Scale III – Sr. Manager

Rs.28160-840(1)-29000-910(6)-34460-1200(4)39260 (Plus Two Stagnation Increments)

Scale II – Deputy Manager

Rs.23120-840(7)-29000-910(6)-34460 (Plus Five Stagnation Increments)

Scale I – Asstt. Manager

Rs.17240-840(14)-29000-910(4)-32640 (Plus Three Stagnation Increments)

3.2. DEARNESS ALLOWANCE (DA) (Effective from 01.08.2007) :-

Dearness Allowance is payable with reference to All India Consumer Price Index with base at index number **2944** in the series 1960=100.

Dearness Allowance is payable at the rate of **0.15%** of the basic pay.

D.A. payable for the quarter	Based on average AICPI of quarter
February to April	October to December
May to July	January to March
August to October	April to June
November to January	July to September

3.3. HOUSE RENT ALLOWANCE (HRA) (Effective from 01.08.2007) :-

(1) The rates of HRA are as under :-

Place of posting	Rate per month
a) Cities of Mumbai, Navi Mumbai, Calcutta, New Delhi, Ahmedabad, Bangaluru, Hyderabad, Pune, Faridabad, Ghaziabad, NOIDA, Gurgaon, and Chennai	10% of pay subject to maximum of Rs.3,200/- per month
b) Cities with population exceeding 12 lacs except the cities mentioned at (a), Gandhinagar and all cities in the State of Goa	8% of pay subject to maximum of Rs.2,700/- per month
c) All other places	7% of pay subject to maximum of Rs.2,600/- per month

Note: (1) For the purpose of this item, the population figures shall be as per the latest Census Report.
(2) Cities shall include their urban agglomeration.
(3) 'pay' means Basic Pay and stagnation increment/s if any.

(2) HRA is not payable to an Officer who is allotted with residential accommodation by the Corporation. The revised rate of licence fee is 1.20% of the minimum of the revised Scale with effect from 01.11.2010.

3.4. CITY COMPENSATORY ALLOWANCE (CCA) (Effective from 01.08.2007) :-

The rates of CCA are as under :-

Place of posting	Rate
a) Cities of Mumbai, Navi Mumbai, Calcutta, New Delhi, Ahmedabad, Bangaluru, Hyderabad, Pune, Faridabad, Ghaziabad, NOIDA, Gurgaon, and Chennai	3% of pay subject to a maximum of Rs.800/- per month
b) Cities with population exceeding 12 lacs, except cities mentioned in (a), Gandhinagar and all cities in the State of Goa	2.5% of pay subject to a maximum of Rs.760/- per month
c) Cities with population of 5 lacs and above but not exceeding 12 lacs, State capitals with population not exceeding 12 lacs, Chandigarh, Mohali, Panchkula, Pondicherry, Port Blair	2% of pay subject to a maximum of Rs.590/- per month

Note: (1) For the purpose of this item, the population figures shall be as per the latest Census Report.
(2) Cities shall include their urban agglomeration.
(3) 'pay' means Basic Pay and stagnation increment/s if any.

3.5. ADDITIONAL INCREMENT ON ACCOUNT OF COMPUTERISATION :-

Additional increment on account of computerisation which was allowed to officer in service as on 1.11.1993 is also paid to an Officer who is in service during the period between 1.11.1993 and 21.6.2000, in the scale of pay applicable to concerned officer as on 1.7.2000.

3.6. FIXED PERSONAL ALLOWANCE (FPA) :-

Officers who are paid computer increment in the scale of pay as on 1.7.2000 shall be eligible for Fixed Personal Allowance (FPA) on the expiry of a period of one year of reaching the maximum of the scale of pay. The FPA shall be equivalent to the amount of last increment in the scale of pay applicable to the concerned officer as on 1.7.2000.

3.7. TRANSPORT ALLOWANCE (Effective from 01.08.2007)

With effect from **01.08.2007**, every Officer who is not in receipt of any Transport Allowance under any of the Conveyance Schemes is paid Transport Allowance of **Rs.800/- per month**.

3.8. WORKING HOURS AND HOLIDAYS :-

The total working hours excluding lunch break of 30 minutes in a week comprising of five full days are **36 and ½ hours** for Officers.

Subject to maximum working hours as above, the Competent Authority may stipulate actual daily working hours for individual officers with lunch break and also staggering of duties as may be necessary.

Offices shall observe all holidays declared by the respective State Governments as holidays under the Negotiable Instruments Act, 1881 (26 of 1881) but excluding such holidays as are expressly declared for the purpose of enabling banks to close their accounts.

3.9. RESTRICTED HOLIDAYS

As per Amendment Scheme, 2005 applicable for Officers notified by the Central Government in its Gazette on 21.12.2005, Officers are allowed to opt for the option of two restricted holidays in a calendar year, as per their choice, out of the Restricted Holidays declared by the Central Government from year to year, subject to such choice being submitted by the Officers before the commencement of the calendar year concerned.

3.10. LEAVE FACILITIES :-

The following types of leave are allowed:-

• **Casual Leave (CL) :**

CL upto 12 days is granted during a calendar year. Not more than **Five** days of CL can be availed at a time. CL, except where it is for one day, has to be sanctioned in advance. Out of 12 CLs, only Six Half Day CL is permitted. Saturdays, Sundays, restricted holiday and holidays, whether intervening, prefixed or suffixed, shall not be counted as Casual Leave.

• **Restricted Holidays (RH) :**

There is a provision for 2 Restricted Holidays during a calendar year.

• **Earned Leave/Privilege Leave (EL/PL) :**

At the rate of one day for every 11 days of duty can be availed with minimum of **Five** days at a time and maximum of 120 days. Advance notice of 15 days is necessary. May be

granted for shorter duration on maximum two occasions in a year, if CL is not available. Can be accumulated upto 240 days.

- **Sick Leave (SL) :**

At the rate of 30 days on half pay basis for each completed calendar year of service (can be availed on full pay by debiting double the leave). Maximum accumulation can be upto 240 days. Medical certificate from a Registered Medical Practitioner for the period of sickness has to be submitted.

- **Special Sick Leave :**

Maximum 6 months on half pay basis is allowed when an officer has no SL to his credit. It is provided only for 9 major diseases such as Cancer, Leprosy, Tuberculosis, Paralysis, Brain Tumour, Cardiac Ailments, Kidney, Mental and AIDS.

- **Maternity Leave (ML) :**

Female officer having less than three living children is allowed ML not exceeding 180 days in respect of each confinement. In case of miscarriage, a female Officer is allowed ML for period not exceeding six weeks immediately following the day of miscarriage.

The maximum ML that can be granted to a female officer shall not exceed 12 months including miscarriage / medical termination of pregnancy during the entire period of service.

- **Adoption Leave (AL)**

Leave for adoption of a child may be granted to a childless female Officer subject to the following conditions:-

1. The leave may be granted once during the service to a childless female Officer for legally adopting a child who is below one year of age.
2. The maximum period leave will be two months or till the child reaches the age of one year, whichever is earlier.
3. The leave will be granted for adoption of only one child
4. The leave shall be granted subject to the condition that the adoption of a child is through a proper legal process and on submission of a certified true copy of adoption deed to the Corporation/Company.

- **Examination Leave :**

Allowed for appearing at insurance examinations of Insurance Institute of India on the days of examination and / or minimum journey time to the examination centre and return.

Other types of leave include Quarantine Leave, Study Leave, Special Leave for participating in Sports and Mountaineering, undergoing Family Planning operation, etc. and Extra-ordinary Leave on Loss of Pay upto a maximum of 180 days during entire service.

Note : During probation, proportionate Earned Leave and Casual Leave may be allowed.

3.11. PROVIDENT FUND (PF) :-

Provident Fund deductions are made @ 10% of basic pay with an equal contribution from the Corporation. Additionally, Officers can contribute upto 90% of basic pay towards Voluntary Provident Fund without matching contribution from the Corporation.

3.12. RETIREMENT :-

Retirement is governed by the General Insurance (Termination, Superannuation and Retirement of Officers and Development Staff) Scheme, 1976 (TSR Scheme) notified by the Central Government and amended from time to time.

3.12.1 As per TSR Scheme amended on 27.5.1998 all Officers shall retire at the age of 60 years.

3.12.2 VOLUNTARY RETIREMENT :

Subject to vigilance clearance, the Officer may be permitted to seek voluntary retirement on giving three months notice.

- i) on attaining age of 55 years or above, or,
- ii) on completion of 20 years qualifying service, if the Officer has opted for Pension. In such case, the Voluntary Retirement shall be as per Para 30 of the Pension Scheme.

3.13. GRATUITY :-

Gratuity rates are as under :-

Completed Years of Service	Rate of Gratuity for each completed year of service (Percentage of last drawn basic pay)
5 to 11 years	50%
12 years	60%
13 years	70%
14 years	80%
15 years or more	100%
Total gratuity payable	Upto 30 years - 15 months basic pay last drawn. Above 30 years - 15 months basic pay plus additional Gratuity @ half a month's last drawn basic pay for each year's service over 30 years.

As per Payment of Gratuity Act Maximum Gratuity Payable w.e.f. 24.5.2010 is Rs.10,00,000/-

Total Gratuity payable to an Officer as per payment of Gratuity Act is @ 15 days wages of each completed year of service i.e. Basic + DA x 15/26 x No. of years.

Amount of Gratuity payable to an Officer shall be determined in accordance with provisions of Rationalisation Scheme or as calculated under the Payment of Gratuity Act, 1972 whichever is more favourable to him.

3.14. PENSION :-

Pension Scheme was introduced in the Industry by the Central Government Notification dated **28th June, 1995**, as second benefit on retirement in lieu of Provident Fund w.e.f.

General Insurance Corporation of India - Service Terms and Benefits for Officers

01.11.1993. There is an option to officers in service as on 27.06.1995 to opt for Pension or Provident Fund. Pension Scheme is compulsory for officers joining on or after **28.06.1995**.

Details of calculation of pension are as under :-

Superannuation Pension	Superannuation pension shall be granted to officer who has retired after completing the qualifying service of not less than 33 years.
Pension on voluntary retirement	At any time after officer has completed 20 years of qualifying service.
Basic Pension	Amount of basic pension is calculated at 50% of average emoluments which is arrived at on the basis of 10 months basic pay drawn by the officer at the time of retirement.
Commutation	An officer shall be entitled to commute for a lump sum payment not exceeding 1/3 rd of his pension.

Illustration

Particulars	Qualifying service 33 years	Qualifying Service less than 33 years (21 years)
Average emoluments	5000	5000
Basic Pension (Normal Retirement)	$\frac{5000 \times 33}{2 \times 33} = 2500$	$\frac{5000 \times 21}{2 \times 33} = 1591$
Commutated portion of pension	833	530
Pension after commutation	1667	1060
Commutated value	833x12x9.81=98060	533x12x15.64*=100033
Total Pension p.m. (pension after commutation + Dearness Relief as on 1.2.2006)	1667+432= Rs.2099	1060+275=1335

*took SVRS at the age of 40 years, if VRS 5 years would be added subject to conditions.

3.14.1. Family Pension :-

Family pension calculated as per the revised pay and allowances shall be payable in the following employees belonging to Officers or Class III/IV cadre :-

- (a) Who have retired on or after 1.8.2007 after drawing revised pay and allowances as per relevant Second Amendment Scheme, 2010 and died subsequently; or
- (b) Who have died while in service on or after 1.8.2007 and had drawn revised pay and allowances as per relevant Second Amendment Scheme, 2010.

General Insurance Corporation of India - Service Terms and Benefits for Officers

Consequent on the revision of pay scales and allowances of employees of the Corporation w.e.f. 1.8.2007, the aggregate of basic and additional family pension should be calculated on the basis of revised pay and allowances as given below :-

Scale of Pay	Amount of Family Pension
Upto Rs.7,390/-	30% of the "Pay" shall be the basic family pension plus 30% of the allowances which are counted for making contributions to Provident Fund but not for dearness allowance shall be the additional family pension. The aggregate of basic and additional family pension shall be subject to a minimum of Rs.1,880/- p.m.
Rs.7,391/- to Rs.14,720/-	20% of the "Pay" shall be the basic family pension plus 20% of the allowances which are counted for making contributions to Provident Fund but not for dearness allowance shall be the additional family pension. The aggregate of basic and additional family pension shall be subject to a minimum of Rs.2,230/- p.m.
Rs.14,721/- and above	15% of the "Pay" shall be the basic family pension plus 15% of the allowances which are counted for making contributions to Provident Fund but not for dearness allowance shall be the additional family pension. The aggregate of basic and additional family pension shall be subject to a minimum of Rs.2,950/- p.m.

NOTES:- (1) Dearness Relief is not payable on additional family pension.

(2) If the surviving child or children are eligible to draw two family pension, both pensions shall be limited to Rs.17,955/- in respect of employees who have retired or died while in service, on or after 1.8.2007.

3.14.2 New Pension Scheme

Employees joining the service of the Corporation on or after the 1st day of January, 2004 are covered under the New Pension Scheme, shall contribute every month, to the Fund for the New Pension Scheme, at the rate of 10% of the Basic Salary plus Dearness Allowance, and equal contribution shall be made by the Corporation.

3.15. ENCASHMENT OF EARNED LEAVE :-

During service Earned Leave may be encashed upto a maximum of 15 days in a block of 2 years provided he / she has balance of minimum 15 days Earned Leave. Cash equivalent of leave salary is allowed for the Earned Leave to the credit of Officer on retirement / death / voluntary retirement on completion of 55 years / voluntary retirement on completion of 20 years' qualifying service to those who have opted for Pension, subject to maximum of 240 days.

Benefits other than Scheme Benefits.

4.1. TOURS ON OFFICE DUTY :-

Mode, Class of Travel and Daily Halting Allowance (w.e.f.01.12.2010)

Cadre of Officer	Mode	Class of Travel	Daily Halting Allowance		
			Class of City		
			'A'	'B'	'C'
			Rs.	Rs.	Rs.
General Manager/ Dy. Gen. Manager/ Asstt. Gen. Manager	Air	Economy Class	1,000*	800	700
	Rail	AC Ist Class			
Chief Manager	Air	Economy Class	1,000*	800	700
	Rail	Ist Class / IInd Class AC Sleeper			
Sr. Manager / Dy. Mgr/ Asstt. Mgr.	Rail	Ist Class/IInd Class AC Sleeper	800**	700	600

* Rs.1200/- for Delhi, Kolkata, Mumbai and Chennai

** Rs.1000/- for Delhi, Kolkata, Mumbai and Chennai

Rates of Daily Halting Allowance for part of a day upto 6 hour :	30%
Exceeding 6 hours - upto 12 hours :	50%
Exceeding 12 hours :	Full daily rate
Halting Allowance for journey period is at 'C' Class City rate.	

Incidentals : Actuals not exceeding half a day's DHA of 'C' Class City for each journey, subject to journeys undertaken within 24 hours are considered as one journey. In addition, conveyance expenses for travel to and from Rail / Bus / Air Terminals will be reimbursed.

4.2. HOTEL CHARGES :-

Reimbursement of lodging charges for stay in hotel applicable to all categories of Officers shall be as under :

Designation	Eligibility for stay in Hotels
General Manager / Dy. General Manager	4 Star AC Single Room
Asstt. Gen. Manager / Chief Manager	3 Star AC Single Room
Sr. Manager / Dy. Manager	2 Star Non-AC Single Room
Assistant Manager	1 Star Non-AC Single Room

NOTES :

- (1) The classification of cities as "A", "B", or "C" is as per CCA provision.
- (2) Where free lodging is provided at the place of halt, 3/4th of the Halting Allowance will be admissible.
- (3) Where free boarding is provided at the place of halt, 1/2 of the Halting Allowance will be admissible.

General Insurance Corporation of India - Service Terms and Benefits for Officers

- (4) Where free lodging and free boarding are provided at the place of halt, 1/4th of the Halting Allowance will be admissible.
- (5) Officers are to be reimbursed the actual hotel expenses restricted to single room accommodation charges in ITDC hotels subject to their cadre limits.
- (6) Normally, officers should stay in ITDC hotel of eligible star category. If, no accommodation is available in ITDC hotels of eligible category at a centre, the Officer can stay in any other hotel and seek reimbursement of actual expenses upto the maximum tariff of an ITDC hotel of eligible star category at that centre.
- (7) If, at a centre there is no ITDC hotel or ITDC hotel of eligible star category, the officer can stay in any other hotel and seek reimbursement of actual lodging expenses incurred within the following limits :-

In such cases maximum lodging charges that may be reimbursed are : **(w.e.f. 1.8.2005)**

	Major Cities	Area I	Other Places
Category	Rs.	Rs.	Rs.
General Manager / Dy. Gen. Manager	4000	2000	1750
Asstt. Gen. Mgr. / Chief Manager	2500	1500	1300
Sr. Manager / Dy. Manager	1500	1000	800
Assistant Manager	1000	750	500

Note 1 : The limit of reimbursement of lodging charges as given above is exclusive of any taxes payable which may be reimbursed over and above the ceiling as applicable.

Note 2 : **Major Cities** for this purpose shall mean the cities of Ahmedabad, Mumbai, Bangalore, Calcutta, New Delhi, Hyderabad and Chennai.

Note 3 : **Area I** for this purpose shall mean cities of Pune, Nagpur, Kanpur, Surat, Jaipur and Lucknow.

4.3. LEAVE TRAVEL SUBSIDY (LTS) :-

Confirmed Officer whilst on any sanctioned leave may avail for himself and his eligible family members LTS once in a block of two years. Block begins from 1st October of even year and ends with the 30th September of following next even year i.e. (01.10.2010 – 30.09.2012), (01.10.2012 – 30.09.2014) and so on. Subsidy of a particular block may be carried forward to or combined with the next block.

Reimbursement :

For travel to home town, actual amount spent or fare for travel by shortest route by the entitled mode and class, whichever is less.

For Travel to other than home town including foreign countries, actual amount spent or fare for **3000 kms**, based on surface distance. Each way by the entitled mode and class, whichever is less. As per IT rules LTS for foreign countries is taxable.

Entitled Mode and Class : As prescribed in LTS Rules.

- Officer and members of his family may travel together or separately but in not more than two groups.
- Family includes spouse, legitimate dependant children and parents residing with and wholly dependant on Officer. ('Dependant' means a person not having income exceeding the minimum family pension under 6th Central Pay Commission along with dearness relief thereon per month).
- Advance intimation to be given to office of claiming LTS.
- LTS advance limited to maximum of 90% of total subsidy.

4.4. FACILITIES ON TRANSFER :-

4.4.1. Reimbursement of travelling expenses (for Officer and family) :

- Mode and Class of Travel: As per the Officer's entitlement while on tour.
- Daily Halting Allowance is paid for period of journey as per Officer's entitlement.
- Where no accommodation / rent compensation is provided, a daily Halting Allowance as per tour and travelling rules to be paid for a period not exceeding 30 days.
- Second trip is allowed to Officer to shift family and / or household effects.

4.4.2. Reimbursement of expenses for transportation of goods :

• **Transportation costs : (W.e.f. 01.03.2007) By Rail / by Road**

The scale for reimbursement of transportation expenses for carriage of household goods by an employee on transfer, between two places by lorry, even if the two places are not connected by train, subject to existing limit of weight is as under:

	Distance in kilo meters	Rate per ton per kilo meters
(i)	Upto 2000 kms.	Rs.1.40
(ii)	Beyond 2000 kms.	Rs.1.10

(The above rates not be applied on a slab basis)

4.4.3. Packing charges :-

Cadre	Packing charges
Dy. Gen. Manager and above	Rs. 2500/-
Asstt. Gen./ Chief Manager	Rs. 1800/-
Sr. Mgr/Dy. Mgr./Asstt. Mgr.	Rs.1500/-

4.4.4. Forwarding Charges :-

Rs. 500/- at each end.

4.4.5. Baggage Insurance and Octroi duty :-

Actuals, subject to production of receipt.

4.4.6. Transportation of Conveyance :-

Actual cost of transporting the conveyance viz. Car / Two wheeler is allowed.

4.4.7. Transfer Grant :-

Equivalent to one month's basic pay including computer increment, FPA wherever applicable.

4.4.8. Mid-Academic Year Allowance :-

With effect from 1.8.2007, the amount of mid academic year allowance has been revised from the existing Rs. 500/- per month to Rs. 680/- per month, the other terms and conditions in this regard remaining unchanged.

4.4.9. Joining time :-

- i) If no change of residence is involved, one day, Sunday or holiday being reckoned as a day for the purpose.
- ii) If change of residence from one station to another is involved, six days for preparation, plus the actual time of the journey by different modes of transport, without any break in journey.

- **Note** : 'Family' in relation to an officer includes spouse, legitimate dependant children and parents residing with and wholly dependant on officer. ('Dependant' means a person not having income exceeding the minimum family pension under 6th Central Pay Commission along with dearness relief thereon per month).

4.5. Office Accommodation :-

Officers of the rank of Asstt. General Manager and above are eligible for Corporation owned accommodation. Other Officers are provided with accommodation wherever available. The Officer has to forego HRA and pay Licence Fee. The revised rate of licence fee shall be 1.20% of the minimum of the revised Scale with effect from 01.11.2010.

4.6. LEASED ACCOMMODATION :- (w.e.f.01.01.2009)

Transferred Officers are entitled to leased accommodation depending upon their cadre entitlement and place of posting as per details given below :- **(w.e.f.01.01.2009)**

Eligible/Entitled Officers

(Amt. in Rupees)

General Insurance Corporation of India - Service Terms and Benefits for Officers

Cadre	Metro Cities	
	Existing Limit	Revised Limit
Scale I	3965	10000
Scale II	3965	10500
Scale III	5080	12000
Scale IV	5080	13000
Scale V	6095	13000
Scale VI	6855	16250
Scale VII	6855	16250

Wherever leased accommodation is provided, licence fee @ 1.20% of the minimum of revised basic pay applicable to the concerned officer shall be deducted from the salary, per month. Further, the concerned officer shall not be paid House Rent allowance.

4.7. CONVEYANCE FACILITIES :-

Details	Office Car Scheme	Loan Basis	Loan Basis
Item	GMs/DGMs/AGMs	CMs / SMs	DMs/AMs
Type of vehicle	Any model of car within monetary limit	Four wheeler of any type of car within monetary limit with option to avail loan for two wheeler	Two wheeler of approved make subject to monetary limit.
Monetary limit/Quantum	GMs/DGMs - Rs.7.15 Lakhs AGMs - Rs.5.50 Lakhs	Rs. 4.00 Lakhs (Car) Rs.75,000/- (two wheeler)	Rs75,000/-
Periodicity	Once in 5 years	Once in 10 years & twice in service (car), once in 7 years & twice in service	Once in 7 years & twice in service tenure
Rate of Interest	--	@ 5% p.a.	@ 5% p.a.
Repayment	--	120 EMI & 60 EMI Respectively	60 EMI
Running Expenses such as Petrol, R & M, Replacement of tyres, batteries, Servicing, Washing, Garaging etc.	Borne by Corporation in full subject to specified limits as per circular Ref:Personnel/GIC/103/04/2002 dated 18.03.2002 (Office Cars, 2001)	NO	NO
Insurance, Registration & Taxes	Borne by the Corporation	Reimbursement of cost of Comprehensive Insurance Policy	Reimbursement of cost of Comprehensive Insurance Policy

NOTES :

- (1) In case of loan, vehicle has to be hypothecated to the Corporation.
- (2) Outstanding Loan Amount at cessation of service recovered from terminal dues.

4.8. MEDICAL FACILITIES :-

4.8.1 Domilciliary Treatment :

With effect from 1.1.2010, the limits of reimbursement of domiciliary medical expenses by way of annual lump-sum payment have been revised for Officers, based on the basic pay, instead of cadre, as under:-

Basic pay	Maximum amount reimbursable per annum (Rs.)
More than Rs.31,725/-	12,000/-
Up to Rs. 31,725/-	8,000/-

4.8.2. Hospitalisation Treatment (Group Mediclaim Cover) : (w.e.f. 01.04.2011)

For Hospitalisation and Domiciliary Hospitalisation, confirmed Officers are covered under Group Mediclaim Policy as per following categories :-

Basic Salary	Sum Insured
Rs.29,001 and above	Rs. 1,55,000/-
Rs.22,730 to 29,000/-	Rs. 1,00,000/-
Up to Rs. 22,730/-	Rs. 70,000/-

Two third of the premium in respect of the Officer, spouse and two dependant children is borne by the Corporation and one third by the Officer concerned. The benefits vary according to category entitled / opted. If opted for higher category, Officer to bear the difference in premium in full.

Claims are settled after submission of prescriptions, receipts, vouchers, cash memos, etc. from the Doctor / Chemist / Hospital.

- Insurance Cover includes maternity benefits.
- Premium payments eligible for income tax relief (Sec.80 D).
- Officers can cover additional children and dependant parents on payment of entire premium.
- Group discount is allowed.
- Claims are processed and settled by TPA from 1st August 2011.

4.8.3 Ex-gratia Reimbursement of Medical Expenses

The salient features of the ex-gratia reimbursement scheme for high cost / protracted treatment, as approved by the Board, are as under :

A. Specified diseases :

List of specified diseases has been expanded and the revised list will now contain 28 specified diseases.

B. Eligibility

- (i) all confirmed officers
- (ii) non-earning spouse
- (iii) dependent children not exceeding two

Note : Definition of 'Dependent' would be as applicable for coverage under the Group Mediclaim Policy applicable for the officers of the Corporation concerned.

- C. Limits for ex-gratia reimbursement
Both for treatment in India and treatment abroad.
- a) 90% of the amount claimed (of uncovered balance), subject to maximum of Rs.3 lacs and this provision will uniformly apply for officers as well as their eligible dependents.
 - b) Further, if the uncovered expenses are beyond ex-gratia eligibility of Rs.3 lacs, the same may be reimbursed to the extent of 80% of the amount in excess of ex-gratia eligibility of Rs.3 lacs, subject to the overall limit of ex-gratia of Rs.5 lacs.
- D. Frequency :
- (a) Twice during the entire service
 - (b) Overall limit on each occasion being Rs.50,000/- unutilised portion of limit for one occasion cannot be used for another occasion
 - (c) If benefit has already been claimed once under the existing scheme either for officer or non-earning spouse or dependant child, the benefit of revised scheme (with revised limits) can be **allowed only once** during the balance service of the officer either for the officer or non-earning spouse or eligible dependant child.

E. Sanctioning Authority :

The authority to sanction ex-gratia payment is vested with the Chairman-Cum-Managing Director of the Corporation (for GIC officers) and, subject to a report on all such ex-gratia payments being submitted to the Board of the Corporation on quarterly basis.

F. Date of revision :

The revision in the ex-gratia scheme is effective from 1st April, 1999.

4.8.4 Preventive Medical check-up : (w.e.f. 23.5.2001)

Officers of the cadre of Chief Manager and above are allowed reimbursement of expenses towards preventive health check-up at periodic intervals as under :

- (i) First check-up before age 50 years
- (ii) Two check-ups between age 50 and 55 years
- (iii) Two check-ups between age 55 and 60 years.

The maximum limit of reimbursement per check-up is Rs.2000/-.

4.9. TELEPHONE FACILITIES :-

Eligibility : AGM and above and other Officers performing duties necessitating telephone connection at residence within overall discretionary quota.

Permitted Calls & Rental :

GMs and DGMs : No limit.
AGMs : 3150 calls p.a. in addition to free calls. + Rent@Rs.250 + tax

CMs and SMs : 2750 calls p.a. in addition to free calls. + Rent@Rs.250 + tax

For eligible Officers having own residential telephone, Corporation reimburses expenses as per rules.

4.10. Reimbursement of Mobile bill

Reimbursement of Mobile Bill is allowed to Officers who are provided mobile as per limits approved.

5.1. Reimbursement for purchase of brief cases/leather bags : (Circular dated 27.11.2006)

Confirmed Officers are allowed reimbursement for purchase of briefcases/leather bags once in three years. The maximum limit for each category of Officers is as under, as per Circular dated 27.11.2006:

Cadre	Rs.
Scale-VI and above	2500
Scale-IV and Scale-V	2150
Scale II and Scale-III	1850
Scale-I	1500

5.2 CREDIT CARD FACILITIES

Reimbursement of Annual Fees towards Credit Card and tax thereon is allowed to Officers as under :

Cadre	Reimbursement	Number of Credit Card/s
Scale-V & Scale VI	Upto Rs.1000/-	One
Scale-VII	Actual fees	One

6. LOANS AND ADVANCES :-

6.1. Housing Loan :- (Revision w.e.f. 01.04.2011)

- a) **Purpose** : For purchase of land and construction of house or to purchase ready/under construction house, flat or apartment.
- b) **Eligibility** : Minimum three years service. (2 years for Ex-servicemen)
- c) **Quantum and Interest** :

Scheme Loan :

Cadre	Maximum loan
Scale-I /Scale-II	Rs. 8,00,000
Scale-III	Rs. 9,00,000
Scale-IV & ABOVE	Rs. 10,00,000

Rate of Interest

5.00% p.a. simple interest on reducing balance

4.50% p.a. for Officers' Co-operative Housing Society with 90% members from the General Insurance Industry.

7.50% p.a. if the house/flat/apartment or any part thereof is rented

Supplementary Loan : (Revision w.e.f. 01.04.2011)

The Housing loan Scheme prescribes for the total limit for the Scheme Loan and the Supplementary loan taken together. The loan limit is given below :

CADRE	SCHEME + SUPPLEMENTARY LOAN
Scale-I /Scale-II	Rs. 17 lacs
Scale-III	Rs. 19 lacs
Scale-IV & Scale-V	Rs. 19 lacs
Scale-VI	Rs. 21 lacs
Scale-VII	Rs. 21 lacs

• **Limit on monthly installment :**

The monthly installment of the repayment of aggregate of Scheme Loan and Supplementary Loan should not exceed 45% of the Officer's gross monthly emoluments.

• **Facility of second loan :**

- Available for certain specified purposes e.g. construction of garage, compound wall etc.
- May be availed by an officer borrower twice during the entire tenure of service
- Quantum may be determined taking current cadre eligibility for scheme loan less earlier sanctioned scheme loan subject to total cost of the

• **Facility of transfer of loan :**

- permitted if certain specified conditions are fulfilled
- availed twice in a career
- sale of previous flat purchased with the assistance of Housing Loan is compulsory and entire sale proceeds to be utilised for purchase of new flat

• **Combined eligibility for husband and wife officers in the General Insurance Industry :**

Eligible for aggregate amount of their individual units of Housing Loan in accordance with their respective cadre eligibility subject to a maximum amount depending upon place of construction.

• **Security :**

Prime - Mortgage/Charge of the property.

Collateral - Provident Fund, Gratuity, GSLI, GTIS, Life Insurance Policies (under Salary Saving Scheme) maturing on or before retirement.(only to the extent of 50% of balance after credit for PF/Gratuity.

- **Housing Loans are processed and disbursed by the GIC HFL from 1st July 2011.**

6.2. Loan to officers affected by natural calamities (like flood, earthquake, cyclone, storm, hurricane, drought, etc.) :

a) Purpose :

Available to officers who have suffered loss on account of property damage by flood etc. at place of posting provided Govt. has granted such advance to its officers. To be applied within 3 months of occurrence of such calamity.

b) Quantum and Repayment :

Extent of damage suffered or Rs. 7500/-, whichever is less. Interest free. Repayable in 25 equal monthly installments

6.3 Festival Advance : (w.e.f. 11.03.2011)

Rs.20,000/- or 1 month's gross salary, whichever is less. Interest free. Repayable in 10 equal monthly installments.

7. WELFARE MEASURES

7.1. GROUP PERSONAL ACCIDENT COVER (GPA) :- (24 Hours basis)

CMD	Rs. 35,00,000/-
GM / DGM / AGM	Rs. 25,00,000/-
CM / SM	Rs. 20,00,000/-
DM / AM	Rs. 15,00,000/-
Steno. / Sr. Asst / Asst.	Rs. 10,00,000/-
RC / Sub-Staff / Others	Rs. 5,00,000/-

7.2. GROUP INSURANCE SCHEME :-

“LIC Group Insurance in lieu of Officers Deposit Linked Insurance Scheme” provides life Insurance Cover of Rs. 26,000/- in the event of death whilst in service. The amount is paid to the PF nominee(s) of the deceased.

7.3. GROUP SAVINGS LINKED INSURANCE SCHEME (GSLI) :-

This Scheme offers Officers an avenue for compulsory savings alongwith lumpsum benefit (Sum Insured) in the event of death as under :-

Category	Basic Pay (Rs.)	Life Cover (Rs.)	Monthly Contribution (Rs.)		
			Risk Premium (Rs.)	Savings Portion (Rs.)	Total (Rs.)

General Insurance Corporation of India - Service Terms and Benefits for Officers

I	49,411 and above	7,00,000/-	164/-	492/-	656/-
II	35,661 to 49,410	5,60,000/-	131/-	393/-	524/-
III	25,451 to 35,660	4,20,000/-	98/-	294/-	392/-
IV	17,240 to 25,450	2,80,000/-	65/-	195/-	260/-

- 25% of monthly contribution is adjusted towards life cover and 75% is treated as savings component carrying interest rate applicable from time to time.
- Savings component with accrued interest is payable at time of cessation of service. In the event of death, nominee/legal heir receives savings with interest and also the sum insured.
- Life cover is accepted as collateral security under Housing Loan Scheme.
- Contribution eligible for income tax rebate.

7.4 GROUP TERM INSURANCE SCHEME (GTIS) :-

Group Term Insurance Scheme is available covering commutation value of pension to certain extent on death of Officer while in service, on payment of contribution by member of the Scheme.

Category	Basic Pay (Rs.)	Life Cover (Rs.)	Monthly Contribution (Rs.) Premium (Rs.)
I	49,411 and above	7,00,000/-	164/-
II	35,661 to 49,410	5,60,000/-	131/-
III	25,451 to 35,660	4,20,000/-	98/-
IV	17,240 to 25,450	2,80,000/-	65/-

7.5 INCENTIVES FOR FAMILY PLANNING :-

Confirmed officers are reimbursed actual surgical fees, subject to prescribed maximum, in respect of family planning operation on self or spouse. Special Leave and Cash Incentive are also granted to those who undergo surgical operations.

7.6 FINANCIAL ASSISTANCE TO TAKE UP MANAGEMENT AND ALLIED COURSES CONDUCTED BY UNIVERSITIES :-

Officers who pursue Management and Allied Courses including courses in Computer Management, MBA of not less than one year duration conducted by recognized Universities are eligible for reimbursement of 75% of tuition fees as per rules.

7.7 Reimbursement towards Daily Newspaper :

Cadre	Lumpsum amount of reimbursement p.m. (Rs.)
Scale VII and VI	500
Scale V and IV	400
Scale III	300
Scale II and I	200
Class III and IV	135

7.8. INCENTIVE SCHEME FOR PASSING HINDI EXAMINATIONS :-

Awards are given to Officers for undergoing training in Hindi as per instructions of Management and passing following examinations conducted under the Hindi Teaching Scheme of Government of India.

Examination	Scheme of Award those securing marks		Those passing on their own where Hindi Teaching Scheme does not exist. *
	70% or more	Less than 70%	
Prabodh	Rs. 250/-	Rs. 150/-	Rs. 300/-
Praveen	Rs. 275/-	Rs. 225/-	Rs. 450/-
Pragya	Rs. 300/-	Rs. 300/-	Rs. 600/-

* will also be paid Examination fees for appearing at the Examination.

Awards will not be given to Officers :-

- i) whose mother-tongue is Hindi and/or
- ii) who have already passed Matriculation/Higher Secondary or equivalent examination with Hindi as a regular subject and/or who have passed any other Hindi examination of any other Body.

7.9. MUTUAL BENEFIT SOCIETY (MBS) :-

Each Company has its own Mutual Benefit Society with membership restricted to officers on payment of nominal monthly subscription. The Management also assist the Society by contributing to their funds. The main objects of the Society are to promote the welfare of officers and their family members by providing grants for higher education, medical relief etc. and other benefits to members and their families. The MBS also take care of rest and relaxation of members by running Holiday Homes at various tourist places, hill stations and beach resorts. Benefits provided by the MBS vary from Company to Company and include service memento on completion of 25 years of service, marriage grants, retirement memento etc. Retirement Benefit Scheme and Death Relief Scheme are also operated by the MBS.

7.10. SPORTS CLUB :-

The GIC has its independent Sports Club which promote both indoor and outdoor sports activities. Sports Club is provided financial assistance by the Management. Individual officer pays membership subscription. The membership of the Sports Club is voluntary. Sports Clubs are involved in arranging Inter-Company/All India Sports Meets. They promote cultural and recreational activities.

7.11. EMPLOYEES' CO-OPERATIVE CREDIT SOCIETY :-

GIC Employees' Co-operative Credit Society promotes the savings habit and also provide loans to the needy members at interest. The membership is voluntary of Credit Society.

8. CONDUCT RULES AND SUGGESTION SCHEME

8.1. GENERAL INSURANCE (CONDUCT, DISCIPLINE AND APPEAL) RULES, 1975 (CDA RULES) :-

CDA Rules have been framed to maintain proper discipline and good conduct in the Industry. The Rules also give examples of misconduct and prescribe various disciplinary actions including penalties. All officers are governed by these CDA Rules. Officers are required to submit property returns in terms of Rule 16A of the CDA Rules.

8.2. SUGGESTION SCHEME :-

Suggestions are invited to improve the performance, productivity and systems of the Industry. Accepted suggestions are implemented and also suitably rewarded and considered for implementation. This helps the Officer to come out with original ideas and increase their level of participation and involvement.
