

RATIONALISATION SCHEME, 1974



General Insurance Corporation of India

(Notification dated 08.10.2010 is appended)

The Gazette of India

EXTRAORDINARY

PART II - Section 3 - Sub-section (ii)

PUBLISHED BY AUTHORITY

NEW DELHI, MONDAY, MAY 27, 1974/JYAISTHA 6, 1896

**MINISTRY OF FINANCE
(Department of Revenue and Insurance)**

NOTIFICATION

INSURANCE

New Delhi, the 27th May, 1974

**GENERAL INSURANCE
(RATIONALISATION AND REVISION OF
PAY SCALES AND OTHER CONDITIONS
OF SERVICE OF SUPERVISORY,
CLERICAL AND SUBORDINATE STAFF)
SCHEME, 1974**

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

Paragraph No.	Paragraph Heading	Page No.
1.	<i>Short title and commencement</i>	7
2.	<i>Application</i>	8
3.	<i>Definitions</i>	10
4.	<i>Pay and allowances of employees</i>	11
5.	<i>Categorisation of employees</i>	17
6.	<i>Method of fixation</i>	19
6A.	<i>Fixation of basic salary in the revised scales of pay w.e.f.1.4.1983</i>	21
6B.	<i>Fixation of basic salary in the amended scales of pay w.e.f. 1.8.1987</i>	23
6C.	<i>Pay and Allowance of employees and fixation of basic salary with effect from 1st January, 1990 (partial modification)</i>	24
6D.	<i>Fixation of the scales of pay and other Allowance w.e.f. 1.8.1992</i>	24
6E.	<i>Fixation of the scales of pay and other Allowance w.e.f. 1.8.1997</i>	25
6F.	<i>Fixation of Basic Salary in the re-modified scales of pay and allowances</i>	26
7.	<i>Increments including stagnation increment/s</i>	27
8.	<i>Hours of work</i>	28
9.	<i>Holidays</i>	29
10.	<i>Leave</i>	29
11.	<i>Provident Fund</i>	33
12.	<i>Retirement</i>	34
13.	<i>Gratuity</i>	35
13A.	<i>Protection of accrued pension</i>	35
14.	<i>Overtime Allowance</i>	36
15.	<i>Officiating Allowance</i>	37
16.	<i>Omitted</i>	37
17.	<i>Omitted</i>	37
18.	<i>Transfers and change of place of work</i>	38
19.	<i>Work load, norms and mechanisation</i>	38
20.	<i>Omitted</i>	38
21.	<i>Interpretation</i>	39
22.	<i>Power to relax</i>	39
23.	<i>Duration of new scale of pay</i>	39
24.	<i>Other benefits</i>	39
25.	<i>Overriding effect</i>	39

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

Item No.	Paragraph Heading	
	FIRST SCHEDULE	40
I	Pay Scales (Basic Salary)	40
II	Functional Allowance	40
III	Dearness Allowance	41
IIIA	Maximum limit of pay	42
IV	Qualification Pay	42
V	House Rent Allowance	44
VI	City Compensatory Allowance	44
VII	Hill Station Allowance	44
VIII	Kit Allowance	44
IX	Uniforms and Washing Allowance	44
	SECOND SCHEDULE (Omitted)	45
	THIRD SCHEDULE (Omitted)	45
	FOURTH SCHEDULE	45
I	Revised Scales of pay (Basic salary)	45
II	Functional Allowance	46
III	Dearness Allowance	46
IV	Maximum limit of pay	48
V	Allowance for Technical Qualifications	48
VI	House Rent Allowance	49
VII	City Compensatory Allowance	49
VIII	Hill Station Allowance	50
IX	Kit Allowance	50
	FIFTH SCHEDULE	50
I	Amended Scales of pay (Basic salary)	50
II	Functional Allowance	51
III	Dearness Allowance	52
IV	Allowance for Technical Qualifications	53
V	Graduation Allowance	53
VI	House Rent Allowance	54
VII	City Compensatory Allowance	55
VIII	Hill Station Allowance	55
IX	Kit Allowance	56

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

Item No.	Paragraph Heading	Page No.
	SIXTH SCHEDULE	56
I	<i>Altered Scales of pay (Basic salary)</i>	56
II	<i>Functional Allowance</i>	58
III	<i>Dearness Allowance</i>	59
IV	<i>Allowance for Technical Qualifications</i>	60
V	<i>Graduation Allowance</i>	61
VI	<i>House Rent Allowance</i>	62
VII	<i>City Compensatory Allowance</i>	62
VIII	<i>Hill Station Allowance</i>	63
IX	<i>Kit Allowance</i>	63
X	<i>Fixed Personal Allowance</i>	64
XI	<i>Conveyance Allowance</i>	64
XII	<i>Special Allowance</i>	64
	SEVENTH SCHEDULE	65
I	<i>Modified Scales of pay (Basic salary)</i>	65
II	<i>Functional Allowance</i>	66
III	<i>Dearness Allowance</i>	67
IV	<i>Allowance for Technical Qualifications</i>	68
V	<i>Graduation Allowance</i>	69
VI	<i>House Rent Allowance</i>	70
VII	<i>City Compensatory Allowance</i>	71
VIII	<i>Hill Station Allowance</i>	71
IX	<i>Kit Allowance</i>	72
X	<i>Fixed Personal Allowance</i>	72
XI	<i>Additional Increment for computerisation/Fixed Personal Allowance to employees who have joined service of the Corporation or the Company after 1.11.1993 but before the date of publication of this Scheme in the Official Gazette</i>	72
XII	<i>Conveyance Allowance</i>	73
XIII	<i>Paradeep Port Allowance</i>	74
XIV	<i>Temporary Personal Allowance</i>	74
XV	<i>One time lumpsum payment in lieu of PLLI</i>	74
XVI	<i>PLLI Scheme</i>	74

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

	APPENDIX (PLLI Scheme)	75
1.	<i>PLLI would be based on wage bill of the General Insurance Industry or Company or Corporation, as the case may be, for officers as on 1.8.1997</i>	75
2.	<i>Eligibility</i>	75
3.	<i>Parameters</i>	76
4.	<i>PLLI payment scale</i>	76
5.	<i>Payment of PLLI</i>	77
	EIGHTH SCHEDULE	77
<i>I</i>	<i>Re-modified Scales of pay (Basic salary)</i>	77
<i>II</i>	<i>Functional Allowance</i>	80
<i>III</i>	<i>Dearness Allowance</i>	81
<i>IV</i>	<i>Allowance for Technical Qualifications</i>	82
<i>V</i>	<i>Graduation Allowance</i>	83
<i>VI</i>	<i>House Rent Allowance</i>	85
<i>VII</i>	<i>City Compensatory Allowance</i>	85
<i>VIII</i>	<i>Hill Station Allowance</i>	86
<i>IX</i>	<i>Kit Allowance</i>	86
<i>X</i>	<i>Fixed Personal Allowance</i>	87
<i>XI</i>	<i>Transport Allowance</i>	87
<i>XII</i>	<i>Paradeep Port Allowance</i>	87
	NINTH SCHEDULE	93
<i>I</i>	<i>First rationalized Scales of Pay</i>	63
<i>II</i>	<i>Functional Allowance</i>	96
<i>III</i>	<i>Dearness Allowance</i>	97
<i>IV</i>	<i>Allowance for Technical Qualifications</i>	97
<i>V</i>	<i>Graduation Allowance</i>	98
<i>VI</i>	<i>House Rent Allowance</i>	99
<i>VII</i>	<i>City Compensatory Allowance</i>	100
<i>VIII</i>	<i>Hill Station Allowance</i>	100
<i>IX</i>	<i>Kit Allowance</i>	101
<i>X</i>	<i>Fixed Personal Allowance</i>	101
<i>XI</i>	<i>Transport Allowance</i>	101
<i>XII</i>	<i>Paradeep Port Allowance</i>	102

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

^[1] S.O. 326 (E) - WHEREAS the Central Government is of opinion that for the more efficient carrying on of general insurance business it is necessary so to do;

Now, therefore, in exercise of the powers conferred by clause (g) of sub-section (1) of section 16 of the General Insurance Business (Nationalisation) Act, 1972 (57 of 1972), the Central Government hereby frames the following Scheme to provide for the rationalisation and revision of pay scales and other terms and conditions of service of employees working in Supervisory, Clerical and Subordinate positions under insurers, namely :-

S.O.769 (E) - In exercise of the powers conferred by Section 17A of the General Insurance Business (Nationalisation) Act, 1972 (57 of 1972), the Central Government hereby frames the following Scheme further to amend the General Insurance (Rationalisation and Revision of Pay Scales and Other Terms and Conditions of Service of Supervisory, Clerical and Subordinate Staff) Scheme, 1974, namely :-

1. ^[2] Short title and commencement -

(1) This Scheme may be called the General Insurance (Rationalisation and Revision of Pay Scales and Other Conditions of Service of Supervisory, Clerical and Subordinate Staff) Scheme, 1974.

(2) It shall come into force on the date of its publication in the Official Gazette viz. 27th May, 1974.

^[1] Explanation : While the principal Scheme of 1974 was framed in terms of Section 16(1)(g) of the General Insurance Business (Nationalisation) Act, 1972 (57 of 1972), the subsequent amendments to the principal Scheme were made in terms of the powers vested in Central Govt. under newly inserted Section 17A of General Insurance Business (Nationalisation) Act, 1972 (57 of 1972) by Amendment Act, 1985 as under :-

^[2] The principal scheme has been subsequently amended as under :

	Amendment Scheme (S.O.No.)	Date of commencement of Amendment Schemes
1	S.O. 472 (E) dated 05.09.1975	05.09.1975
2	S.O. 5415 dated 22.12.1975	22.12.1975
3	S.O. 390 (E) dated 01.06.1976	01.06.1976
4.	S.O. 4466 dated 11.11.1976	11.11.1976
5.	S.O. 2443 dated 30.07.1977	30.07.1977
6.	S.O. 1046 dated 29.03.1978	29.03.1978
7.	S.O. 1049 dated 29.03.1978	29.03.1978
8.	S.O. 1410 dated 26.04.1978	26.04.1978
9.	S.O. 3429 dated 16.11.1978	16.11.1978
10.	S.O. 314 (E) dated 12.05.1980	12.05.1980 *

*S.O. 827 (E) dated 30.09.1980 Struck down by Supreme court

*S.O. 863 (E) dated 27.10.1980 Struck down by Supreme court

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

	Amendments Scheme (S.O.No.)	Date of commencement of Amendment Schemes
11.	S.O. 729 (E) dated 21.09.1984	21.09.1984
12.	S.O. 769 (E) dated 15.10.1985	01.04.1983
13.	S.O. 884 (E) dated 09.12.1985	01.04.1983
14.	S.O. 729 (E) dated 03.10.1986	01.04.1983
15.	S.O. 441 (E) dated 27.04.1987	01.04.1983
16.	S.O. 1038 (E) dated 07.12.1987	01.11.1986
17.	S.O. 780 (E) dated 22.08.1988	19.05.1988
18.	S.O. 783 (E) dated 22.08.1988	01.10.1987
19.	S.O. 1160 (E) dated 09.12.1988	05.05.1988
20.	S.O. 180 (E) dated 10.03.1989	01.10.1986
21.	S.O. 356 (E) dated 12.05.1989	01.08.1987
22.	S.O. 405 (E) dated 24.05.1990	01.08.1987
23.	S.O. 542 (E) dated 06.07.1990	01.01.1990
24.	S.O. 593 (E) dated 27.07.1990	27.07.1990
25.	S.O. 754 (E) dated 04.10.1990	04.10.1990
26.	S.O. 797 (E) dated 25.11.1991	01.08.1987
27.	S.O. 909 (E) dated 23.12.1991	23.12.1991
28.	S.O. 83 (E) dated 02.02.1994	01.03.1991
29.	S.O. 594 (E) dated 30.06.1995	01.11.1993
30.	S.O. 139 (E) dated 22.02.1996	01.08.1992 **
31.	S.O. 759 (E) dated 01.11.1996	01.11.1993
32.	S.O. 465 (E) dated 27.05.1998	27.05.1998
33.	S.O. 731 (E) dated 27.08.1998	01.07.1996
34.	S.O. 694(E) dated 30.8.1999	24.05.1994
35.	S.O. 589(E) dated 22.06.2000	01.08.1997
36.	S.O.782(E) dated 30.08.2000	01.08.1997
37.	S.O.225 (E) dated 15.03.2001	22.06.2000
38.	S.O.633(E) dated 04.05.2005	01.02.2005
39.	S.O. (E) dated 21.12.2005	01.08.2002**

*** (Different effective dates provided for different allowances)***

2. Application - The provisions herein contained shall apply to all persons (other than Officers and Development Staff) working in Supervisory, Clerical and Subordinate positions in India -

- (i) who were confirmed whole-time employees on the 31st day of December, 1972 of any of the Indian Insurance Companies;
- (ii) who were confirmed whole-time employees on the 31st day of December, 1972 of any existing insurer other than an Indian Insurance Company and who had become employees of an Indian Insurance Company in terms of sub-section (1) of Section 7;
- (iii) who were temporary whole-time employees as ^[3] on 31st December, 1972 under any of the Indian Insurance Companies or any existing insurer other than an Indian Insurance Company and confirmed before the commencement of this Scheme;

[3] The words, figures and letters "as on 31st day of December, 1972" inserted by Notification S.O. 472(E) dt. 05.09.1975.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

- [4] (iv) who joined service in any of the Indian Insurance Companies on or after the 1st day of January, 1973, and were confirmed before the commencement of this scheme;
- (v) who were in regular whole-time temporary service of the Corporation or any of its subsidiaries at the commencement of this Scheme;
- (vi) who are appointed as probationers by the Corporation or any of its Subsidiaries after the commencement of this Scheme;

[5] The Amendment Scheme 1985 shall apply to all employees -

- (i) who are whole-time employees in Supervisory, Clerical and Subordinate Staff cadre of the Corporation or of the Company on the date of commencement of this Scheme; and
- (ii) who are appointed as such by the Corporation or the Company after the date of commencement of this Scheme.

but shall not apply to persons -

- (a) who have been promoted as Class I Officers or converted as Development Staff on or after the 1st day of April, 1983;
- (b) who are employed under specific contracts of employment; or
- (c) who hold part-time employment; or
- (d) whose resignation had been accepted or whose services had been terminated before the date of publication of this Scheme in the Official Gazette.
- [6] (d) where services had been terminated before the date of publication of this Scheme in the Official Gazette.

Application of Amendment Scheme 2000 vide S.O. 589(E) dt 22.6.2000

- (1) This scheme may be called the General Insurance (Rationalisation and Revision of Pay Scales and Other Conditions of Service of Supervisory, Clerical and Subordinate Staff) Amendment Scheme, 2000.
- (2) Save as otherwise provided hereinafter, the provisions of this scheme shall be deemed to have come into force from 1st August, 1997.
- (3) This scheme shall be applicable to all employees who are whole time employees in Supervisory, Clerical and Subordinate Staff cadre of the Corporation or Company as on 1.8.1997:

Provided that the employees whose resignation had been accepted or whose services had been terminated during the period from 1.8.1997 and the date of publication of this scheme in the Official Gazette shall not be eligible for the arrears on account of revision.

[4] For clause (iv) and the proviso thereunder, the new clauses substituted by Notification S.O. 472(E) dt. 05.09.1975.

[5] Paragraph 2 has been revised vide S.O. 769(E) dt. 15.10.1985 w.e.f. 01.04.1983.

[6] Original clause (d) substituted by Notification S.O. 441(E) dt. 27.04.1987 w.e.f. 01.04.1983.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

3. Definitions - In this Scheme, unless the context otherwise requires -

- (a) "Act" means the General Insurance Business (Nationalisation) Act, 1972 (57 of 1972);
- ^[7] (aa) "Company" means the National Insurance Company Limited, the New India Assurance Company Limited, the Oriental Insurance Company Limited, and the United India Insurance Company Limited;
- ^[9] (ab) "Amended Terms" means the amended scales of pay and allowances as specified in the Fifth Schedule.
- ^[9] (ac) "Amended Scales of Pay" means the amended scales of pay specified in the Fifth Schedule.
- ^[10] (ad) "altered terms" means the altered scales of pay and allowances as specified in the Sixth Schedule.
- ^[10] (ae) "altered scales of pay" means the altered scales of pay specified in the Sixth Schedule.
- (b) "Custodian" means, until the post is redesignated as the Chairman-cum-Managing Director, a Custodian of any of the four Companies referred to in sub-section (2) of Section 16, and with effect from the date of redesignation of the post, any reference in this Scheme to the Custodian shall be construed as a reference to the Chairman-cum-Managing Director;
- ^[8] (ba) "Corporation" means the General Insurance Corporation of India formed under Section 9 of the Act;
- ^[12] (bb) *Chairman-cum-Managing Director means the Chairman-cum-Managing Director of any of the four Companies referred to in sub-section 2 of section 16 of the Act and, with effect from the 1st day of February, 2005, shall also mean the Chairman-cum-Managing Director of the General Insurance Corporation of India formed under Section 9 of the Act;*
- (c) "Employee" means an employee to whom the provisions of this Scheme apply;
- (d) "insurance examination" means an insurance examination specified in Paragraph IV of the First Schedule;
- ^[13] (e) Omitted.
- ^[11] (ea) "modified terms" means the modified scales of pay and allowances as specified in the Seventh schedule;

[7] Clause (aa) inserted by Notification S.O. 729(E) dt.21.09.1984.

[8] Clause (ba) inserted by Notification S.O. 769(E) dt. 15.10.1985 w.e.f. 01.04.1983.

[9] Clauses (ab) and (ac) inserted by Notification S.O.356(E) dt. 12.05.1989 w.e.f. 01.08.1987.

[10] Clauses (ad) and (ae) inserted by Notification S.O. 139(E) dt. 22.02.1996 w.e.f. 01.08.1992 (Different effective dates provided for different allowances).

[11] Inserted vide S.O.589(E) dt. 22.6.2000

[12] In paragraph 3, under clause (b), sub-clause (ba) substituted with sub-clause (bb) vide Notification S.O.1793(E) dated 21.12.2005 w.e.f. 01.08.2002

[13] Omitted vide S.O. 633(E) dated 4.5.2005

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

- (eb) "modified scales of pay" means the modified scales of pay as specified in the Seventh Schedule;
- (f) "new scale of pay" means the new scale of pay and dearness allowance and other allowances as set out in the First Schedule;
- ^[17] (fa) "Revised terms" means the revised scales of pay and allowances as specified in the Fourth Schedule;
- ^[17] (fb) "Revised scales of pay" means the revised scales of pay specified in the Fourth Schedule.
- ^[17.1] (fc) "re-modified terms" means the re-modified scales of pay and allowances as specified in the Eighth Schedule;
- ^[17.1] (fd) "re-modified scales of pay" means the re-modified scales of pay as specified in the Eighth Schedule;
- (g) "section" means a section of the Act;
- (h) "Schedule" means a Schedule appended to this Scheme;
- (i) "Subordinate Staff" means an employee working in a position such as ^[14] Driver, Daftary, Machine Operator, Jamadar, Head Peon, Peon, Liftman, Gardener, Plumber, Watchman and Sweeper.

4. Pay and allowances of employees -

(1) Every employee shall have an option to elect by notice in writing, addressed to the Custodian through the Head of his Office within ninety days from the date of commencement of this Scheme, either to be governed by the new scale of pay or by the scale of pay and allowances applicable to him immediately before the commencement of this Scheme and the option once exercised shall be final.

Explanation 1: For the purposes of this paragraph and in paragraphs 5 and 6 "employee" means an employee referred to in clause (i) or clause (ii) or clause (iii) ^[15] or clause (iv) or clause (v) of paragraph 2.

^[16] Explanation 1A: For the purpose of this paragraph and for paragraphs 5 and 6 an employee referred to in clauses (iii) and (iv) and (v) of paragraph 2 shall be dealt with as though he had exercised his option to be governed by the new scale of pay;

Explanation 2: For the purposes of this paragraph, "new scale of pay" means the pay, dearness allowance and other allowances but does not include kit allowances and uniform and washing allowance.

[14] In clause (i) of Paragraph 3 of the principal scheme, after the words "such as" the word "Driver" inserted by Notification S.O. 472(E) dt. 05.09.1975.

[15] In explanation 1, after the words, brackets and letters "or clause (iv) or clause (v) inserted - by Notification S.O. 472 (E) dt. 05.09.1975.

[16] "Explanation 1A" inserted by Notification S.O. 472(E) dt. 05.09.1975.

[17] New clauses (fa) and (fb) inserted by Notification S.O. 769(E) dt.15.10.1985 w.e.f. 01.04.1983.

[17.1] New clauses (fc) and (fd) inserted vide Notification S.O.1793(E) dt.21.12.2005 w.e.f. 1.8.2002.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

(2)(a) Where any employee elects to be governed by the new scale of pay, he shall be paid pay, dearness allowance and other allowances in accordance with the new scale of pay with effect from the date he exercises the option under sub-paragraph (1) and such employee shall be paid for the period commencing on the 1st day of January, 1973 and ending with the day preceding the date of option, the difference of pay, dearness allowance and other allowances between the new scale and the scale which was applicable to him immediately before the date of option as if the new scale of pay were in force during the said period :

Provided that where for the period aforesaid such employee had drawn pay, dearness allowance and other allowances under the old scale in excess of the amount determined under the new scale, he shall not be required to refund the excess so drawn.

[18] Provided further that in the case of an employee referred to in clauses (iii), (iv) and (v) of paragraph 2, the period aforesaid shall be for the period commencing on the date of appointment of the employee concerned in continuous service or the first day of January, 1973, whichever is later, and ending with the 26th May, 1974.

(b) where any portion of leave had been encashed by such employee during the period referred to in clause (a), such employee shall not be required to refund any amount realised by him by way of such encashment and where as a result of applying the provisions of this Scheme such employee would be entitled to any arrears of payment in respect of such leave, such arrears shall be paid to him.

[19] (c) where during the relevant period an employee was holding a post other than the one on which he was not normally employed or was in receipt of any allowance of transient nature, the salary and allowances (excluding such transient allowances) which he would have drawn in the normal post shall alone be taken into account for the purpose of Paragraphs 4 and 6.

(3)(a) Where an employee elects to be governed by the scale of pay and allowances applicable to him immediately before the commencement of the Scheme, the employee shall, from such commencement, continue to receive the monthly pay and allowances in accordance with the said scale.

[20] (b) Omitted.

(c) In respect of all matters other than the new scale of pay, such employee shall be governed by the provisions herein contained in respect of such matters:

Provided that where such employee is promoted to a higher grade, the scale of pay and allowances in that grade in relation to such employee shall be those specified herein for such higher grade.

[18] Inserted by Notification S.O. No. 472(E) dt. 05.09.1975.

[19] Clause (c) inserted by Notification S.O. 472(E) dt. 05.09.1975.

[20] Omitted by Notification S.O. No. 472(E) dt. 05.09.1975.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

[21] (4) With effect from the date of commencement of the General Insurance (Rationalisation and Revision of Pay Scales and other conditions of the General Insurance Clerical and Subordinate Staff) Second Amendment Scheme, 1985 (hereinafter referred to as the "Amendment Scheme"), the pay and allowances of every employee shall be in accordance with the 'revised terms' and the basic salary of every employee in service as on that date shall be fixed in the revised scales of pay in accordance with the provisions of paragraph 6A.

(5) Every employee whose basic salary is fixed in the revised scales of pay in accordance with the provisions of paragraph 6A shall be paid, for the period commencing on and from the 1st day of April, 1983 or the date of his appointment, whichever is later, the difference of basic salary, personal pay, or [22] personal allowance, if any, dearness allowance and other allowances (after deducting the employee's compulsory contribution to the provident fund) between the "revised terms" and the "new scales of pay" (hereinafter referred to as the "existing terms") applicable to him immediately before the date of commencement of the Amendment Scheme, provided that :-

(i) an employee, who had retired [23] or resigned from service after the 1st day of April, 1983 shall be paid the difference in amount as aforesaid for the period upto the date of his retirement or resignation, as the case may be, alongwith the difference in amount of gratuity, if any, arising out of the Amendment Scheme, and

(ii) in the case of an employee who had died whilst in service after the 1st day of April, 1983, the difference in amount as aforesaid for the period upto the date of his death shall be paid to the person to whom his Provident Fund was to be paid and the difference in amount of gratuity, if any, arising out the Amendment Scheme shall be paid to the person to whom his gratuity was to be paid.

Provided further that in respect of an employee who is promoted from Supervisory, Clerical and Subordinate Staff cadre to the cadre of Officer or converted as Development Staff on or after the 1st day of April, 1983, the difference in the amount referred to above (excluding the difference in gratuity amount) upto the date of his promotion as Officer or conversion as Development Staff, shall be paid on the basis of notional fixation of his basic salary in the revised terms.

EXPLANATION :-

For the purpose of sub-paragraph (5) the expression 'Other Allowances' means House Rent Allowance, City Compensatory Allowance, Functional Allowance, Hill Station Allowance and allowance for technical qualifications as admissible to an employee.

[24] (6) With effect from the 1st day of August, 1987 the pay and allowances of every employee shall be in accordance with the 'Amended Terms'. The basic salary of every employee in service as on that date and of every employee appointed after that date but before the date of publication of the Revision Scheme, 1989 in the Official Gazette shall be fixed in the amended scales of pay in accordance with the provisions of paragraph 6B.

[21] Substituted sub-paragraph (4) and (5) for old sub-paragraph (4) and (5) by Notification S.O. 769(E) dt. 15.10.1985 w.e.f. 01.04.1983.

[22] In paragraph 4 (sub-paragraph 5) for the words "personal pay, if any" the words "personal pay or personal allowance, if any" substituted by Notification S.O. 884(E) dt. 09.12.1985 w.e.f. 01.04.1983

[23] The word "or resigned" inserted by Notification S.O.441(E) dt. 27.04.1987 w.e.f. 01.04.1983.

[24] Sub-paragraphs (6) and (7) inserted by Notification S.O. 356(E) dt. 12.05.1989 w.e.f. 01.08.1987.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

[24] (7) Every employee whose basic salary is fixed in the Amended scales of pay in accordance with the provisions of Paragraph 6B of this Scheme shall be paid, for the period commencing on and from the 1st day of August, 1987 or the date of his appointment, whichever is later, the difference of basic salary, Personal Pay, if any, Dearness Allowance and other allowances (after deducting the employee's compulsory contribution to the Provident Fund), between the "amended terms" and the "revised terms" applicable to him.

Provided that:-

(i) an employee, who had retired or resigned from service after the 1st day of August, 1987 shall be paid the difference in amount as aforesaid for the period upto the date of his retirement or the resignation, as the case may be, alongwith the difference in amount of gratuity, if any, arising out of the Revision Scheme, 1989 and

(ii) in the case of an employee who had died whilst in service after the 1st day of August, 1987, the difference in amount as aforesaid for the period upto the date of his death shall be paid to the person to whom his Provident Fund was to be paid and the difference in amount of gratuity, if any, arising out of the Revision Scheme, 1989 shall be paid to the person to whom his gratuity was to be paid.

Provided further that in respect of an employee who is promoted from Supervisory, Clerical and Subordinate Staff cadre to the cadre of Officer or converted as Development Officer on or after the 1st day of August, 1987 the difference in the amount referred to above (excluding the difference in gratuity amount) upto the date of his promotion as Officer or conversion as Development Officer, shall be paid on the basis of notional fixation of his basic salary in the amended terms.

EXPLANATION

For the purpose of sub-paragraph (7) the expression 'Other Allowances' means House Rent Allowance, City Compensatory Allowance, Functional Allowance, Hill Station Allowance, Graduation Allowance and Allowance for technical qualifications as admissible to an employee.

[25] (8) With effect from 1st day of August, 1992, the pay and allowances of every employee shall be in accordance with altered terms. The basic salary of every employee in service as on that date and of every employee appointed after that date but before the date of publication of the General Insurance (Rationalisation and Revision of Pay Scales and Other Conditions of Service of Supervisory, Clerical and Subordinate Staff) (Amendment) Scheme, 1996, (hereinafter referred to as a Revision Scheme, 1996) in the official Gazette shall be in accordance with the altered scales of pay in accordance with the provisions of paragraph 6D.

[25] (9) Every employee whose basic salary is fixed in the "altered scales of pay" in accordance with the provisions of Paragraph 6D of this Scheme shall be paid, from the date of fixation in the altered scale of pay, for the period commencing on and from the 1st day of August, 1992 or the date of his appointment, or the date from which he opts to be governed by the provisions of the Revision Scheme, 1996, whichever is later, the difference of basic salary, Personal Pay, if any, Dearness Allowance and other allowances (after deducting the employee's compulsory contribution to the Provident Fund), between the "altered terms" and the "amended terms" applicable to him:

[24] Sub-paragraphs (6) and (7) inserted by Notification S.O. 356(E) dt. 12.05.1989 w.e.f. 01.08.1987

[25] Sub-paragraphs (8) and (9) inserted by Notification S.O. 139(E) dt. 22.02.1996 w.e.f. 01.08.1992 (Different effective dates provided for different allowances)

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

Provided that -

(i) in the case of an employee, who had retired or resigned from service after the 1st day of August, 1992 shall be paid the difference in amount, as specified in sub-paragraph 9, for the period upto the date of his retirement or the resignation, as the case may be, alongwith the difference in amount of gratuity, if any, arising out of the Revision Scheme, 1996;

(ii) in the case of an employee who had died whilst in service on or after the 1st day of August, 1992 the difference in amount as specified in sub-paragraph 9, for the period upto the date of his death shall be paid to the person to whom his Provident Fund was paid or is to be paid and the difference in amount of gratuity, if any, arising out the Revision Scheme, 1996 shall be paid to the person to whom his gratuity was paid or is to be paid :

Provided further that in respect of an employee who is promoted from Supervisory, Clerical and Subordinate Staff cadre to the cadre of Officer or converted as Development Officer on or after the 1st day of August, 1992 the difference in the amount referred to above (excluding the difference in gratuity amount) upto the date of his promotion as Officer or conversion as Development Officer, shall be paid on the basis of notional fixation of his basic salary in the altered terms.

EXPLANATION

For the purpose of sub-paragraph (9) the expression `Other Allowances' means House Rent Allowance, City Compensatory Allowance, Functional Allowances, Hill Station Allowance, Graduation Allowance, Allowance for technical qualifications and Conveyance Allowance as admissible to an employee.

^[26] (10) With effect from the first day of August, 1997, the pay and allowances of every employee shall be in accordance with the modified terms. The Basic Salary of every employee in service as on that date and of every employee appointed after that date but before the date of publication of this scheme in the Official Gazette shall be in accordance with the modified scales of pay as per the provisions of paragraph 6E;

(11) Every employee whose Basic Salary is fixed in the modified scales of pay in accordance with the provisions of paragraph 6E of this Scheme shall be paid, from the date of fixation in the modified scale of pay, for the period commencing from the 1st day of August, 1997 or the date of his appointment, or the date from which he opts to be governed by the provisions of this scheme, whichever is later, the difference of Basic Salary, Personal Pay, if any, dearness allowance and other allowances (after deducting the employee's compulsory contribution to the Provident Fund), between the "modified terms" and the "altered terms" applicable to him :

Provided that –

(i) In the case of an employee who had retired from service after the 1st day of August, 1997 shall be paid the difference in amount, as specified in sub-paragraph (11), for the period upto the date of his retirement alongwith the difference in amount of gratuity, if any, arising out of this scheme.

[26] Inserted by S.O.589(E) dt.22.6.2000 w.e.f. 1.8.1997

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

(ii) In the case of an employee who had died whilst in service on or after 1st day of August, 1997, the difference in amount as specified in sub-paragraph (11), for the period upto the date of his death shall be paid to the person to whom his Provident Fund was paid or is to be paid and the difference in amount of gratuity, if any, arising out of this scheme shall be paid to the person to whom his gratuity was paid or is to be paid :

Provided further that in respect of an employee who is promoted from Supervisory, Clerical and Sub-ordinate Staff cadre to the cadre of Officer or converted as Development Officer on or after the 1st day of August, 1997, the difference in the amount referred to above (excluding the difference in gratuity amount) upto the date of his promotion as Officer or conversion as Development Officer, shall be paid on the basis of notional fixation of his Basic Salary in the modified terms.

Explanation:- For the purposes of sub-paragraph (11), the expression 'other allowances' means House Rent Allowance, City Compensatory Allowance, Functional Allowance, Hill Station Allowance, Graduation Allowance, Allowance for Technical Qualification, Conveyance Allowance, Paradeep Port Allowance and Temporary Personal Allowance, and Fixed Personal Allowance as admissible to an employee.

^[26.1] (12) *With effect from the 1st day of August, 2002, the pay and allowances of every employee shall be in accordance with the re-modified terms. The basic salary of every employee in service as on that date and of every employee appointed after that date but before the date of publication of this Scheme, shall be in accordance with the re-modified scales of pay as per the provisions of paragraph 6F.*

^[26.1] (13) *Every employee whose basic salary is fixed in the re-modified scales of pay in accordance with the provisions of paragraph 6F of this Scheme shall be paid, from the date of fixation in the re-modified scales of pay, for the period commencing from the 1st day of August, 2002 or the date of his appointment, or the date from which he opts to be governed by the provisions of this Scheme, whichever is later, the difference of Basic Salary, Personal Pay, if any, Dearness Allowance and other allowances (after deducting the employee's compulsory contribution to the Provident Fund), between the 're-modified terms' and 'modified terms' applicable to him:*

Provided that –

(a) *an employee who had retired from service after the 1st day of August, 2002 shall be paid the difference in the amount, as specified in sub-paragraph (13), for the period upto the date of his retirement along with the difference in the amount of gratuity, if any, arising out of this Scheme;*

(b) *in the case of an employee who had died whilst in service on or after the 1st day of August, 2002, the difference in the amount as specified in sub-paragraph (13), for the period upto the date of his death shall be paid to the person to whom his Provident Fund was paid or is to be paid and the difference in the amount of gratuity, if any, arising out of this Scheme shall be paid to the person to whom his gratuity was paid or is to be paid:*

[26.1] In paragraph 4, after sub-paragraph (11), the sub-paragraphs (12) & (13) inserted vide Notification S.O.1793(E) dt.21.12.2005.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

Provided further that in respect of an employee who is promoted from Supervisory, Clerical and Sub-ordinate Staff cadres to the cadre of officer or converted as Development Officer on or after the 1st day of August, 2002, the difference in the amount referred to above (excluding the difference in gratuity amount) upto the date of his promotion as officer or conversion as Development Officer, shall be paid on the basis of notional fixation of his basic salary in the re-modified terms.

Explanation: For the purposes of sub-paragraph (13), the expression 'other allowances' means House Rent Allowance, City Compensatory Allowance, Functional Allowance, Hill Station Allowance, Graduation Allowance, Allowance for Technical Qualification, Conveyance Allowance, Paradeep Port Allowance, and Fixed Personal Allowance as admissible to an employee.

5. Categorisation of employees -

(1) The employees shall be categorised into the appropriate categories on the basis of their substantive positions and nature of work as on the 1st day of January, 1973, as specified in sub-paragraphs (2) to (4).

(2)(a) Superintendents - Subject to sub-paragraph (4), the following shall be eligible to be considered as Superintendents, namely :-

- (i) all those designated as Superintendents, Section Heads, Assistant Superintendents, Staff Assistants, Head Clerks and ^[27] or Supervisors and working in a supervisory capacity;
- (ii) all those designated as Junior Officers in United India Fire and General Insurance Company Limited, Unit-Union Cooperative;
- (iii) all those employees with specific ^[28] skills or qualifications specially recruited in a position equivalent to one of those mentioned in sub-clause (i) or sub-clause (ii).

(b) Senior Assistants - (i) Subject to sub-paragraph (4), where there are two clerical grades other than the grade of Superintendents categorised under clause (a), those in the higher of the two grades shall be eligible to be categorised as Senior Assistants on the basis of duties discharged by them. Where there are more than two such grades, those in the highest of such grades shall be eligible to be categorised as Senior Assistants.

(ii) Subject to sub-paragraph (4), where there is only one clerical grade, those who comply with any of the following conditions as on the 1st January, 1973 shall be eligible to be categorised as Senior Assistants, namely :-

- (A) ten years as Clerks or Assistants; or
- (B) eight years as Clerks or Assistants and have passed the Licentiate Examination of the Federation of Insurance Institutes; or
- (C) seven years as Clerks or Assistants and have passed the Associateship Examination of the Federation of Insurance Institutes or of the Chartered Insurance Institute; or

[27] In sub-clause (i) for the words "and supervisors" the words "or supervisors and" substituted by Notification S.O.472(E) dt. 05.09.1975.

[28] In sub-clause (iii) for the words "scales" the words "skills" substituted by Notification S.O.472(E) dt. 05.09.1975.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

(D) five years as Clerks or Assistants and have passed the Fellowship Examination of the Federation of Insurance Institutes or of the Chartered Insurance Institute.

(3)(a) Stenographers -

^[29] Subject to sub-paragraph (4) all those working as Stenographers or in equivalent posts and all those working as Steno-typists or Shorthand typists or in equivalent posts and who hold a certificate for at least 100 words per minute for dictation and at least 40 words per minute for typing issued by any examining body constituted by Government or who pass a test to be held, with a speed of at least 100 words per minute for dictation and at least 40 words per minute for typing, shall be eligible to be categorised as Stenographers.

(b) Assistants - All employees falling into one or more of the following categories shall be categorised as Assistants, namely :-

- (i) all employees doing routine clerical work on a regular basis;
- (ii) all employees designated as Clerks, Junior Clerks, Assistants, Telephone Operators, Receptionists, Telex Operators, Punch Card Operators, Unit Record Machine Operators and Comptists;
- (iii) all employees working as Typists in the Junior Clerical grade or equivalent Typists' grade;
- (iv) all those working as Stenographers, Steno-typists, Shorthand typists or equivalent posts who are not categorised as Stenographers;
- (v) all other clerical staff who are not categorised as Senior Assistants or as Superintendents

(c) Record Clerks - All employees designated as Record Clerks or Filing Assistants and all employees who are not in the specific salary grade relating to Subordinate Staff and whose duties are mainly one or more of the following, shall be categorised as Record Clerks, namely :-

- (i) filing and tracing of papers;
- (ii) opening, sorting and distribution of inward mail;
- (iii) addressing envelopes;
- (iv) operation of banda and duplicating machines;
- (v) operation of hand operated addressing machines;
- (vi) maintenance of alphabetical or numerical index;
- (vii) destruction of old records marked for destruction by superiors.

(d) (i) Drivers - All employees working solely as drivers of mechanically propelled vehicles shall be categorised as Drivers.

(ii) All other Subordinate Staff - All employees working in various subordinate positions shall be categorised as Subordinate Staff.

[29] In sub-paragraph (3) in clause (a), for the words "All those working as stenographers" the words, brackets and figure "subject to sub-paragraph (4) all those working as stenographers" substituted by Notification S.O. 472(E) dt. 05.09.1975.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

(4) The cadre strength for the posts specified in ^[30] sub-paragraph (2) and clause (a) of sub-paragraph (3) shall be determined by the Custodian on the basis of the need for personnel at different levels and of different types. If the number of employees eligible to be so categorised exceeds the relative cadre strength, selection of employees to be categorised as such shall be made on the basis of qualifications, length of service and proficiency on the job.

^[33] (5) (a) Any employee aggrieved by the decision of the Custodian under this paragraph may prefer an appeal to the Board of the Company to which such employee belongs within thirty days of the receipt by him of the decision of the Custodian;

Provided that where any employee is aggrieved by the decision of the Custodian made before the commencement of the General Insurance (Rationalisation and Revision of Pay Scales and other Conditions of Service of Supervisory, Clerical and Subordinate Staff) Second Amendment Scheme, 1976, such employee may within sixty days of such commencement prefer an appeal to the Board of the Company to which such employee belongs.

(b) The Board of the Company or a Committee thereof shall decide the appeal.

Explanation : For the purpose of this paragraph "Board of the Company" means the Board of Directors of the National Insurance Company Limited, the New India Assurance Company Limited, the Oriental Fire & General Insurance Company Limited or the United India Fire & General Insurance Company Limited, as the case may be.

6. Method of fixation -

(1) Every employee, other than an employee who elects not to be governed by the new scale of pay, shall be fitted into the new scale of pay relating to the category in which he is placed at a basic salary in the new scale of pay which shall be the highest of the three amounts ascertained on the basis of the following alternatives, namely :-

(a) by giving one increment over the starting salary of the scale for every two completed years of service as on the 1st day of January, 1973, in that category.

In respect of persons categorised as Senior Assistants in terms of sub-clause (ii) of clause (b) of sub-paragraph (2) of paragraph 5, ^[31] the basic salary in the grade of ^[32] Assistants shall be ascertained under this alternative ^[32] and the basic salary in the grade of Senior Assistants which is equivalent to or next higher (to the basic salary in the ^[32] Assistant's grade) shall be taken as the applicable basic salary.

If the basic salary so determined be Rs. 270/- or more but not over Rs.500/- and be not at the ceiling of the grade, one further increment in the grade over the basic salary shall be given to determine the amount of basic salary under this alternative, or

[30] For the words, brackets and figures "paragraph (2)", the word, brackets and figures "sub-paragraph (2)" inserted by Notification S.O.472(E) dt. 05.09.1975.

[31] For the word and figure "paragraph 4", the word and figure "paragraph 5" substituted by Notification S.O. 472(E) dt. 05.09.1975.

[32] The word "Junior" omitted. For the words "be ascertained by alternative" the words "be ascertained under this alternative" substituted by Notification S.O. 472(E) dt. 05.09.1975.

[33] Sub-paragraph (5) deleted and substituted by new paragraph (5) by Notification S.O. 4466 dt. 11.11.1976.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

(b) by determining whether the aggregate of basic salary and dearness allowance in the new scale as on the 1st day of January, 1973 is equivalent to or immediately next above the aggregate of the basic salary as on that date and corresponding adhoc allowance or adhoc personal pay granted as a result of the latest ad hoc settlement and corresponding dearness allowance as on that date.

If the basic salary so determined be ^[34] Rs.245 or more but not over Rs.315, and be not at the ceiling of the grade, one further increment in the grade over the basic salary shall be given to determine the amount of basic salary under this alternative, or

(c) by determining whether the basic salary in the new scale is equivalent to or immediately next above the total of the present basic salary and ^[35] an amount of Rs.10.

If the basic salary so determined be Rs.270 or more but not over Rs.500 and be not at the ceiling of the grade, one further increment in the grade over the basic salary shall be given to determine the amount of basic salary under this alternative.

Note 1 - For the purpose of alternative (c), the expression "present basic salary" means the basic salary which the employee ^[36] would have drawn in his existing scale on the 1st January 1973 (after the increment due on that date, if any) but for the coming into force of this Scheme, and does not include any other amount such as personal pay for functional allowance or ad hoc allowance or any other allowance by whatever name known notwithstanding any provisions in the terms and conditions regarding the payment of such amounts.

Note 2 - For the purposes of this sub-paragraph, if any employee received a consolidated salary or allowance ^[37] on the 1st day of January, 1973 the same shall not be treated as basic salary but the Custodian shall determine the appropriate amount to be considered as the present basic salary for the employee.

(2) Where the basic salary as determined under sub-paragraph (1) exceeds the ceiling of the new scale, it shall be fixed at the ceiling of the new scale.

(3) Where an employee is fitted in on the basis of alternative (a) or alternative (c) of sub-paragraph (1), at a basic salary below Rs.270 and where the basic salary of the employee reaches or exceeds Rs.270 on the grant of annual increment on or before the 1st day of January, 1974, ^[38] but does not reach the ceiling of the grade the employee shall be given an extra increment in the grade effective from the date of his annual increment.

(4) Where an employee is fitted in on the basis of alternative (b) of sub-paragraph (1) at a basic salary below Rs.245 and where the basic salary of the employee reaches or exceeds Rs.245 on the grant of annual increment on or before the 1st day of January, 1974, ^[38] but does not reach the ceiling of the grade the employee shall be given an extra increment in the grade effective from the date of his annual increment.

[34] For the letters and figures "Rs.25.245" the letters and figures "Rs.245" substituted by Notification S.O. 472(E) dt. 05.09.1975.

[35] The word "add" omitted by Notification S.O. 472(E) dt. 05.09.1975.

[36] For the words "would have drawn" the words "would have drawn in his existing scale" substituted by Notification S.O. 472(E) dt. 05.09.1975.

[37] For the words, letters and figures "immediately before will not be treated as basic salary", the words, letters and figures "on the 1st day of January, 1973, the same shall not be treated as basic salary" substituted by Notification S.O. 472(E) dt. 05.09.1975.

[38] The sub-paragraph (3) and in sub-paragraph (4) after the figure 1974 "but does not reach the ceiling of the grade" inserted by Notification S.O.472(E) dt. 05.09.1975.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

(5) Where in respect of an employee the aggregate gross salary as on the 1st day of January, 1973 (comprising of the new basic salary, dearness allowance, qualification pay, functional allowance, house rent allowance, city compensatory allowance and hill station allowance) determined under this paragraph is less than his aggregate gross salary ^[39] on the said date (comprising only of the present basic salary, dearness allowance, ad hoc allowance or ad hoc personal pay, functional allowance, qualification pay, house rent allowance, city compensatory allowance, hill station allowance ^[40] conveyance allowance and lunch allowance, paid in cash), the excess of the aggregate gross salary over the new aggregate gross salary after fixation shall be paid to the employee as Personal Pay.

^[41] Provided that no employee referred to in clauses (iv), (v) and (vi) of paragraph 2 shall be entitled to any personal pay.

^[42] (6) In respect of an employee referred to in clauses (iv) and (v) of paragraph 2, the salary on absorption in the service shall be determined as if he had been appointed in the appropriate scale of pay under this Scheme.

^[43] **6A - Fixation of basic salary in the revised scales of pay :-**

(1) The basic salary of every employee in service as on the 31st day of March, 1983, shall be fixed at a corresponding stage in the relevant revised scale of pay with effect from the 1st day of April, 1983.

Provided that where an annual increment is due to such an employee on the 1st day of April, 1983, he shall be granted such an increment in the revised scale of pay immediately after such fixation of basic salary.

Provided further that where the basic salary of such an employee is fixed at the maximum of the relevant revised scale of pay no such increment shall be granted.

(2) The basic salary of every employee appointed on or after the 1st day of April, 1983 but before the publication of the Amendment Scheme in the Official Gazette, shall be fixed at the corresponding stage in the relevant revised scale of pay with effect from the date of his appointment -

Provided that the benefit on the fixation of basic salary (namely, the increase in the total of basic salary and dearness allowance under the 'revised terms' over the total of the basic salary, personal pay, if any, dearness allowance and personal allowance under the 'existing terms') shall not be less than the amount specified in column (2) of the table annexed hereto in relation to the categories of employees specified in the corresponding entry in column (1) of the said table.

[39] For the words "immediately before the said date" the words, "on the said date" substituted by Notification S.O. 472(E) dt. 05.09.1975.

[40] For the words "and lunch allowance" the words "conveyance allowance and lunch allowance" substituted by Notification S.O.472(E) dt.5.9.1975

[41] Proviso added by Notification S.O. 472(E) dt. 05.09.1975.

[42] Sub-paragraph (6) inserted by Notification S.O. 472(E) dt. 05.09.1975.

[43] Paragraph 6A substituted by Notification S.O. 769(E) dt.15.10.1985 w.e.f. 01.04.1983.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

TABLE

Category of Employees	Minimum benefit per month (Rs.)
Subordinate Staff	35.00
Record Clerk	40.00
All Employees in the scale of pay of Assistant	50.00
Senior Assistant/Stenographer/Superintendent	60.00

Provided further that if the fixation of basic salary in the relevant revised scale of pay does not result in the minimum benefit as specified in the aforesaid Table, the basic salary of the employee will be fixed at one or more higher stages in the relevant revised scale of pay so as to ensure that he gets the minimum benefit specified in the aforesaid Table.

Provided also that where the fixation of basic salary at the maximum of the relevant revised scale of pay, does not enable the employee to get the minimum benefit specified in the aforesaid Table, he will be granted ^[44] personal allowance to the extent of the shortfall which allowance shall be adjusted against any future increase in basic salary or dearness allowance due on or after the publication of the Amendment Scheme in the Official Gazette.

(3) (a) Notwithstanding anything contained in sub-paragraphs (1) and (2), the employee may choose that his basic salary may be fixed in the revised scales of pay with effect from the date of publication of the Amendment Scheme in the Official Gazette, in which case he shall intimate this fact in writing to the Corporation or Company within 30 days of such publication of the Amendment Scheme or such further period as may be allowed by the Managing Director or Chairman-cum-Managing Director of the Company.

^[45] (aa) Notwithstanding anything contained in sub-paragraphs (1) and (2), an employee who had resigned from service after the 1st day of April, 1983 may choose that his basic salary shall be fixed in the revised scales of pay with effect from the date of his resignation, in which case he shall intimate this fact in writing to the Corporation or Company within thirty days of publication of the General Insurance (Rationalisation and Revision of Pay Scales and other Conditions of Service of Supervisory, Clerical and Subordinate Staff) Scheme, 1987 or within such further period as may be allowed by the Managing Director or the Chairman-cum-Managing Director of the Company.

(b) Where the employee opts for the fixation of his basic salary with effect from the date of such publication of the Amendment Scheme, such fixation in the revised terms shall be effected in the same manner as above including the aforesaid minimum benefit but on the basis of his aggregate emoluments (i.e. basic salary, personal pay, if any, dearness allowance and personal allowance) under the "existing terms" on the date immediately prior to the date of such publication of the Amendment Scheme :-

Provided that any review of the employee's emoluments under the existing terms, even on a notional basis, shall not be effected, and no arrears for the period prior to the date of such publication of the Amendment Scheme shall be payable to him.

[44] In paragraph 6A in sub-paragraph (2), in the third proviso for the words "adjustment allowance" the words "personal allowance" substituted by Notification S.O.884(E) dt. 09.12.1985 w.e.f. 01.04.1983.

[45] clause (aa) inserted by Notification S.O.441(E) dt. 27.04.1987 w.e.f. 01.04.1983.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

Provided further that where total of the aggregate emoluments (i.e. basic salary, personal pay, if any, dearness allowance and personal allowance) of any such employee in the supervisory and clerical cadres under the existing terms on the date immediately preceding the date of such publication of the Amendment Scheme and the aforesaid minimum benefit, exceeds his aggregate emoluments (i.e. basic salary, dearness allowance ^[47], if any) under the revised terms, such employee's aggregate emoluments shall be protected by grant of personal allowance to the extent of the difference between Rs.3500/- and the aggregate of basic salary, dearness allowance ^[46], if any, under the revised terms, and balance, if any, by grant of protection allowance;

Provided also that whilst personal allowance shall be adjusted against future increases in basic salary or dearness allowance due to the employee on or after such publication of the Amendment Scheme, the protection allowance shall continue to be unabsorbed till the date of employee's promotion to the officer's grade and on promotion of the employee as an Officer, the personal allowance, if any, shall first be absorbed to the extent possible in his aggregate emoluments on such promotion and when the full personal allowance is absorbed, the protection allowance shall be absorbed to the extent possible in the employee's aggregate emoluments on promotion as an officer :

Provided also that where the personal allowance or as the case may be, protection allowance is not fully absorbed even on promotion as an officer, the unabsorbed balance will continue as such even after the promotion :

Provided also that such personal allowance, or as the case may be, protection allowance that may continue after such promotion shall be absorbed against future increases in emoluments, as may be decided by the Chairman of the Corporation :

Provided also that the basic salary of no employee shall be fixed at basic salary higher than the maximum of the relevant revised scale of pay :

Provided also that where, as a result of the fixation of basic salary in the relevant revised scale of pay, the basic salary of an employee at two or more consecutive stages in the relevant scale of pay under the existing terms secures fixation at the same stage in the relevant revised scale of pay, the Chairman of the Corporation may provide appropriate relief by granting an additional increment earlier than the date of his normal grade increment, to the employee who is at the higher stage in the scale of pay under the "existing terms".

^[47] **6B - Fixation of basic salary in the amended scales of pay :-**

(1) The basic salary of every employee in service as on the 1st day of August, 1987, shall be fixed at the corresponding stage in the respective amended scale of pay with effect from that date.

(2) The basic salary of every employee appointed after the 1st day of August, 1987 but before the publication of the Revision Scheme, 1989 in the Official Gazette, shall be fixed at the corresponding stage in the respective amended scale of pay with effect from the date of his appointment.

[46] In sub-paragraph (3) in the second proviso to clause (b) the words "and adjustment allowance" are omitted by Notification S.O. 884(E) dt. 09.12.1985 w.e.f. 01.04.1983.

[47] Inserted by Notification S.O. 356(E) dt. 12.05.1989 w.e.f. 01.08.1987.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

Provided that if the fixation of basic salary in the respective amended scale of pay does not result in protection of net take-home pay, i.e. aggregate of basic salary and dearness allowance reduced by employee's compulsory contribution towards Provident Fund, the basic salary of the employee will be fixed at one or more higher stages so as to ensure protection of net take-home pay.

(3)(a) Notwithstanding anything contained in sub-paragraphs (1) and (2), the employee may choose that his basic salary may be fixed in the amended scales of pay with effect from the date of publication of the Revision Scheme, 1989, in the Official Gazette, in which case he shall intimate such choice in writing to the Corporation or Company within 30 days of such publication of the Revision Scheme, 1989 or such further period as may be allowed by the Managing Director or Chairman-cum-Managing Director of the Company.

Provided that no arrears for the period prior to the date of such publication of the Revision Scheme, 1989 shall be payable to such employee who opts for fixation of his basic salary with effect from the date of publication of Revision Scheme, 1989.

[48] 6C – Pay and Allowances of employees and fixation of basic salary with effect from 1st January, 1990 :

The basic salary of every employee whose scale of pay has been revised by the General Insurance (Rationalisation of Pay Scales and other Conditions of Service of Supervisory, Clerical and Subordinate Staff) Second Amendment Scheme, 1990 shall be fixed with effect from the 1st day of January, 1990 or the date of his appointment, as the case may be, at the corresponding stage in the respective scale of pay as so revised and the provisions of sub-paragraph (6) and (7) of paragraph 4 and paragraph 6B shall apply, so far as may be, while fixing basic salary and payment of allowances as they apply in relation to such matters in the case of employees referred to in those paragraphs.

[49] 6D – Fixation of the scales of pay and other allowances :

(1) The scales of pay and other allowances in case of every employee in service as on 1st day of August, 1992 and who continues to be in service on or after the date of notification of Revision Scheme, 1996, shall be in accordance with the altered terms from a date not earlier than the date mentioned below against each item

1. Pay scales	1.8.1992
2. Dearness Allowance	1.8.1992
3. House Rent Allowance	1.8.1992
4. City Compensatory Allowance	1.8.1993
5. Provident Fund/Fixed Personal Allowance.	1.11.1993
6. Other Allowances viz. Functional Allowance, Graduation Allowance, Hill Station Allowance, Temporary Adjustment Allowance,	1.8.1994
7. Conveyance Allowance	1.8.1994

[48] Inserted by Notification S.O. 542(E) dt. 06.07.1990 w.e.f. 01.01.1990.

[49] Inserted by Notification S.O.No. 139(E) dt. 22.02.1996 w.e.f. 01.08.1992 (Different effective dates provided for different allowances)

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

(2) The scales of pay and allowances in case of every employee appointed on or after 1st day of August, 1992 but before the publication of the Revision Scheme, 1996 in the official Gazette and who continue to be in service on or after the date of notification of Revision Scheme, 1996, the scales of pay and other allowances shall be in accordance with the "altered terms" from a date not earlier than the date mentioned against each item as above, or the date of appointment whichever is later.

(3) Notwithstanding anything contained in sub-paragraphs (1) and (2) the employee may choose that the scale of pay and other allowances may be fixed in his case in accordance with the altered terms with effect from the dates mentioned in sub-paragraph (1) above or any date thereafter but on or before the date of publication of the Revision Scheme, 1996 in which case, he shall intimate such choice in writing to the Corporation or Company within 30 days of such publication of the Revision Scheme, 1996.

Provided that no arrears for the period from the 1st day of August, 1992 to the date so chosen shall be payable to such employee.

Provided further that on or after 1.8.1994, if the altered total monthly emoluments (namely Basic Salary, Fixed Personal Allowance, Dearness Allowance, House Rent Allowance, City Compensatory Allowance and Conveyance Allowance or a monthly benefit of any other type) of an employee after deducting Provident Fund fall short of the pre-altered monthly emoluments after deducting Provident Fund, the difference shall be paid as Temporary Adjustment Allowance which will be adjusted against any net increase in Basic Salary, Fixed Personal Allowance, Dearness Allowance or any other Allowance or a monthly benefit of any other type till it gets fully wiped off.

Provided also that while calculating the arrears from 1.8.1992 to 31.7.1994 if the net difference between the amended total emoluments after deducting Provident Fund and the altered total monthly emoluments after deducting Provident Fund is negative, the same shall be ignored.

[50] 6E – Fixation of Basic Salary in the modified scales of pay and allowances :

(1) The scales of pay and other allowances in case of every employee in service as on 1st day of August, 1997 and continues to be in service on or after the date of publication of this scheme in the Official Gazette, shall be in accordance with the 'modified terms' from a date not earlier than the date mentioned below against each items : -

	Item	Effective date
1	Pay Scales, Dearness allowance, House Rent Allowance, City Compensatory Allowance, Provident Fund, Special Functional Allowance to Subordinate Staff, Fixed Personal Allowance (to employees who have received Computer Increment w.e.f. 1.11.1993), Temporary Personal Allowance	1 st day of August, 1997
2	Other Allowances namely Allowance to Cashier, Graduation Allowance to Assistant, Allowance for Technical Qualification, Conveyance Allowance, Paradeep Port Allowance, Hill Station Allowance,	1 st day of the month following the date of publication of this scheme in the Official Gazette.

[50] inserted vide S.O. 589(E) dated 22.6.2000 w.e.f. 1.8.1997

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

- (2) The scales of pay and allowances in case of every employee to whom this scheme applies, the scales of pay and other allowances shall be in accordance with the modified terms from a date not earlier than the date mentioned against each item as above or the date of appointment, whichever is later.
- (3) Notwithstanding anything contained in sub-paragraph (1) and (2), the employee may choose that the scale of pay and other allowances may be fixed in his case in accordance with the modified terms with effect from the dates mentioned in sub-paragraph (1) above or any date thereafter but on or before the date of publication of this scheme in the Official Gazette in the Official Gazette in which case, he shall intimate such choice in writing to the Corporation or Company within the period as may be stipulated by the Managing Director of the Corporation :

Provided that no arrears shall be payable to such employee for the period from the 1st day of August, 1997 to the date so chosen:

Provided further that while calculating the arrears from 1.8.1997 to the date of publication of this scheme in the Official Gazette if the net difference between the altered total emoluments after deducting Provident Fund and the modified total monthly emolument after deducting the Provident Fund is negative, the same shall be ignored;

[50.1] 6F – Fixation of Basic Salary in the re-modified scales of pay and allowances:

- (a) *The scales of pay and other allowances in case of every employee in service as on the 1st day of August, 2002, and continuing to be in service on or after the date of publication of this Scheme, shall be in accordance with the 're-modified terms' from a date not earlier than*
- (i) *1st day of the month following the date of publication of this Scheme, for Hill Station Allowance and Paradeep Port Allowance; and*
- (ii) *the 1st day of August, 2002, for Basic Salary and other allowances.*
- (b) *The scales of pay and allowances in case of every employee to whom this Scheme applies, shall be in accordance with the re-modified terms from a date not earlier than the date mentioned in sub-paragraph (a) above or the date of appointment, whichever is later.*
- (c) *Notwithstanding anything contained in sub-paragraph (a) and (b), an employee may choose that the scales of pay and other allowances may be fixed in his case in accordance with Table I A or I B, as the case may be, under the Eighth Schedule, (the re-modified terms) with effect from the dates mentioned in sub-paragraph (a) above or any date thereafter but on or before the date of publication of this Scheme, in which case, he shall intimate such choice in writing to the Corporation or Company, as the case may be, within the period as may be stipulated :*

Provided that no arrears shall be payable to such employee for the period from the 1st day of August, 2002 to the date so chosen:

[50.1] After paragraph 6E, paragraph 6F inserted vide Notification S.O.1793(E) dt.21.12.2005.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

Provided further that while calculating the arrears from the 1st day of August, 2002 to the date of publication of this Scheme, if the net difference between the modified total monthly emoluments after deducting Provident Fund and the re-modified total monthly emoluments after deducting Provident Fund is negative, the same shall be ignored.

[52] **7. Increments -**

(1) Increments to an employee in the grade applicable to him with effect from the date of publication of the Amendment Scheme in the official gazette shall be due every year on the first day of the month in which the last increment was drawn or on the 1st day of the month in which he completes twelve months of continuous service.

[51] Explanation: For the purpose of this sub-paragraph twelve months of continuous service means a period of duty equal to twelve months excluding periods of extraordinary leave.

[53] (2) *In respect of an employee whose basic salary is fixed at maximum of the re-modified scales of pay on the 1st day of August, 2002 or on the date of publication of this Scheme under paragraph 6F and in respect of an employee who will be reaching the maximum of the re-modified scales of pay at any time thereafter during the period of his service, an officer not below the rank of Assistant Manager (re-designated as 'Scale III' under the General Insurance (Rationalization of Pay Scales and Other Conditions of Service of Officers) Second Amendment Scheme, 2005) authorized by the Corporation or Company in this behalf, subject to the work record being found satisfactory, may consider,*

- (a) *granting of one increment to such employee in the re-modified scale of Assistant, Record Clerk, Driver or other Subordinate Staff, as the case may be, for every two years of continuous service rendered by him after the date of his reaching the maximum of the respective re-modified scale of pay at the rate of last increment drawn in the scale, subject to a maximum of six such increments :*

Provided that in respect of the employees, who have already been granted as on the 31st of July, 2002, one, two, three, four or five stagnation increments, in the modified scales of pay, their basic salary in the relevant re-modified scale of pay shall be fixed at the corresponding first, second, third, fourth or fifth stages above the maximum of the re-modified scale, as shown in Table I B of Eighth Schedule:

Provided further that the sixth stagnation increment shall be granted to an employee, after the completion of two years from the date of receipt of fifth stagnation increment or, from 1st day of the month following the date of publication of this Scheme, whichever is later;

[51] Explanation inserted after sub-paragraph (1) by Notification S.O.472(E) dt. 05.09.1975

[52] For "paragraph 7" new "paragraph 7" substituted by Notification S.O. 769(E) dt. 15.10.1985 w.e.f. 01.04.1983.

[53] Inserted by S.O.589(E) dt.22.6.2000 and substituted vide Notification S.O.1793(E) dated 21.12.2005.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

- (b) *granting of one increment to such employee in the re-modified scale of Senior Assistant or Stenographer, for every three years of continuous service rendered by him after the date of his reaching the maximum of the re-modified scale of pay at the rate of last increment drawn in the scale subject to a maximum of five such increments:*

Provided that in respect of the employees who have already been granted as on the 31st of July, 2002, one, two, three or four stagnation increments, in the modified scale of pay, their basic salary in the relevant re-modified scale of pay shall be fixed at the corresponding first, second, third or fourth stages above the maximum of the re-modified scale, as shown in Table I B of Eighth Schedule:

Provided further that the fifth stagnation increment shall be granted to an employee after completion of three years from the date of receipt of fourth stagnation increment or, from the date of publication of this Scheme, whichever is later.

Explanation: For the purposes of this paragraph "continuous service" means a period of duty excluding period or periods of Extraordinary Leave.

^[54] **8. Hours of Work -**

- (1) *The total working hours in a week comprising of five full days shall be as under :-*

<i>Sl.No.</i>	<i>Cadre</i>	<i>Working Hours</i>
<i>(i)</i>	<i>For all employees in the cadre of Senior Assistant, Stenographer, Assistant and Record Clerk</i>	<i>Thirty six and half hours excluding the daily lunch break for thirty minutes</i>
<i>(ii)</i>	<i>For all employees in the cadre of Subordinate Staff other than those referred to in sub-paragraph (2)</i>	<i>Thirty nine and half hours excluding the daily lunch break for thirty minutes</i>

- (2) *The total working hours in a week comprising of six full days shall be forty-eight hours for Subordinate Staff such as drivers, liftmen, cleaners, watchmen, electricians, plumbers and gardeners.*

- (3) *Subject to the maximum weekly hours of work stipulated in sub-paragraphs (1) and (2), the Chairman-cum-Managing Director may determine, from time to time, the number of working days in a week and the number of daily working hours of each office and employee as considered necessary.*

[54] Old paragraph '8' substituted by new paragraph '8' by Notification S.O. 472(E) dt. 05.09.1975 and further substituted vide Notification S.O.1793(E) dt.21.12.2005.

[55] Since paragraph 8 fully substituted vide Notification S.O.1793(E) dt.21.12.2005, point No. [55] is done away with.

^[59] (4) *Removed.*

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

9. Holidays - All offices shall observe all holidays declared by the respective State Government 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.

^[56] (omitted)

^[56.1] *Provided that in addition to these holidays under the Negotiable Instruments Act, 1881, an employee may be allowed to avail of not more than two Restricted Holidays in a calendar year, as per his choice, out of the list of restricted Holidays declared by the Central Government from year to year, subject to such choice of the employee being submitted to the Corporation or Company before commencement of the calendar year concerned.*

10. Leave -

(1) Subject to the provisions of this Scheme, the following kinds of leave may be granted to an employee :

- (a) Casual leave;
- (b) Earned leave;
- (c) Sick leave;
- (d) Maternity leave;
- (e) Examination leave;
- (f) Quarantine leave;
- (g) Trade Union leave;
- ^[57] (h) Extraordinary leave;

(2) The following general principles shall govern the grant of leave to an employee

- (a) leave is earned by duty or service;
- (b) leave cannot be claimed as a matter of right;
- (c) when the exigencies of service of the Corporation or any of its Subsidiaries so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

EXPLANATION : Sanction of leave may not be presumed and leave asked for should not be availed of unless it has been specifically sanctioned;

(d) it will be permissible to prefix or suffix or prefix and suffix holidays or Sundays to any kind of leave

^[58] (e) no leave shall be granted in continuation of or in conjunction with any other kind of leave except the following :

[56] The words beginning with "where the number of such holidays" and ending with "Saturday may be considered as full holiday" omitted by Notification S.O. 472(E) dt. 05.09.1975.

[56.1] After paragraph 9, proviso inserted vide Notification S.O.1973(E) dt.21.12.2005 w.e.f.1.1.2006.

[57] Inserted by Notification S.O. 472(E) dt. 05.09.1975.

[58] In paragraph 10 sub-paragraph (2) - clause 'e' is omitted and replaced by new clause 'e' by Notification S.O. 472(E) dt. 05.09.1975.

[59] In paragraph 8, sub-paragraph '4' inserted by Notification S.O. 769(E) dt. 15.10.1985 w.e.f. 01.04.1983. Paragraph 8 fully substituted vide Notification S.O.1793(E) dt.21.12.2005. Hence sub-paragraph 4 removed.

(i) casual leave (^[58.1]) in continuation of or in conjunction with examination leave, quarantine leave or extraordinary leave;

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

(ii) earned leave in continuation of or in conjunction with sick leave, maternity leave, examination leave, quarantine leave or extraordinary leave;

(iii) sick leave in continuation of or in conjunction with earned leave, maternity leave, quarantine leave or extraordinary leave;

(iv) maternity leave in continuation of or in conjunction with earned leave, sick leave, quarantine leave or extraordinary leave;

(v) examination leave in continuation of or in conjunction with casual leave, ^[58.2], earned leave, maternity leave, quarantine leave or extraordinary leave;

(vi) quarantine leave in continuation of or in conjunction with casual leave, ^[58.2], earned leave, sick leave, maternity leave, examination leave or extraordinary leave;

(vii) extraordinary leave in continuation of or in conjunction with any other type of leave.

^[60] **(3) Earned Leave** - (a) The amount of earned leave shall be one-eleventh part of duty.

Explanation : In this clause 'duty' means the period spent in the service of the Corporation or its subsidiaries or both, but shall not include the periods of leave other than casual leave, ^[60.1], quarantine leave, examination leave and trade union leave.

(b) The period of earned leave which can be accumulated by an employee is ^[61] 240 days and leave upto a maximum of 120 days may be sanctioned at one time :

Provided that an employee may be granted the leave to his credit subject to a maximum of ^[61] 240 days preparatory to retirement.

^[62] (c) Where an employee has earned leave to his credit but has not availed the same as on the date of retirement, he may be paid cash equivalent of leave salary in respect of the period of earned leave to his credit as on the date of retirement subject to a maximum of 240 days.

Provided that earned leave standing to his credit as on the date of his death may be allowed to be encashed.

[58.1] In paragraph 10, in sub-paragraph (2), in clause (e), in sub-clause (i), the words "and additional casual leave" omitted vide Notification S.O.1793(E) dt.21.12.2005 w.e.f.1.1.2006.

[58.2] In paragraph 10, in sub-paragraph (2), in clause (e), in sub-clause (v) and (vi), the words "additional casual leave" omitted vide Notification S.O.1793(E) dt.21.12.2005 w.e.f.1.1.2006.

[60] For sub-paragraphs (3) and (4) the new sub-paragraphs substituted by Notification S.O. 472(E) dt. 05.09.1975.

[60.1] In paragraph 10, in sub-paragraph (3), in the Explanation to clause (a), the words "additional casual leave" omitted vide Notification S.O.1793(E) dt.21.12.2005 w.e.f.1.1.2006.

[61] In clause 'b' and 'proviso' thereto for the figure 180, the figure 240 substituted by Notification S.O. 1160(E) dt. 09.12.1988 effective from 05.05.1988.

[62] For the portion beginning with the words and figures "where an employee has earned leave" and ending with the words "retirement age of the employee is 60 years" as substituted by 769(E) dt. 15.10.1985 was further substituted by present wordings by S.O. 754(E) dt. 4.10.1990.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

Provided further that this clause shall not apply to an employee who has been compulsorily retired, removed or dismissed in accordance with the General Insurance (Conduct, Discipline and Appeal) Rules, 1975.

NOTE 1 : *For determining the amount due to an employee for purposes of encashment of earned leave -*

(a) In the event of retirement, the leave salary shall be equal to his salary for such leave standing to his credit calculated at the rate at which he drew salary immediately preceding the date of his retirement but excluding City Compensatory Allowance, House Rent Allowance and Functional Allowance.

(b) In the event of death of an employee, his gross total monthly emoluments (basic salary plus all allowances excluding functional allowance and officiating allowance) as on the date of death shall be taken into consideration.

NOTE 2 : *The amount due to an employee as a result of the encashment of earned leave remaining to his account on the date of his death shall be paid to the person to whom the concerned employee's provident fund arrears are payable.*

NOTE 3 : *The cash equivalent of leave salary shall be paid in one lump sum as a one time settlement.*

NOTE 4 : *The authority to grant cash equivalent of leave salary shall be an officer competent to grant leave to the employee concerned.*

^[63] **(4) Casual leave -**

(a) An employee may be granted casual leave upto a maximum of ^[63.1]12 days during a calendar year and any casual leave not availed of by an employee during such year shall lapse at the end of that year.

(b) ^[63.2] *Omitted.*

(c) ^[63.3] *Without prejudice to the provisions of clause (e) of sub-paragraph (2), casual leave for not more than 5 days may be granted at a time.*

(d) Casual leave (^[63.4]) may normally be availed of only after sanction by the competent authority; but one day's casual leave may be availed of without prior sanction in case of unforeseen emergency.

Provided that the Head of the office is promptly advised of the circumstances in which prior sanction could not be obtained.

(e) ^[63.5] *Casual Leave for half day shall not be granted.*

(f) ^[63.6] *Omitted.*

[63] Substituted by Notification S.O. 472(E) dated 5.9.1975.

[63.1] In sub-paragraph 4, in clause (a), for the figures '15', the figures '12' substituted vide Notification S.O.1793(E) dt.21.12.2005 w.e.f. 1.1.2006.

[63.2] In sub-paragraph 4, clause (b) omitted vide Notification S.O.1793(E) dt.21.12.2005 w.e.f. 1.1.2006.

[63.3] In sub-paragraph 4, clause (c) substituted vide Notification S.O.1793(E) dt.21.12.2005 w.e.f. 1.1.2006.

[63.4] In sub-paragraph 4, in clause (d), the words "and additional casual leave" omitted vide Notification S.O.1793(E) dt.21.12.2005 w.e.f. 1.1.2006.

[63.5] In sub-paragraph 4, clause (e) substituted vide Notification S.O.1793(E) dt.21.12.2005 w.e.f. 1.1.2006.

[63.6] In sub-paragraph 4, clause (f) omitted vide Notification S.O.1793(E) dt.21.12.2005 w.e.f. 1.1.2006.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

(5) Sick leave - An employee shall be entitled to sick leave on medical certificate issued by such medical authority as may be specified by the Custodian or the ^[68] Chairman-cum-Managing Director. The employee shall be entitled to sick leave at the rate of 30 days per year and the period of sick leave that can be accumulated by such employee shall be upto a maximum of 240 days.

^[64] Provided that if an employee is suffering from any of the ^[65] **nine** major diseases of Cancer, Leprosy, T.B., Paralysis, Brain Tumor, Cardiac Ailment, Kidney disease, ^[65] **AIDS** or mental disease, he may be allowed Special Sick Leave on half pay for a period not exceeding six months, if he has to his credit no sick leave admissible to him.

(6) ^[66] Maternity leave - A female employee shall be entitled to maternity leave not exceeding 180 days on any one occasion. The spread of leave between pre-natal and post-natal periods will be left to the convenience of the employee:

Provided that the maximum Maternity Leave shall not exceed 12 months including miscarriage/ Medical Termination of Pregnancy during the entire period of service:

Provided further that where a female employee having three or more living children, takes leave for confinement, such leave shall be treated as earned leave and if earned leave is not admissible, as sick leave if such leave is admissible.;

(6A) Adoption leave - Leave may be granted once during the service to a childless female employee for legally adopting a child who is below one year of age. The maximum period of leave will be two months or till the child reaches the age of one year, whichever is earlier:

Provided such leave will be granted for adoption of only one child:

Provided further 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 or Company;

^[67] Explanation: The existing provisions in the case of Maternity Leave relating to leave in conjunction with or in continuation with any other kind of leave as per paragraph 10(2)(e) and leave salary as per sub-paragraph (11) shall also apply in case of Adoption Leave.

(7) Examination leave - An employee appearing for an insurance examination may be permitted to avail of examination leave to cover the actual duration of the examination and in case it is necessary to travel to a different place from the place of work to write the examination, the minimum journey time to the nearest centre and return may also be treated as examination leave.

[64] The existing proviso to sub-paragraph 5 is replaced by new proviso by Notification S.O. 769(E) dt. 15.10.85 w.e.f. 01.04.1983.

[65] The words nine and the disease AIDS included vide S.O.589(E) dt.22.6.2000 w.e.f. 22.6.2000

[66] In sub-paragraph(6), in the proviso for the words "having three living children" the words "having three or more living children" shall be substituted by Notification S.O. 472(E) dt. 05.09.1975. Subsequently the paragraph was substituted vide S.O. 589(E) dt. 22.6.2000 w.e.f. 22.6.2000

[67] Explanation inserted vide S.O.225(E) dated 15.3.2001 w.e.f.22.6.2000

[68] The term 'Chairman-cum-Managing Director' inserted vide S.O. 633(E) dated 4.5.2005 w.e.f. 01.02.2005

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

(8) Quarantine leave - The Custodian or the ^[73] Chairman-cum-Managing Director or any other officer authorised by the Custodian or the ^[73] Chairman-cum-Managing Director in this behalf may consider on merits any request for quarantine leave but no employee shall claim such leave as a matter of right.

(9) Trade Union leave - (a) Special leave for bona fide trade union work may be granted upto a maximum of 15 days per year, excluding actual journey time, to each of not more than 15 persons belonging to a recognised union and nominated by such union.

(b) Special leave for similar purpose may also be granted upto a maximum of 10 days per year, excluding actual journey time, to each of not more than 20 other persons belonging to the recognised union referred to in clause(a) and nominated by such union.

^[69] **(10) Extraordinary leave** - (a) Extraordinary leave not exceeding six months for the entire service may be granted to an employee when no other kind of leave is due.

(b) No salary will be admissible during the period of extraordinary leave.

(c) The period spent on such leave shall not count for increment.

^[70] **(11) (a) Leave salary** - An employee on earned leave, maternity leave or quarantine leave shall draw leave salary equal to the salary he drew on the date preceding the date on which he proceeded on leave.

(b) An employee on sick leave shall draw leave salary equal to half the aggregate of basic pay, special pay and personal pay. In addition, such employee shall also draw dearness allowance, house rent allowance, city compensatory allowance and hill station allowance (wherever admissible) appropriate to half the aggregate of such basic pay, special pay and personal pay. Any period of sick leave on half pay may be converted into sick leave on full pay at the option of the employee and in such cases, twice the amount of such leave shall be debited against the half pay leave account of the employee.

^[71] **11. Provident Fund** – Every employee shall contribute to the Provident Fund at 10% of his basic salary plus personal pay and special pay if any with an equal contribution by the Corporation or any of its Subsidiaries.

^[72] Provided that the Corporation or its Subsidiaries shall not contribute to the Provident Fund every month, an amount of their contribution specified in this paragraph in respect of each such employee who,

(a) opts for pension under the General Insurance (Employees') Pension Scheme, 1995; or

(b) joins the service of the Corporation or its Subsidiary on or after 28.06.1995;

[69] After sub-paragraph (9), the sub-paragraph (10) inserted by Notification S.O.472(E) dt. 05.09.1975.

[70] Sub-paragraph (11) re-lettered as sub-paragraph 11 (a) by Notification S.O. 2443 dt. 30.07.1977.

[71] For the words and figures "at 8% of his basic salary, dearness allowance and personal pay" words and figures at 10% of his basic salary plus personal pay and special pay, if any" substituted by Notification S.O. 390(E) dt. 01.06.1976.

[72] Inserted by Notification S.O.594(E) dt. 30.06.1995 w.e.f. 01.11.1993.

[73] The term 'Chairman-cum-Managing Director' inserted vide S.O. 633(E) dated 4.5.2005 w.e.f. 01.02.2005

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

Provided further that the trustees of the Provident Fund of the Corporation or its Subsidiary, as the case may be, shall transfer within six months after the publication of this Scheme, the accumulated balance of the Corporation's contribution or its Subsidiary's contribution, as the case may be, together with interest accrued thereon in respect of each such Employee who opts for pension under the General Insurance (Employees') Pension Scheme, 1995, to the respective Funds specified under column (2) in the Table in sub-paragraph (1) in paragraph 5 of the General Insurance (Employees') Pension Scheme, 1995.

^[75] Explanation : For the purposes of this paragraph the expression basic salary plus personal pay and special pay admissible for provident fund :

i) for the period commencing on 1st day of August, 1992 and ending with 31st day of October, 1993, shall be computed with reference to the amended terms.

ii) For the period commencing from 1st day of November, 1993, shall be computed with reference to the altered terms.

^[78] iii) for the period commencing from 1st day of August, 1997 shall be computed with reference to the modified terms.

^[78.1] iv) for the period commencing from 1st day of August, 2002, shall be computed with reference to the re-modified terms.

^[74] **12. Retirement** - An employee -

(i) who is in the service of the Corporation or a Company immediately before the date of commencement of the General Insurance (Rationalisation and Revision of Pay Scales and other Conditions of Service of Supervisory, Clerical and Subordinate Staff) Amendment Scheme, 1984, shall retire from service when he attains the age of 60 years;

(ii) who joins the service of the Corporation or a Company on or after the date of commencement of the General Insurance (Rationalisation and Revision of Pay Scales and other conditions of Service of Supervisory, Clerical and Subordinate Staff) Amendment Scheme, 1984, shall ^[76] also retire from service when he attains the age of 60 years:

Provided that an employee shall retire on the afternoon of the last day of the month in which he attains the age of 60 years ^[77] :

Provided further that the Competent Authority specified in the Schedule to the General Insurance (Conduct, Discipline and Appeal) Rules, 1975, may if it is of the opinion that it is in the interest of the Corporation or, as the case may be, the Company, to do so, direct such employee to retire on completion of 55 years of age or at any time thereafter on giving him three months notice or salary in lieu thereof.

[74] New paragraph "12" substituted in place of old paragraph "12" by Notification S.O. 729(E) dt. 21.09.1984.

[75] Explanation inserted by Notification S.O. 139(E) dt. 22.02.1996 w.e.f. 01.08.1992 (Different effective dates provided for different allowances).

[76] Substituted for the words "shall retire from service when he attains the age of 58 years" by Notification S.O.465(E) dated 27.5.1998 w.e.f. 27.5.1998.

[77] In first proviso the words and figure "or 58 years as the case may be" deleted by Notification S.O.465(E) dated 27.5.1998 w.e.f. 27.5.1998.

[78] Inserted vide S.O.589(E) dt. 22.6.2000

[78.1] In the Explanation to paragraph 11, after clause (iii), clause (iv) inserted vide Notification S.O.1793(E) dated 21.12.2005.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

[82] (iii) who is in the service of the Corporation or a Company may be permitted, subject to vigilance clearance, to seek voluntary retirement from service,-

(a) on completion of 55 years of age or at any time thereafter on giving ninety days notice in writing to the appointing authority of his intention to retire :

Provided that on a written request from an employee, such notice may be waived in full or in part by the appointing authority; or

(b) in accordance with the provisions contained in paragraph 30 of the General Insurance (Employees) Pension Scheme, 1995, made under Section 17A of the General Insurance Business (Nationalisation) Act, 1972 (57 of 1972), and published under notification of the Government of India, Ministry of Finance (Department of Economic Affairs) Insurance Division number S.O. 585(E) dated the 28th June, 1995.

[83] *deleted.*

[80] **13. Gratuity -**

(1) An employee shall be paid Gratuity in accordance with the provisions of the Payment of Gratuity Act, 1972 (39 of 1972) :

[84] *proviso deleted*

(2) Notwithstanding anything contained in sub-paragraph (1), an employee who has rendered continuous service of not less than 15 years shall be paid gratuity which shall be higher of the two amounts calculated in accordance with sub-clause (i) and sub-clause (ii) below :-

(i) Gratuity calculated in accordance with sub-paragraph (1);

(ii) Gratuity at the rate of one month's terminal basic salary for each completed year of continuous service in respect of the first fifteen years and at the rate of half a month's terminal basic salary for each year of further continuous service subject to the condition that the total gratuity so admissible does not exceed a maximum of 20 months' terminal basic salary^[81] [---- less].

[79] **13A. Protection of accrued pension -**

(1) Nothing contained in this Scheme shall affect the payment of any pension including family pension or superannuation benefits accrued to any employee in accordance with the pension or superannuation scheme as in force before the 1st day of January, 1973.

[79] Paragraph 13A inserted by Notification S.O.5415 dt. 22.12.1975.

[80] New paragraph '13' substituted by Notification S.O.769(E) dt. 15.10.1985 w.e.f. 01.04.1983.

[81] In sub-paragraph (2), clause (ii) the words and figures "of Rs.36,000, whichever is less" omitted by Notification S.O. 729(E) dt. 03.10.1986 w.e.f. 01.04.1983.

[82] The clause (iii) substituted by Notification S.O. 759 (E) dt. 01.11.1996 effective from 01.11.1993.

[83] Proviso deleted and covered in clause (iii)(a) by Notification S.O. 759(E) dt. 01.11.1996 w.e.f. 01.11.1993.

[84] Proviso and explanation deleted by Notification S.O.694(E) dated 30.08.1999 w.e.f. 24.05.1994

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

[86] (2) The amount payable under sub-paragraph (1) shall be determined on the salary drawn in the scale of pay applicable to the employee on the 1st December, 1972 and on the basis of number of years of continuous service rendered as if he had retired before the 1st day of January, 1973.

[87] Explanation- The term 'salary' referred to in sub-paragraph (2) above shall include all those components of pay as are taken for computation of pension in terms of the provision in the concerned pension scheme of the erstwhile Unit Company.

(3) The amount determined under sub-paragraph (2) shall be payable to the employee on his retirement or on his ceasing to be in service, pension to commence with effect from the date from which it would have ordinarily commenced in accordance with the relevant pension or superannuation scheme.

[85] **14. Overtime Allowance –**

(1) An employee may be required to work beyond the normal working hours whenever it is found necessary in the interest of office work.

(2) When an employee is required to work for more than half an hour in excess of his normal working hours on any day, he shall be paid an overtime allowance for the period beyond his normal working hours.

(3) The rates of overtime allowance for the categories of employees mentioned in column 1 of the Table below shall be calculated in the manner specified in the corresponding entries in column 2 of the said Table.

- Nothing contained in the Amendment Scheme, 2000 shall entitle an employee to claim overtime allowance higher than what he had been entitled to prior to the publication of Amendment Scheme, 2000 in the Official Gazette.

TABLE

Categories of employees	Manner of calculation
Supervisory and Clerical Staff	1. For the period of overtime work during the week which when added to the normal hours of that week totals to 42 hours or less the rate of overtime allowance shall be one and halftimes the hourly rate of wages. 2. For the period of overtime work beyond 42 hours of work during the week the rate of overtime allowance shall be twice the hourly rate of wages.
Subordinate Staff	1. For the period of overtime work during the week which when added to the normal working hours of that week totals to 45 working hours or less, the rate of overtime allowance shall be one and a half times the hourly rate of wages. 2. For the period of overtime work beyond 45 hours of work during the week, the rates of overtime allowance shall be twice the hourly rate of wages.
Drivers and Building Staff	1. For the first seven hours of overtime work during the week, the rate of overtime allowance shall be at one and a half times the hourly rate of wages. 2. For the overtime hours of work in excess of seven hours during the week, the rate of overtime allowance shall be twice the hourly rate of wages.

[85] Replaced by new paragraph 14 by Notification S.O.472(E) dt. 05.09.1975

[86] For the words "basic pay" the word "salary" substituted by Notification S.O. 3429 dt. 16.11.1978.

[87] "Explanation" added after sub-paragraph (2) of paragraph 13A by Notification S.O. 3429 dt. 16.11.1978.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

(4) For the overtime work done on holidays and Sundays payment shall be made on the same basis as on other days :

Provided that for continuous overtime work of 4 hours or more done on Sundays a compensatory holiday shall be given in addition to the payment of overtime allowance.

(5) The authorities competent to sanction payment of overtime in the Corporation or in any of its subsidiaries or other office at the regional, divisional and branch levels shall be as may be specified by the Corporation from time to time.

(6) Ordinarily no employee, other than drivers shall be asked to work overtime for more than 90 hours in a calendar year:

Provided that the ^[88] Chairman-cum-Managing Director or the Custodian may relax this provision in individual cases depending upon the exigencies of work.

NOTE 1 : The period of overtime shall be rounded off to the nearest half hour.

NOTE 2 : The week shall be reckoned from Sunday to Saturday.

NOTE 3 : The hourly rate of wages shall be gross salary (comprising of the basic salary, dearness allowance, qualification pay, functional allowance, city compensatory allowance, hill station allowance, personal pay and officiating allowance) for the month divided by the normal working hours for that month.

15. Officiating Allowance - An employee may be required to hold officiating charge of a post in a higher category or additional charge of an equivalent post whenever considered necessary and where such officiating charge or additional charge is held for a continuous period of 15 days or more, the employee shall be paid a pro-rata allowance as follows, namely -

(i) officiating in a higher category of post : 20% of his basic salary, subject to a maximum amount of Rs. 100/- p.m

(ii) additional charge of an equivalent post : 10% of his basic salary, subject to a maximum amount of Rs. 50/- p.m.

NOTE - Where the post in which the employee officiates or the post of which he holds additional charge carries a functional allowance, the employee may receive a pro-rata functional allowance for the period he officiates or holds charge.

^[89] **16.** Omitted.

^[89] **17.** Omitted.

[88] The term 'Chairman-cum-Managing Director' inserted vide S.O. 633(E) dated 4.5.2005 w.e.f. 01.02.2005

[89] Paragraph 16 & 17 omitted by Notification S.O. 356(E) dt. 12.05.1989 w.e.f. 01.08.1987.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

[89.1] 18. Transfers and change of place of work –

- (1) *Every employee shall be liable to be transferred from one department to another in the same office, from one office to another office in the same station and to meet the requirement or need of the Company or the Corporation, as the case may be, from one station to another in terms of the Transfer and Mobility Policy as approved by the Board of the Company or Corporation, and amended from time to time, which shall, inter alia, provide for the following :-*
- (a) *any such transfer from one station to another will be restricted to a radius of 150 kms;*
- (b) *an employee so transferred to another station may be considered for transfer to the original station of posting, or a place of his choice, after a period of three years, subject to availability of vacancies;*
- (c) *an employee so transferred from one station to another shall be paid an allowance, called the Disturbance Allowance, at the rate of Rs.400/- per month during the period of posting on such transfer (not being request transfer, nor posting on promotion). Besides, House Rent Allowance and/or City Compensatory Allowance, which the employee was drawing before such transfer, shall be protected during the period of transfer.*
- (2) *Notwithstanding anything contained in sub-paragraph (1), the Chairman-cum-Managing Director, or any other officer authorized in this behalf by him, may transfer an employee from one department to another in the same office or from one office of the Company or the Corporation as the case may be, to another office of that Company or the Corporation, respectively, in the same station or different station with or without the benefit provided for under clause (c) of sub-paragraph (1).*

19. Work load, norms and mechanisation -

(1) The pattern of work load and the system of measurement of work shall be such as may be specified by the ^[92] Chairman-cum-Managing Director after consultation with the Unions.

(2) The ^[92] Chairman-cum-Managing Director may, after consultation with the unions, introduce mechanisation to the extent necessary for precise working without effecting retrenchment, ^[90] including the introduction of Microprocessors at the various offices as may be necessary for timely generation and speedy processing of data for management information and for effective control.

20. ^[91] (omitted)

[89.1] Paragraph 18 substituted vide Notification S.O.1793(E) dt.21.12.2005.

[90] including the introduction....effective control inserted by Notification S.O. 769(E) dt. 15.10.1985 w.e.f. 01.04.1983.

[91] Paragraph 20 omitted by Notification S.O.769(E)dt. 15.10.1985 w.e.f. 01.04.1983.

[92] The term 'Chairman-cum-Managing Director' inserted vide S.O. 633(E) dated 4.5.2005 w.e.f. 01.02.2005.

21. Interpretation - Where any doubt or difficulty arises as to the interpretation of any of the provisions of this Scheme, it shall be referred to the Central Government for decision and that government shall decide the same.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

22. Power to relax - Where the ^[94] Chairman-cum-Managing Director is satisfied that the operation of any of the provisions of this Scheme will cause undue hardship in any particular case, he may, by order and for reasons to be recorded in writing, dispense with or relax the requirements of that provisions to such extent and subject to such exceptions and conditions as he may consider necessary for dealing with the case in a just and equitable manner.

23. Duration of new scale of pay - The new scale of pay shall remain in force initially upto and inclusive of the 31st day of December, 1976 and thereafter shall continue to be in force unless modified by the Central Government.

24. Other benefits - No employee shall be entitled to any benefit not arising out of this Scheme ^[93] or any Scheme which may be framed by the Corporation or Company .

25. Overriding effect - The provisions of this Scheme shall have effect notwithstanding anything to the contrary contained in any agreement, award or other instrument for the time being in force.

[93] Inserted by S.O. 769 (E) dated 15.10.1985 w.e.f. 01.04.1983.

[94] The term 'Chairman-cum-Managing Director' inserted vide S.O. 633(E) dated 4.5.2005 w.e.f. 01.02.2005

**THE FIRST SCHEDULE
(See paragraph 3)**

I. Pay Scales (Basic Salary)

A. Supervisory and clerical staff :

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

- (1) Superintendents.
Rs. 330-25-405-30-525-35-665-40-865.
- (2) Senior Assistants.
Rs. 230-15-275-20-335-25-485-EB-30-665-35-735.
- (3) Stenographers.
Rs. 230-15-275-20-335-25-485-EB-30-665-35-735.
- (4) Assistants, Typists, Telephone Operators, Telex Operators, Receptionists, Punch Card Operators, Unit Record Machine Operators, Comptists and other equivalent positions :
Rs. 175-10-235-15-295-20-395-EB-25-495-30-585.
- (5) Record Clerks.
Rs. 165-6-177-7-191-8-215-9-260-10-300-15-390.

B. Subordinate Staff :

- (1) Drivers.
Rs. 166-5-181-6-199-7-234-8-274-9-310.
- (2) Other Subordinate Staff.
Rs. 125-5-165-6-201-7-220-8-245.

II. Functional Allowance :

Employees engaged in any of the following functions as their regular and main function shall be paid a functional allowance as indicated below :-

- | | |
|--|-------------|
| (1) Subordinate Staff working as Liftmen, Machine Operators, Head Peons, Jamadars or Daftaries | Rs. 20 p.m. |
| (2) Subordinate Staff carrying cash to or from Bank where the amount of cash carried during a calendar month is ordinarily Rs. 25,000 or more | Rs. 10 p.m. |
| (3) Cashier handling cash in an office where the total amount of cash transactions during a calendar month is ordinarily Rs. 25,000/- or more. | Rs. 25 p.m. |
| (4) Telex Operators, Punch Card Operators and Unit Record Machine Operators | Rs. 25 p.m. |
| (5) Comptists | Rs. 25 p.m. |
| (6) Stenographers to Chairman of the Corporation, Managing Directors, Custodian, General Managers, Assistant General Managers and equivalent positions | Rs. 40 p.m. |

NOTE 1 : *The number and names of persons eligible to draw the functional allowance shall be determined by the Custodian or the Managing Director depending upon the load of work and administrative requirements.*

NOTE 2 : *An employee shall draw only one functional allowance at any one time.*

NOTE 3 : *An employee proceeding on leave shall be paid the functional allowance during his leave period provided he resumes work in the same position on the expiry of his leave.*

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

NOTE 4 : No employee shall, as a matter of right, claim to be allotted a particular portfolio of work in order to avail of the functional allowance attaching to that position.

NOTE 5 : No employee shall refuse to work in a position carrying a functional allowance or make it a condition that he be paid such allowance where, because of absence of the incumbent or temporary pressure of work, the employee is assigned such work by the Head of his Office.

III. Dearness Allowance :

(1) Scale of Dearness Allowance :

The scale of Dearness Allowance applicable to the employees shall be determined as under :

Index : All India Average Consumer Price Index Number for Industrial Workers as published in the Indian Labour Journal.

Base Year : 1960 = 100.

(2) Rate of Dearness Allowance :

The Dearness Allowance payable to employees during each calendar quarter, namely January to March, April to June, July to September and October to December shall be based on the average of the Index numbers for the immediately preceding calendar quarter. Thus Dearness Allowance for April, May and June shall be based on the average for the preceding January, February and March and so on. The difference between the quarterly average index and the base index of 100 shall be divided by four and the integer quotient so obtained shall be used as the multiplier for the percentages mentioned below :

<u>BASIC SALARY RANGE</u>	<u>RATE OF DEARNESS ALLOWANCE</u>
i) Where the basic salary of the employee is Rs. 245 or less	4% of the basic salary
ii) Where the basic salary of the employee is over Rs.245 but not over Rs. 700/-	3% of the basic salary, subject to a minimum of Rs. 9.80 (i.e. 4% of Rs. 245)
iii) Where the basic salary of the employee is over Rs. 700/-	3% of Rs. 700 plus 2% of balance

(3) Revision of Dearness Allowance -

Revision of Dearness Allowance may be made on quarterly basis for every four points rise or fall.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

[96] III A. Maximum limit of pay :- No employee

- i) working in the Supervisory or Clerical Staff of the Corporation or as the case may be, a Company, shall at any time, draw as basic pay, special pay, if any, and Dearness Allowance, an amount exceeding Rs. 2750/- per month in the aggregate;
- ii) working in the Subordinate Staff of the Corporation or as the case may be, a Company, shall, at any time, draw as basic pay, special pay, if any, and Dearness Allowance an amount exceeding Rs. 1600 per month in the aggregate :

Provided that where immediately before the commencement of the General Insurance (Rationalisation and Revision of Pay Scales and Other Conditions of Service of Supervisory, Clerical and Subordinate Staff) Amendment Scheme, 1984, any employee in the Supervisory or Clerical Staff or, as the case may be, Subordinate Staff is in receipt of an amount exceeding Rs. 2750 per month or, as the case may be, Rs. 1600 per month in the aggregate as basic pay, special pay, if any, and Dearness Allowance, he shall continue to receive such amount after such commencement but so much of the amount as is in excess of Rs. 2750 per month or, as the case may be Rs. 1600 per month, shall be deemed to be personal allowance payable to such employee, until he is promoted to the Officer's grade or, as the case may be, the clerical grade, and such allowance shall, on his promotion, be absorbed in his aggregate emoluments i.e. basic pay, special pay, if any, and Dearness Allowance.

[95] IV. Qualification Pay -

Employees shall be granted a monthly allowance called the qualification pay or be granted increments on the following basis, namely -

(1) Non-graduate assistants who were confirmed in service as on 31st December, 1972 and may qualify as graduates on or before 31st December, 1977, may be granted two increments in their scale of pay with effect from the date of publication of the result of the examination;

(2) Non-graduate assistants who were in the temporary service as on 31st December, 1972 and may qualify as graduates on or before 31st December, 1977, shall be granted two increments in their scale of pay with effect from the date of their confirmation in service or from the date of publication of the result of the examination, whichever is later;

(3) Graduate-assistants in service as on 31st December, 1972 may be allowed an increase, if necessary, in their basic salaries with effect from the date of their confirmation in service ^[97] 'or' 1st January, 1973, whichever is later, so as to bring their basic salaries to the level of third stage in the assistant's scale ;

Provided that the concerned graduate assistant has not been allowed higher starting salary or advance increments ^[98] for graduation at any time during the period of service with the insurer.

[95] Inserted in place of old Item IV in the First Schedule by Notification S.O. 472(E) dt. 05.09.1975

[96] New paragraph "IIIA" inserted by Notification S.O. 729(E) dt. 21.09.1984.

[97] In sub-para (3) the word "on" appearing before the words and figures "1st January, 1973" may be read as "or" by Notification S.O. 497(E) dt. 26.07.1976 w.e.f. 05.09.1975.

[98] In the proviso to sub-para (3) the word "before" may be read as "for" by Notification S.O. 497(E) dt. 26.07.1976 w.e.f. 05.09.1975.

(4) Persons appointed in the category of assistants or in equivalent posts on or after 1st January, 1973 shall be given two increments in the grade with effect from -

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

- (a) the date of their confirmation in service if they joined as graduates or qualify as graduates before confirmation;
- (b) the date as to publication of the results if they qualify as graduates within a period of five years from the date of their joining service, but, after their confirmation in service.

^[100] Provided that persons appointed in or promoted to the category of Assistants or equivalent posts, after the commencement of the General Insurance (Rationalisation and Revision of Pay Scales and other Conditions of Service of Supervisory, Clerical and Subordinate Staff) Amendment Scheme, 1984 shall not be eligible for the said increments.

(5) A confirmed employee who qualifies or has qualified in an examination mentioned below shall be paid with effect from the date of publication of the results of the examination or '1st January 1973' ^[99] whichever is later, the amount of qualification pay as indicated below:-

Provided that not more than one qualification pay shall be permissible to him.

Examination	Qualification Pay per month (Rs.)
Federation of Insurance Institutes or Chartered Insurance Institute -	
(i) Licentiate	Rs. 15 payable only to Assistants or equivalent or lower positions.
(ii) Completion of Associateship	Rs. 25 payable only to Senior Assistants or equivalent or lower positions.
(iii) Completion of Fellowship	Rs. 50/-
Institute of Actuaries.	
(iv) Any three subjects	Rs. 25/-
(v) Any Seven subjects	Rs. 40/-
(vi) Completion of Fellowship	Rs. 60/-
Institute of Chartered Accountants or Institute of Cost and Works Accounts -	
(vii) Completion of Intermediate	Rs. 25/-
(viii) Completion of Associateship or Fellowship.	Rs. 50/-

(6) The grant of qualification pay or increments on graduation shall not affect the seniority of the person concerned.

(7) Where an employee has already been given an advance increment or any other recurring monetary benefit for having qualified in any insurance examination, the amount of qualification pay shall be suitably or be not admissible depending on the quantum of benefit already received.

[99] In paragraph (5) for the figures, letters and words "27th May, 1974" the figures, letters and words "1st January, 1973" substituted by Notification S.O. 1410 dt. 26.04.1978.

[100] Proviso inserted by Notification S.O. 729(E) dt. 21.09.1984.

Illustration:

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

An Assistant shall receive a qualification pay of Rs.5/- per mensem for passing the Associateship Examination of the Federation of Insurance Institutes, as against Rs. 25/- per mensem admissible in terms of sub-paragraph (5), if the monetary value of all the advance increments received for this examination amounted to Rs. 20/- per mensem and shall not receive any qualification pay, if the monetary value of the advance increments already received amounted to Rs. 25/- per mensem.

V. House Rent Allowance :

The House rent allowance in respect of employees shall be payable at 10% of the basic salary subject to a maximum amount of Rs. 40 per month. The minimum house rent allowance shall be Rs. 22 for subordinate staff and Rs. 28 for Supervisory and Clerical Staff.

VI. City Compensatory Allowance :

The City Compensatory Allowance shall be payable at Rs. 20 per month to all employees stationed at all Class 'A' and Class 'B' cities declared ^[102] and at such other centres where the Central Government extends the benefit in respect of its own employees.

VII. Hill Station Allowance :

Employees stationed at Srinagar, Dharamsala, Baramulla, Anantnag, Palanpur, Simla, Almora, Nainital, Shillong, Darjeeling, ^[101] "Gangtok", Ootacammand and Mercara shall be paid hill station allowance every month at the rate of 15% of their basic salary subject to a minimum of Rs.20/- p.m. and a maximum amount of Rs. 75/- p.m.

VIII. Kit Allowance :

Employees transferred to any of the hill stations listed in paragraph VII shall be paid a Kit Allowance of Rs. 200/-. The Kit Allowance shall not be payable on transfer from one hill station to another or if the same was drawn at any time during the preceding three years.

IX. Uniforms and Washing Allowance :

Issue of uniforms to subordinate staff including drivers and arrangement for washing or payment of a washing allowance shall be regulated as under :

- (i) Office uniforms may be supplied to subordinate staff including Drivers.
- (ii) 3 sets of cotton uniforms may be supplied to subordinate staff including Drivers once every year. In places specified by the Managing Director as places where winter is severe, a woolen uniform may be supplied in lieu of one cotton uniform and renewed every two years.
- (iii) An employee to whom a uniform is supplied may be supplied with a pair of chappals once a year. Where woolen uniform is supplied, a pair of shoes in addition to chappals may be supplied once in two years. Where shoes are supplied, two pairs of socks may also be supplied every year. One umbrella once every alternate year may also be supplied.

[101] In the First Schedule in paragraph VII for the word "Kathmandu" the word "Gangtok" substituted by Notification S.O. 2443 dt. 30.07.1977.

[102] The words "and at such other centres where the Central Government extends the benefit in respect of its own employees" added by Notification S.O. 1049 dt. 29.03.1978.

- (iv) Where the Corporation or any of its Subsidiaries does not make arrangements to get the uniforms washed or cleaned, a washing allowance at a rate of Rs. 7/- per month at Bombay, Calcutta, Delhi and Madras and Rs. 5/- per month at other places may be granted to the employee. Where woolen uniforms are supplied, the actual dry-cleaning charges once a year may be reimbursed in addition.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

**[104] THE SECOND SCHEDULE
(See paragraph 16)**

**[105] THE THIRD SCHEDULE
(See Paragraph 17)**

**[103] THE FOURTH SCHEDULE
[See Paragraphs 3 (fa) and (fb)]**

I. Revised Scales of pay (Basic salary) :

A - Supervisory and Clerical Staff -

- (1) Superintendent : (Run off cadre)*
Rs. 1060-75-2035-80-2435.
- (2) Senior Assistant :
Rs. 715-60-1135-75-2035.
- (3) Stenographer :
Rs. 715-60-1135-75-2035.
- (4) Assistant, Typist, Telephone Operator, Telex Operator, Receptionist, Punch Card Operator, Unit Record Machine Operator, Comptist and other equivalent position :
Rs. 520-30-670-45-850-60-1210-75-1660.
- (5) Record Clerk :
Rs. 490-20-730-35-905-45-1130.

B. Subordinate Staff -

- (1) Driver :
Rs. 490-20-750-25-800-30-980.
- (2) Other Subordinate Staff :
Rs. 430-10-450-20-790.

** No fresh appointment to the post of Superintendent shall be made by the Corporation or Company.*

[103] The Fourth Schedule substituted by Notification S.O. 769(E) dt. 15.10.1985 w.e.f. 01.04.1983.

[104] The Second Schedule omitted vide Notification S.O.356(E) dt. 12.5.1989 w.e.f. 01.10.1986.

[105] The Third Schedule omitted vide Notification S.O.356(E) dt. 12.5.1989 w.e.f. 01.10.1986.

II. Functional Allowance :

Employees engaged in any of the following functions as their regular and main function shall be paid a functional allowance as indicated below :-

(1)	Subordinate Staff working as Liftmen, Machine Operators, Head Peons, Jamadars or Daftaries.	Rs. 35/- p.m.
-----	---	---------------

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

(2)	Subordinate Staff carrying cash to or from Bank where the amount of cash carried during a calendar month is ordinarily Rs. 25,000/- or more.	Rs. 25/- p.m.
(3)	Cashier handling cash in an office where the total amount of cash transactions during a calendar month is ordinarily Rs. 25,000/- or more.	Rs. 75/- p.m.
(4)	Telex Operators, Punch Card Operators and Unit Record Machine Operators	Rs. 40/- p.m.
(5)	Comptists	Rs. 40/- p.m.
(6)	Stenographer to Chairman of the Corporation, Managing Directors, Chairman-cum-Managing Directors, General Managers, Assistant General Managers and equivalent positions.	Rs. 50/- p.m.
(7)	Audit Assistants	Rs. 200/- p.m.

NOTE 1 : *The number and names of persons eligible to draw the functional allowance shall be determined by the Chairman-cum-Managing Director depending upon the load of work and administrative requirements.*

NOTE 2 : *An employee shall draw only one functional allowance at any one time.*

NOTE 3 : *An employee proceeding on leave shall be paid the functional allowance during his leave period other than periods of extra ordinary leave, provided that he resumes work in the same position on the expiry of his leave.*

NOTE 4 : *No employee shall, as a matter of right, claim to be allotted a particular portfolio of work in order to avail of the functional allowance attaching to that position.*

NOTE 5 : *No employee shall refuse to work in a position carrying a functional allowance or make it a condition that he be paid such allowance where, because of absence of the incumbent or temporary pressure of work, the employee is assigned such work by the Head of his Office.*

III. Dearness Allowance :

(1) The scale of dearness allowance applicable to the employees shall be determined as under :-

Index : All India Average Consumers Price Index

Number for Industrial Workers.

Base Year : 1960 = 100.

Revision of Dearness Allowance :- Revision of dearness allowance may be made on quarterly basis for every 4 points rise or fall.

Rate of Dearness Allowance :- For every 4 points of the quarterly average over 332 points, the dearness allowance shall be calculated at the following rates :-

- (i) Basic salary of Rs. 790/- or less 1.2% of basic salary
- (ii) Basic salary of above Rs. 790/- 1% of basic salary with a minimum of Rs. 9.48 paise and maximum of Rs.15.80 paise.

(2) There shall be an upward revision of the dearness allowance payable for every four points rise in the quarterly average (hereinafter referred to as the "current average figure") of the All India Consumer Price Index above 332 points in the sequence 332-336-340-344 and so on; and there shall be downward revision of the dearness allowance payable if the current average figure falls below the index figure in the above sequence

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

with reference to which the dearness allowance has been paid for the last preceding quarter. On the downward revision, the dearness allowance payable shall correspond to the current average figure if such current average figure is a figure in the above sequence; and the dearness allowance payable shall correspond to the figure in the above sequence next preceding the current average figure if such current average figure is not a figure in the sequence. For this purpose, quarter shall mean a period of three months ending on the last day of March, June, September or December. The final index figures as published in the Indian Labour Journal or the Gazette of India, whichever publication is available earlier, shall be the index figure which shall be taken for the purpose of calculation of dearness allowance.

- (3) The revision in dearness allowance corresponding to the changes in the current average index for any particular quarter shall take effect only from the second succeeding month following the end of the quarter.
- (4) For removal of doubt, it is clarified that the dearness allowance payable on the 1st April, 1983, shall be the amount determined in accordance with the rate specified herein on 160 point above 332 and all quarterly revisions thereafter shall be deemed to fall due on the first of the month in which the quarterly average index figures were available. Accordingly, for April, 1983, the dearness allowance payable shall be as indicated in the first entry in the Table given below and such allowance shall be deemed to have been revised thereafter in accordance with successive entries in the table.

TABLE

Dearness Allowance payable for the months	Quarterly Average Index in multiples of four points.	Index points above 332 for which D.A. is payable.	Rate* Basic Salary upto Rs.790	Rate* Basic Salary above Rs.790.
April 1983	492	160	48%	40%
May 83 to July 83	496	164	49.2%	41%
Aug. 83 to Oct. 83	520	188	56.4%	47%
Nov. 83 to Jan. 84	548	216	64.8%	54%
Feb. 84 to Apr. 84	556	224	67.2%	56%
May, 84 to Jul. 84.	560	228	68.4%	57%
Aug. 84 to Oct. 84	564	232	69.6%	58%
Nov. 84 to Jan. 85	584	252	75.6%	63%
Feb. 85 to Apr. 85	588	256	76.8%	64%
May 85 to Jul 85	584	252	75.6%	63%
Aug. 85 to Oct. 85	600	268	80.4%	67%

* Subject to minimum and maximum amounts as indicated in sub-entry (ii) of entry (1) under the heading.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

[106] IV. Maximum limit of pay - (1) No employee –

- (i) working in the Supervisory or Clerical Staff of the Corporation, or as the case may be, a company, shall at any time, draw as basic salary, special pay, if any, Dearness Allowance and Personal Allowance, an amount exceeding Rs. 3500 per month in the aggregate;
- (ii) working in the Subordinate Staff of the Corporation or as the case may be, a Company, shall at any time, draw as basic salary, special pay, if any, Dearness Allowance and Personal Allowance, an amount exceeding Rs. 2100 per month in the aggregate.

(2) Notwithstanding anything contained in Clauses (i) and (ii) of sub-paragraph (1), where the total amount in the form of Basic Salary, Special Pay or Special Allowance, if any, Dearness Allowance and Personal Allowance of a Supervisory, Clerical or subordinate staff exceeds Rs.3,500/- per month or as the case may be, Rs.2,100/- per month, only on account of revision of Dearness Allowance, which becomes admissible to him under item III, such excess of Dearness Allowance shall be payable with effect from the 1st day of November 1986 or later as the case may be, to such staff:

Provided that the supervisory, clerical or subordinate staff, in receipt of protection allowance payable under paragraph 6A, shall not be paid such excess, unless such staff opts, within 90 days of the date of publication of the General Insurance (Rationalisation and Revision of Pay Scales and other conditions of Service of Supervisory, Clerical and subordinate staff) Second Amendment Scheme, 1987, to have such protection allowance converted into personal allowance and agrees to its absorption against increase in Dearness Allowance payable on or after the 1st day of November, 1986.

[107] V. Allowance for Technical Qualifications : (1985 Scheme)

A confirmed employee who qualifies or has qualified in an examination specified in column 1 of the table below shall be paid with effect from the date of publication of results of the examination, or the 1st day of October 1986, whichever is later, the allowance specified in the corresponding entry in column 2 of the said Table :-

Provided that not more than one qualification allowance shall be permissible to him.

TABLE

<u>Examination</u>	<u>Qualification Pay per month</u>
Insurance Institute of India or Chartered Insurance Institute :	Rs.
(i) Licentiate	40
(ii) Completion of Associateship	80
(iii) Completion of Fellowship	130
Institute of Actuaries.	
(iv) On passing three subjects	100
(v) On passing six subjects	130
Institute of Chartered Accountants or Institute of Cost and Works Accounts -	
(vi) Completion of Intermediate	80
(vii) Completion of Final Group 'A'	100
(viii) Completion of Final Group 'B'	130

[106] The existing paragraph renumbered as sub-paragraph (1) and sub-paragraph (2) inserted by Notification S.O.1038(E) dt. 07.12.1987 w.e.f. 01.11.1986.

[107] Substituted in place of original paragraph by Notification S.O. 180(E) dt. 10.3.1989 w.e.f. 01.10.1986

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

The grant of allowance for technical qualifications shall not affect the seniority of the employee concerned.

Where an employee has already been given an advance increment or any other recurring monetary benefit for having qualified in any of the said examinations, the amount of qualification allowance shall be suitably reduced or be not paid depending on the quantum of benefit already received.

VI. House Rent Allowance :-

- (1) The House Rent Allowance to the employee shall be payable at the rate of 10 per cent of basic salary subject to maximum of Rs.200 per month. Where an employee has been provided with residential accommodation/staff quarters by the Corporation or a Company, no House Rent Allowance shall be payable to him.
- (2) Employees who are allotted residential accommodation/staff quarters, shall not be entitled to any house rent allowance, but they shall pay to the Corporation/ Company, for such accommodation, the appropriate licence fee as may be decided by the Board of the Corporation from time to time. Provided that an employee who has been allotted residential accommodation/staff quarters before the 1st day of April, 1983, or where an employee has exercised an option under Paragraph 6A, before the date of publication of the Amendment Scheme in the Official Gazette, shall continue to receive the house rent allowance paid to him as on the date preceding the 1st day of April, 1983 or the date of such publication of the Amendment Scheme so long as he continues to occupy the residential accommodation/staff quarters allotted by the Corporation/Company.

VII. City Compensatory Allowance :-

- (1) The scale of city compensatory allowance payable to Supervisory, Clerical and Subordinate Staff employees shall be as under :

Place of posting	Rate	Min.	Max.
		Rs.	Rs.
[108] (a) Cities with population exceeding 12 lacs and any city in the State of Goa.	Supervisory and Clerical Staff: 10% of basic salary	65	140
	Sub Staff: 8% of basic salary	40	60
(b) Cities with population of 5 lacs and above but not exceeding 12 lacs, State Capitals with population not exceeding 12 lacs and Chandigarh, Pondicherry & Port Blair.	Supervisory and Clerical Staff: 6% of basic salary	45	90
	Sub Staff: 4.5% of basic salary	30	36

NOTE : For the purpose of this paragraph, the population figures shall be those in the [109] 1991 Census Report.

- (2) Notwithstanding anything contained in Sub-paragraph (1), any employee in Supervisory, Clerical and Subordinate Staff cadre, in receipt of an amount of Rs.20 per month as city compensatory allowance immediately before the date of fixation in the revised scale of pay and not becoming eligible for city compensatory allowance under this Scheme, shall continue to receive the said amount so long as he is posted at the same place.

[108] For the words "Urban Agglomeration of Panaji and Marmugao" the words "any city in the State of Goa" substituted by Notification S.O. 780(E) dt. 22.08.1988 effective from 19.05.1988.

[109] In the Note for the figure "1981" the figure "1991" substituted by Notification S.O. 83(E) dt. 02.02.1994 w.e.f. 01.03.1991.

VIII. Hill Station Allowance :-

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

- (1) The scales of hill station allowance payable to employees in Supervisory, Clerical and Subordinate Staff cadre shall be as follows :-

(i)	Posted at place situated at a height of 1500 metres and over, above mean sea level	At the rate of 10% of basic salary, subject to a minimum of Rs.35/- and a maximum of Rs.100/- per month.
(ii)	Posted at places situated at a height of 1000 metres and over, but less than 1500 metres above mean sea level, at Mercara and at places which are specifically declared as "Hill Stations" by Central/State Governments for their employees.	At the rate of 8% of basic salary, subject to a minimum of Rs. 30/- per month and a maximum of Rs. 75/- per month.

IX. Kit Allowance :-

Employees transferred to any of the hill stations listed in item VIII of this Schedule shall be paid a kit allowance of Rs. 400/-. The kit allowance shall not be payable on transfer from one hill station to another or if the same drawn at any time during the preceding three years.

[110] **THE FIFTH SCHEDULE**
[See Paragraph 3 (ab) and (ac)]

I. Amended Scales of pay (Basic salary) :

A. Supervisory and Clerical Staff -

- (1) Superintendent : (Run off cadre) *
Rs. 1910-110-2020-120-3700.
- (2) Senior Assistant :
Rs. 1390-80-1710-100-1910-110-2020-120-3460.
- (3) Stenographer :
Rs. 1390-80-1710-100-1910-110-2020-120-3460.
- [111]* (4) Assistant, Typist, Telephone Operator, Telex Operator, Receptionist, Punch Card Operator, Unit Record Machine Operator, Comptist and other equivalent position :
Rs. 1000-50-1050-60-1170-70-1450-80-1930-100-2030-110-2140-120-2500-240-2740-120-2860.
- [112]* (5) Record Clerk :
Rs. 930-35-1000-40-1200-50-1500-60-1800-70-2010.

* No fresh appointment to the post of Superintendent shall be made by the Corporation or Company.

[110] Inserted by Notification S.O. 356(E) dt. 12.05.1989 effective from . 01.08.1987.

[111] In the Fifth Schedule sub-item (4) substituted by Notification S.O. 542(E) dt. 06.07.1990 w.e.f. 1.1.1990.

[112] In the Fifth Schedule sub-item (5) of Clause A substituted by Notification S.O. 542(E) dt. 06.07.1990 w.e.f. 1.1.1990.

B. Subordinate Staff -

- (1) Driver :

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

Rs. 930-35-1000-40-1520-45-1610-50-1810.

[113] (2) Other Subordinate Staff :
Rs. 815-25-840-35-1260-40-1380-45-1470-50-1520.

II. Functional Allowances :-

Employees engaged in any of the following functions as their regular and main function shall be paid a functional allowance as indicated below :-

(1) Special Functional Allowance :

(a)	Subordinate Staff working as Liftmen, Machine Operators, Head Peons, Jamadars, Daftaries, A.C. Plant Operators, Heavy Vehicle Drivers, Key Holders or Generator Operators and Subordinate Staff carrying cash to or from Bank where the amount of cash carried during a calendar month is ordinarily Rs. 25,000/- or more.	Rs. 50/- p.m.
(b)	Cashier handling cash in an office where the total amount of cash transactions during a calendar month is ordinarily Rs. 25,000/- or more.	Rs.115/- p.m.

NOTE: (1) Entire Special Functional Allowance payable to Subordinate Staff under sub-clause(a) above will count as basic salary.

(2) Special Functional Allowance under sub-clause (b) shall not be treated as part of basic salary. Provided that (86) "90%" of the said Special Functional Allowance shall count for the purpose of House Rent Allowance, Provident Fund, Gratuity and Refixation on promotion.

(2) Other Functional Allowance :

(a)	Telex Operators, Punch Card Operators, Unit Record Machine Operators and Comptists	Rs. 50/- p.m.
(b)	Stenographer to Chairman of the Corporation, Managing Directors, Chairman-cum-Managing Directors, General Managers, Assistant General Managers and equivalent positions.	Rs. 60/- p.m.
(c)	Audit Assistants	Rs.200/- p.m.

NOTE 1 : The number and names of persons eligible to draw the functional allowance shall be determined by Chairman-cum-Managing Director or the Managing Director or by any officer authorised in this behalf, depending upon the load of work and administrative requirements.

NOTE 2 : An employee shall draw only one functional allowance at any one time.

NOTE 3 : An employee proceeding on leave shall be paid the functional allowance during his leave period other than periods of extra ordinary leave, provided that he resumes work in the same position on the expiry of his leave.

NOTE 4 : No employee shall, as a matter of right, claim to be allotted a particular portfolio of work in order to avail of the functional allowance attaching to that position.

[113] In the Fifth Schedule sub-item (2) of Clause B substituted by Notification S.O. 542(E) dt. 06.07.1990 w.e.f. 1.1.1990.

NOTE 5 : No employee shall refuse to work in a position carrying a functional allowance or make it a condition that he be paid such allowance where, because of absence of the incumbent or temporary pressure of work, the employee is assigned such work by the Head of his Office.

III. Dearness Allowance :

- (1) The scale of dearness allowance applicable to the employees shall be determined as under :-

Index : All India Average Consumer Price Index Number for Industrial Workers.

Base Year : 1960 = 100.

Revision of Dearness Allowance :- Revision of dearness allowance may be made on quarterly basis for every 4 points rise or fall.

Rate of Dearness Allowance :- For every 4 points in the quarterly average over 600 points, the dearness allowance shall be calculated at the following rates :-

Rate of D.A. for every 4 points.

- (a) Subordinate Staff 0.67% of Basic salary.

- ^[114] (b) All employees other than Subordinate Staff :-

<u>Basic salary</u>	<u>Rate of D.A. for every 4 points</u>
i) Upto Rs. 2500/-	0.67% of basic salary
ii) Exceeding Rs.2500/-	0.67% of Rs. 2500/- plus 0.55% of basic salary in excess of Rs.2500/-.

- (2) There shall be an upward revision of the dearness allowance payable for every four points rise in the quarterly average (hereinafter referred to as the "current average figure") of the All India Consumer Price Index above 600 points in the sequence 600-604-608-612 and so on; and there shall be downward revision of the dearness allowance payable if the current average figure falls below the index figure in the above sequence with reference to which the dearness allowance has been paid for the last preceding quarter. On the downward revision, the dearness allowance payable shall correspond to the current average figure if such current average figure is a figure in the above sequence; and the dearness allowance payable shall correspond to the figure in the above sequence next preceding the current average figure if such current average figure is not a figure in the sequence.

- (3) For this purpose, quarter shall mean a period of three months ending on the last day of March, June, September or December.

- (4) The final index figures as published in the Indian Labour Journal or the Gazette of India, whichever publication is available earlier, shall be the index figure which shall be taken for the purpose of calculation of dearness allowance.

[114] In item III - Dearness Allowance sub-item (b) substituted by Notification S.O. 542(E) dt. 06.07.1990 w.e.f. 01.01.1990.

- (5) The revision in dearness allowance corresponding to the changes in the current average figure for any particular quarter shall take effect only from the second succeeding month following the end of the quarter.

IV. Allowance for Technical Qualifications :

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

A confirmed employee who qualifies or has qualified in an examination mentioned below shall be paid with effect from the date of publication of the results of the examination, or the date of commencement of Revision Scheme, 1989 whichever is later, the allowance for Technical qualifications mentioned below :-

Provided that not more than one qualification allowance shall be permissible to him.

Examination	Qualification Pay per month
Insurance Institute of India or Chartered Insurance Institute :	Rs.
(i) Licentiate	40
(ii) Completion of Associateship	120
(iii) Completion of Fellowship	200
Institute of Actuaries.	
(iv) On passing each subject	40
Institute of Chartered Accountants or Institute of Cost and Works Accounts -	
(v) Completion of Intermediate	80
(vi) Completion of Final Group 'A' or Group 'B'	150
(vii) Completion of Final Group 'A' & Group 'B'	200

The grant of allowance for technical qualifications shall not affect the seniority of the employee concerned.

Where the employee has already been given an advance increment or any other recurring monetary benefit for having qualified in any of the said examinations, the amount of qualification allowance shall be suitably reduced or be not admissible depending on the quantum of benefit already received.

[115] Such employee on completion of service of one year after reaching the maximum of the scale shall receive the qualification allowance amounting to not less than one-half of the full rate and after a further service of one year, the said qualification allowance shall be paid in full.

V. Graduation Allowance :

[116] (1) Graduation Increment/Allowance to employees in the scale of Assistant :

[115] The new paragraph added by Notification S.O. 542(E) dt. 06.07.1990 w.e.f. 01.01.1990.

[116] In item 'V' for sub-item (1), new sub-item (1) substituted by Notification S.O. 542(E) dt. 06.07.1990 w.e.f. 01.01.1990.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

(a) An employee who is appointed or promoted to any post in the scale of Assistant and who has qualified as a Graduate of a recognised University on or after the 1st day of January, 1973 and has not reached the maximum of the scale shall be granted two increments in the scale with effect from the date of publication of results of the examination or the 1st day of July, 1990, or the date of appointment in the scale of Assistant, whichever is later, provided he has not already received graduation increments or qualification pay for having qualified as such graduate or any advance increments on appointment, otherwise than by way of protection of emoluments granted to ex-servicemen ;

Provided that if an employee entitled to increments for graduation is drawing basic salary of Rs.2740/- only one increment for graduation shall be granted to him.

(b) An employee in the scale of Assistant who is a graduate of a recognised University and has reached the maximum of the scale shall be paid graduation allowance of Rs.65/- per month one year after he has reached the maximum of the scale or with effect from the 1st day of July, 1990, whichever is later and after a further service of one year the said graduation allowance of Rs.65/- shall be increased to Rs.130/- per month.

EXPLANATION : For the purposes of this sub-item:

- (i) 'recognised University' shall mean a University recognised by the University Grants Commission.
- (ii) Graduation allowance payable to employees in the scale of Assistant shall not be treated as part of basic salary.

[117] Provided that 90% of the said Graduation allowance shall count for the purposes of House Rent Allowance, Provident Fund, Gratuity and Fitment on promotion to the higher cadre.

(2) Graduation Allowance to Record Clerks :

An employee in the scale of Record Clerk, who has qualified as Graduate of a recognised University shall be paid Graduation Allowance of Rs.80/- p.m. with effect from the date of publication of results of the examination or the first day of April,1989 or the date of promotion as Record Clerk, whichever is later.

Note : The Graduation Allowance payable to employees in the scale of Record Clerk shall not be a Special Allowance nor shall it be treated or counted as basic salary for any purpose and it shall be withdrawn on promotion of the employee.

VI. House Rent Allowance :

(1) The House Rent Allowance to the employee shall be payable at the rate of 10 per cent of basic salary subject to maximum of Rs. 300/- per month.

(2) Employees who are allotted residential accommodation/staff quarters, shall not be entitled to any house rent allowance, but they shall pay to the Corporation/ Company, for such accommodation, the appropriate licence fee as may be decided by the Board of the Corporation from time to time.

[117] Proviso to Explanation to sub-item (1) for the figures "60%" the figures "90%" substituted by Notification S.O. 797(E) dt. 25.11.1991 w.e.f. 01.08.1987.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

Provided that an employee who has been allotted residential accommodation/staff quarters before the 1st day of April, 1983, and who has been in receipt of House Rent Allowance as on date immediately preceding the date of publication of this Scheme in terms of item VI of Fourth Schedule of the said Scheme shall continue to receive such House Rent Allowance so long as he continues to occupy the residential accommodation/staff quarters allotted by the Corporation/Company.

VII. City Compensatory Allowance :

(1) The scale of City Compensatory Allowance payable to Supervisory, Clerical and Subordinate Staff employees shall be as under :

	Place of posting	Rate
(a)	Cities with population exceeding 12 lacs, Faridabad, Gaziabad, NOIDA, Panaji and Marmugao, Gurgaon, Vashi, Gandhinagar	7% of Basic Salary subject to maximum of Rs.150/- p.m.
(b)	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 and Port Blair	4% of Basic Salary subject to maximum of Rs.100/- p.m. and minimum of Rs.30/- p.m. for Sub-ordinate staff and Rs.45/- p.m. for employees other than Sub-ordinate Staff

NOTE : (1) On and from 19th day of May, 1988, in clause (a), for the words "Urban Agglomeration of Panaji and Marmugao" the words "any city in the State of Goa" substituted (by Notification S.O. 780(E) dt. 22.08.1988 w.e.f. 19.05.1988).

(2) On and from the date of Notification of Revision Scheme, 1989, i.e. (12.05.1989) in clause (a), after the word "NOIDA", the words "Gurgaon, Vashi, Gandhinagar" inserted (by Notification S.O. 356(E) dt. 12.05.1989 w.e.f. 01.08.1987).

(3) On and from the date of Notification of Revision Scheme, 1989, i.e. (12.05.1989) in clause (b), after the word "Mohali", the word "Panchkula" inserted (by Notification S.O. 356(E) dt. 12.05.1989 w.e.f. 01.08.1987).

(4) For the purpose of this paragraph, the population figures shall be those in the 1991* Census Report (*inserted by Notification S.O. 356(E) dt. 12.05.1989 w.e.f. 01.08.1987).

(5) Notwithstanding anything contained in Sub-clause (1), any employee in Supervisory, Clerical and Subordinate Staff cadre, in receipt of an amount of Rs. 20/- per month as City Compensatory Allowance in terms of clause (2) of item VII of the Fourth Schedule to the said Scheme immediately before the date of fixation in the amended scale of pay and not becoming eligible for City Compensatory Allowance under the Revision Scheme, 1989 shall continue to receive the said amount so long as he is posted at the same place and shall be absorbed in future revision inserted (by Notification S.O. 356(E) dt. 12.05.1989 w.e.f. 01.08.1987).

VIII. Hill Station Allowance :-

^[118] The scales of Hill Station Allowance payable to employees in Supervisory, Clerical and Subordinate Staff cadre shall be as follows :-

[118] In item VIII - the brackets and figure (1) omitted by Notification S.O. 405(E) dt. 24.05.1990 w.e.f. 01.08.1987.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

(i)	Posted at places situated at a height of 1500 metres and over, above mean sea level	At the rate of 7% of the basic salary, subject to maximum of Rs.150/- p.m.
(ii)	Posted at places situated at a height of 1000 metres and over, but less than 1500 metres above mean sea level, at Mercara and at places which are specifically declared as 'Hill Stations' by Central/State Governments for their employees.	At the rate of 5% of basic salary, subject to a maximum of Rs. 125/- p.m.
(iii)	^[119] Posted at places situated at a height of not less than 750 metres above mean sea level which are surrounded by and accessible only through hills with a height of 1000 metres and above mean sea level.	At the rate of 5% of basic salary, subject to a maximum of Rs.125/- p.m.

IX. Kit Allowance :-

Employees transferred to any of the hill stations listed in item VIII of fifth Schedule shall be paid a Kit Allowance of Rs.500/-. The Kit Allowance shall not be payable on transfer from one hill station to another or if the same was drawn at any time during the preceding three years .

^[120] **THE SIXTH SCHEDULE**
[See Paragraph 3 (ad) and (ae)]

I. ALTERED SCALES OF PAY (BASIC SALARY) :

A. Supervisory and Clerical Staff :

- (1) Superintendent : (Run-off cadre)*
Rs.3725-215-3940-230-7160
- (2) Senior Assistant :
Rs.2725-155-3345-190-3725-215-3940-230-6700
- (3) Stenographer :
Rs.2725-155-3345-190-3725-215-3940-230-6700
- (4) Assistant, Typist, Telephone Operator, Telex Operator, Receptionist, Punch Card Operator, Unit Record Machine Operator, Comptist and other equivalent posts :
Rs.1950-100-2050-120-2290-135-2830-155-3760-200-3960-210-4170-230-4860-410-5270-230-5500
- (5) Record Clerk :
Rs.1830-70-1970-80-2370-100-2670-110-3000-120-3600-130-3990.

* No fresh appointment to be made to the post of Superintendent by the Corporation or Company.

[119] Sub-item (iii) inserted by Notification S.O. 405(E) dt. 24.05.1990 w.e.f. 01.08.1987

[120] Sixth Schedule inserted vide S.O. 139(E) dt. 22.2.1996 w.e.f. 01.08.1992 (Different effective dates provided for different allowances)

B. Subordinate Staff :

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

(1) Driver :
Rs.1830-70-1970-80-3010-90-3190-100-3590.

(2) Other Subordinate Staff :
Rs.1600-50-1650-70-2490-80-2730-90-2820-100-3020.

- (1) The basic salary of every employee in service as on the 1st day of August, 1992, and who continues to be in service after the date of notification of Revision Scheme, 1996, shall be fixed at the corresponding stage in the respective altered scale of pay with effect from 1st day of August, 1992 or the date of option, whichever is later.
- (2) The basic salary of every employee appointed after the 1st day of August, 1992 and who continues to be in service after the date of notification of Revision Scheme, 1996, in the Official Gazette, shall be fixed at the corresponding stage in the respective altered scale of pay with effect from the date of his appointment or date of option, whichever is later.
- (3) The basic salary of every employee who was in service on or after 1st day of August, 1992 and who retired or resigned or died on or before the publication of the Revision Scheme, 1996 in the Official Gazette, shall be fixed at the corresponding stage in the respective altered scale of pay with effect from 1.8.1992 or the date of his appointment whichever is later.

(A) Notwithstanding anything contained in paragraph (1), (2) or (3) above, or in the Promotion Policy for Supervisory, Clerical and Subordinate Staff, when an employee in the scale of pay of Assistant drawing a basic salary of Rs.5270/- or more per month is promoted to the post of Senior Assistant/Stenographer on or after 1st day of August, 1992 the basic salary of such employee shall be fixed in the promoted scale as shown in the table below :

T A B L E

Basic pay in the scale of pay of Assistant	Basic pay in the scale of pay of Senior Assistant/Stenographer
(i) Rs.5270 per month	Rs. 5320 per month
(ii) Rs.5500 per month	Rs. 5550 per month
(iii) Rs.5730 per month, was drawn by the employee for less than one year.	Rs. 5780 per month
(iv) Rs.5730 per month, was drawn by the employee for one year or more.	Rs. 6010 per month
(v) Rs.5960 per month, was drawn by the employee for less than one year	Rs. 6010 per month
(vi) Rs.5960 per month, was drawn by the employee for one year or more	Rs. 6240 per month
(vii)Rs.6190 per month, was drawn by the employee for less than one year	Rs. 6240 per month
(viii) Rs.6190 per month, was drawn by the employee for one year or more	Rs. 6470 per month
(ix) Rs.6420 per month, was drawn by the employee for less than one year.	Rs. 6470 per month
(x) Rs.6420 per month, was drawn by the employee for one year or more.	Rs. 6700 per month

Note : The basic salary mentioned in items (ii) to (x) indicates the basic salary drawn by the employee after grant of increments as referred to in paragraph 7(2).

II. FUNCTIONAL ALLOWANCES :

For the period between the 1st day of August, 1992 and 31st July, 1994, the Special Functional Allowance shall be paid as per sub-clause(1) of item II of the Fifth Schedule of the said Scheme.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

With effect from 1st day of August, 1994, the employees engaged in any of the following functions as their regular and main function shall be paid a functional allowance as indicated below :-

(1) Special Functional Allowance :

(a)	Subordinate Staff working as Liftmen, Machine Operators, Head Peons, Jamadars, Daftaries, A.C. Plant Operators, Heavy Vehicle Drivers, Key Holders or Generator Operators and Subordinate Staff carrying cash to or from Bank where the amount of cash carried during a calendar month is ordinarily Rs. 25,000/- or more.	Rs. 100/- p.m.
(b)	Cashier handling cash in an office where the total amount of cash transactions during a calendar month is ordinarily Rs. 25,000/- or more.	Rs.210/- p.m.

NOTE 1 : With effect from 1st day of August,1994, the Entire Special Functional Allowance payable to Subordinate Staff under sub-clause(a) above will count as basic salary.

NOTE 2 : Special Functional Allowance under sub-clause (b) shall not be treated as part of basic salary. However, with effect from 1st day of August,1994, the said Special Functional Allowance shall count for the purpose of Dearness Allowance, House Rent Allowance, Provident Fund, Gratuity and fixation on promotion.

(2) Other Functional Allowance :

For the period between the 1st day of August,1992 and 31st July,1994, Other Functional Allowance shall be paid as per sub-clause(2) of item II of the Fifth Schedule of the said Scheme.

With effect from 1st day of August, 1994, the Other Functional Allowance shall be paid as under:

(a)	Telex Operators, Punch Card Operators, Unit Record Machine Operators and Comptists	Rs. 60/- p.m.
(b)	Stenographer to Chairman of the Corporation, Managing Directors, Chairman-cum-Managing Directors, General Managers, Assistant General Managers and equivalent positions.	Rs. 75/- p.m.
(c)	Audit Assistants	Rs.240/- p.m.

NOTE 1 : The number and names of persons eligible to draw the functional allowance shall be determined by the Chairman-cum-Managing Director or the Managing Director or by the officer authorised in this behalf, depending upon the load of work and administrative requirements.

NOTE 2 : An employee shall draw only one functional allowance at any one time.

NOTE 3 : An employee proceeding on leave shall be paid the functional allowance during his leave period other than periods of extra ordinary leave, provided that he resumes work in the same position on the expiry of his leave.

NOTE 4 : No employee shall, as a matter of right, claim to be allotted a particular portfolio of work in order to avail of the functional allowance attaching to that position/post.

NOTE 5 : No employee shall refuse to work in a position carrying a functional allowance or make it a condition that he be paid such allowance where, because of absence of the incumbent or temporary pressure of work, the employee is assigned such work by the Head of his Office.

III. DEARNESS ALLOWANCE :

(1) The rate of dearness allowance applicable to the employees shall be determined as under:-

Index : All India Average Consumer Price Index Number for Industrial Workers.

Base : Index No.1148 in the series 1960 = 100.

Revision of Dearness Allowance : Revision of dearness allowance may be made on quarterly basis for every 4 points rise or fall.

Rate of Dearness Allowance : For every 4 points in the quarterly average over 1148 points, the dearness allowance shall be calculated at the following rates :-

Rate of D.A. for every 4 points

(a) Subordinate Staff	0.35% of Basic Salary
(b) All employees other than Subordinate Staff :-	
Basic Salary	Rate of D.A. for every 4 points
i) Upto Rs. 4800/-	0.35% of basic salary
ii) Rs.4801/- to Rs.7700	0.35% of Rs. 4800/- plus 0.29% of basic salary in excess of Rs.4800/-.
iii) Rs.7701/- and above	0.35% of Rs.4800/- plus 0.29% of difference between Rs.4800 and Rs.7700/- plus 0.17% of basic salary in excess of Rs.7700/-

(2) There shall be an upward revision of the dearness allowance payable for every four points rise in the quarterly average (hereinafter referred to as the "current average figure") of the All India Consumer Price Index above 1148 points in the sequence 1148-1152-1156-1160 and so on; and there shall be downward revision of the dearness allowance payable if the current average figure falls below the index figure in the above sequence with reference to which the dearness allowance has been paid for the last preceding quarter. On the downward revision, the dearness allowance payable shall correspond to the current average figure if such current average figure is a figure in the above sequence; and the dearness allowance payable shall correspond to the figure in the above sequence next preceding the current average figure if such current average figure is not a figure in the sequence.

(3) For this purpose, quarter shall mean a period of three months ending on the last day of March, June, September or December.

(4) The final index figures as published in the Indian Labour Journal or the Gazette of India, whichever publication is available earlier, shall be the index figure which shall be taken for the purpose of calculation of dearness allowance.

(5) The revision in dearness allowance corresponding to the changes in the current average figure for any particular quarter shall take effect only from the second succeeding month following the end of the quarter.

IV. ALLOWANCE FOR TECHNICAL QUALIFICATIONS :

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

For the period between the 1st day of August, 1992 and 31st July, 1994, the Allowance for Technical Qualifications shall be paid as per item IV of the Fifth Schedule of the said Scheme.

With effect from 1st day of August, 1994, the Allowance for Technical Qualifications shall be paid as under:

A confirmed employee who qualifies or has qualified in an examination mentioned below shall be paid with effect from the date of publication of the results of the examination, or the 1st day of August, 1994, whichever is later, the allowance for Technical qualifications mentioned below:-

Provided that not more than one qualification allowance shall be permissible to him.

Examination	Qualification Pay per month
Insurance Institute of India or Chartered Insurance Institute :	Rs.
(i) Licentiate	48
(ii) Completion of Associateship	144
(iii) Completion of Fellowship	240
Institute of Actuaries.	
(iv) On passing each subject	48
Institute of Chartered Accountants or Institute of Cost and Works Accounts -	
(v) Completion of Intermediate	96
(vi) Completion of Final Group 'A' or Group 'B'	180
(vii) Completion of Final Group 'A' & Group 'B'	240
On completion of :	
(viii) Master of Business Administration of a recognized University/ Institution	240

The grant of allowance for technical qualifications shall not affect the seniority of the employee concerned.

Where the employee has already been given an advance increment or any other recurring monetary benefit for having qualified in any of the said examinations, the amount of qualification allowance shall be suitably reduced or be not admissible depending on the quantum of benefit already received.

Such employee on completion of service of one year after reaching the maximum of the scale shall receive the qualification allowance amounting to not less than one-half of the full rate and after a further service of one year, the said qualification allowance shall be paid in full.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

The allowance for technical qualification shall count for the purpose of Dearness Allowance, House Rent Allowance, Provident Fund, Gratuity and fixation on promotion from Class III to Class I cadre.

Explanation: For the purposes of sub-item : viii) "recognised University" shall mean a University recognised by the University Grants Commission.

V. GRADUATION ALLOWANCE :

(1) GRADUATION INCREMENTS/ALLOWANCE TO EMPLOYEES IN THE SCALE OF ASSISTANT :

For the period between the 1st day of August, 1992 and 31st July, 1994, the Graduation Increments/Allowance to employees in the scale of Assistant shall be paid as per sub-clause (1) of item V of the Fifth Schedule of the said Scheme.

With effect from 1st day of August, 1994, the Graduation Increments/Allowance to employees in the scale of Assistant shall be paid as under:

(a) An employee who is appointed or promoted to any post in the scale of Assistant and who has qualified as a Graduate of a recognised University on or after the 1st day of January 1973, and has not reached the maximum of the scale shall be granted two increments in the scale with effect from the date of publication of results of the examination, or 1st day of August, 1994 or the date of appointment in the scale of Assistant, whichever is later, provided that he has not already received graduation increment or qualification pay for having qualified as such graduate or any advance increment on appointment, otherwise than by way of protection of emoluments granted to ex-servicemen:

Provided that if an employee entitled to increments for graduation is drawing basic salary of Rs.5270/-, only one increment for graduation shall be granted to him.

(b) An employee in the scale of Assistant who is a graduate of a recognised University and has reached the maximum of the scale shall be paid graduation allowance of Rs.78/- per month one year after he has reached the maximum of the scale or with effect from the 1st day of August, 1994, whichever is later and after a further service of one year the said graduation allowance of Rs.78/- shall be increased to Rs.156/- per month.

(c) Graduation allowance payable to employees in the scale of Assistant shall not be treated as part of basic salary. Provided that the said Graduation allowance shall count for the purpose of Dearness Allowance, House Rent Allowance, Provident Fund, Gratuity and Fitment on promotion to the higher cadre.

Explanation : For the purposes of the above sub-item "recognised university" means a University recognised by the University Grants Commission.

(2) GRADUATION ALLOWANCE TO RECORD CLERKS :

For the period between the 1st day of August, 1992 and 31st July, 1994, the Graduation Allowance to employees in the scale of Record Clerks shall be paid as per sub-clause(2) of item V of the Fifth Schedule of the said Scheme.

With effect from 1st day of August, 1994, the Graduation Allowance to employees in the scale of Record Clerks shall be paid as under:

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

An employee in the scale of Record Clerk, who has qualified as Graduate of a recognised University shall be paid Graduation Allowance of Rs.96/- p.m. with effect from the date of publication of results of the examination or the 1st day of August, 1994, or the date of promotion as Record Clerk, whichever is later.

Note : The Graduation Allowance payable to employees in the scale of Record Clerk shall not be treated as Special Allowance nor shall it be treated or counted as basic salary for any purpose and it shall be withdrawn on promotion of the employee.

VI. HOUSE RENT ALLOWANCE :

With effect from 1st day of August, 1992, the rate of House Rent Allowance payable to Supervisory, Clerical and Subordinate Staff employees shall be as under:

<u>Place of posting</u>	<u>Rate per month</u>
(a) Cities with population exceeding 12 lacs, *Faridabad, Ghaziabad, NOIDA, Gurgaon, Vashi, Gandhinagar and any city in the State of Goa (*inserted vide SO 589(E) dt. 22.6.2000)	12% of Basic Salary
(b) All other places	10% of Basic Salary

(2) Employees who are allotted residential accommodation/staff quarters, shall not be entitled to any house rent allowance, but they shall pay to the Corporation/ Company, for such accommodation, the appropriate licence fee as may be decided by the Board of the Corporation from time to time. Provided that an employee who has been allotted residential accommodation/staff quarters before the 1st day of April, 1983, and who has been in receipt of House Rent Allowance as on date immediately preceding the date of publication of this Scheme in terms of item VI of the Fourth Schedule of the said Scheme shall continue to receive such House Rent Allowance so long as he continues to occupy the same residential accommodation/staff quarters allotted by the Corporation/ Company.

Note 1: For the purpose of this paragraph, the population figure shall be those in the 1991 Census Report.

Note 2: Cities shall include their urban agglomerations.

VII. CITY COMPENSATORY ALLOWANCE :

For the period between the 1st day of August, 1992 and 31st July, 1993, the rate of City Compensatory Allowance payable to Supervisory, Clerical and Subordinate Staff employees shall be as per item VII of the Fifth Schedule of the said Scheme with reference to the scale of pay applicable to them on the day immediately preceding the 1st day of August, 1992 to the same extent and in the same manner as would have been applicable to them had this item not been revised.

With effect from 1st August, 1993, the rate of City Compensatory Allowance payable to Supervisory, Clerical and Subordinate Staff employees shall be as under with reference to the scale of pay applicable to them from 1st day of August, 1992.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

Place of posting	Rate
(a) Cities with population exceeding 12 lacs, Faridabad, Gaziabad, NOIDA, Panaji and Marmugao, Gurgaon and any other city in the State of Goa, *Vashi and Gandhinagar (*inserted vide SO 589(E) dt. 22.6.2000)	4.5% of Basic Salary subject to maximum of Rs.200/- p.m. and minimum of Rs.100/- p.m. for employees other than subordinate staff
(b) 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 and Port Blair	3.5% of Basic Salary subject to maximum of Rs.150/- p.m. and minimum of Rs.75/- p.m. for employees other than Sub-ordinate Staff

NOTE 1: For the purpose of this paragraph, the population figures shall be those in the 1991 Census Report.

NOTE 2: Cities shall include their urban agglomerations.

VIII. HILL STATION ALLOWANCE :

For the period between the 1st day of August, 1992 and 31st July, 1994, the rate of Hill Station Allowance payable to Supervisory, Clerical and Subordinate Staff employees shall be as per item VIII of the Fifth Schedule of the said Scheme with reference to the scale of pay applicable to them on the day immediately preceding the 1st day of August, 1992 to the same extent and in the same manner as would have been applicable to them had this item not been revised.

With effect from 1st day of August, 1994, the rate of Hill Station Allowance payable to Supervisory, Clerical and Subordinate Staff employees shall be as under with reference to the scale of pay applicable to them on 1st day of August, 1992:-

- | | |
|---|---|
| (i) Posted at places situated at a height of 1500 metres and over above mean sea level. | At the rate of 4% of the basic salary subject to maximum of Rs.150/- per month. |
| (ii) Posted at places situated at a height of 1000 metres and over, but less than 1500 metres above mean sea level, at Mercara and at places which are specifically declared as "Hill Stations" by Central/State Governments for their employees. | At the rate of 3% of the basic salary subject to maximum of Rs.125/- per month. |
| (iii) Posted at places situated at a height of not less than 750 meters above mean sea level which are surrounded by and accessible only through hills with a height of 1000 metres and over above mean sea level. | At the rate of 3% of basic salary subject to a maximum of Rs.125/- per month. |

IX. KIT ALLOWANCE :

Employees transferred to any of the hill stations listed in item VIII of the Fifth Schedule shall be paid a Kit Allowance of Rs.500/-. The Kit Allowance shall not be payable on transfer from one hill station to another if the same was drawn at any time during the preceding three years.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

X. FIXED PERSONAL ALLOWANCE :

With effect from 1st day of November, 1993,

(1) an employee who was drawing Fixed Personal Allowance as on 1st November, 1993 in lieu of computer increment, for having already reached the maximum of the scale as on 1st November, 1993, would continue to get the Fixed Personal Allowance on fixation of his pay under the "altered terms", under the Revision Scheme, 1996. The Fixed Personal Allowance would be the aggregate of the last increment in scale of pay applicable to him on the 1st day of November, 1993, the Dearness Allowance thereon as on 1st November, 1993 and the amount of House Rent Allowance, thereon, if any.

(2) An employee who is in receipt of an increment on account of computerisation and who has reached the maximum of the scale of pay applicable to him shall be paid the fixed personal allowance referred to in sub-paragraph (1) above on the expiry of a period of one year of reaching the maximum of the scale of pay.

(3) Fixed Personal Allowance, to the extent it does not exceed the amount of the last increment drawn by an employee in the scale of pay that he was receiving on the first day of November, 1993, shall count for the purposes of provident fund, gratuity and for the purpose of pension payable under the General Insurance (Employees') Pension Scheme, 1995.

XI. CONVEYANCE ALLOWANCE :

(1) With effect from the 1st day of August, 1994 or date of appointment, whichever is later, every confirmed full-time employee shall be paid Conveyance Allowance at the rate of Rs.100/- (Rupees one hundred) per month.

^[121] (2) Notwithstanding anything contained in sub-paragraph(1) with effect from the 1st day of July, 1996, the Conveyance Allowance shall be paid at the rate of Rs.50/- (Rupees Fifty) per month.

^[121] **XII. SPECIAL ALLOWANCE:**

(1) With effect from 1st day of July, 1996 every employee shall be paid 'special allowance', with reference to the scale of pay as applicable to them, as under :-

Range of Basic Salary (Rs.)	Special Allowance (Rs. per month)
Upto 2050	75
2051 to 2560	85
2561 to 3140	95
3141 to 4170	110
4171 to 4600	130
4601 to 5499	150
5500 & Above	170

[121] Sub-paragraph (2) under Item XI and Item XII inserted by notification S.O. 731(E) dated 27.8.1998

Provided that the employee may choose that the special allowance may be paid in his case with effect from 1st day of July, 1996 or any date thereafter but on or before

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

the date of publication of this Scheme, in which case, he shall intimate such choice in writing to the Corporation or Company within ninety days of such publication of this scheme.

Provided further that no arrears/recovery for the period from the 1st day of July, 1996 to the date so chosen shall be payable to/made from such employee.

(2) The 'special allowance' shall not be treated as part of basic pay. However, the said 'special allowance' shall count for the purpose of dearness allowance, house rent allowance, city compensatory allowance, provident fund, pension, gratuity, encashment of earned leave and ex-gratia in lieu of bonus.

[122] SEVENTH SCHEDULE
[See Paragraph 3 (ea) and (eb)]

I. MODIFIED SCALES OF PAY (Basic Salary) :

A. Supervisory and Clerical Staff :

- (1) Superintendent : (Run-off cadre)*
Rs.6515-360(15)-11915
- (2) Senior Assistant :
Rs.4655-285(4)-5795-360(15)-11195
- (3) Stenographer :
Rs. 4655-285(4)-5795-360(15)-11195
- (4) Assistant, Typist, Telephone Operator, Telex Operator, Receptionist, Punch Card Operator, Unit Record Machine Operator, Comptist and other equivalent posts :
Rs.3385-185(1)-3570-205(2)-3980-225(5)-5105-270(2)-5645-300(3)-6545-325(2)-7195-360(5)-8995
- (5) Record Clerk :
Rs.3165-120(2)-3405-135(5)-4080-145(1)-4225-165(2)-4555-185(3)-5110-195(4)-5890-210(3)-6520-235(1)-6755

B. Subordinate Staff :

- (1) Driver :
Rs.3165-120(2)-3405-135(15)-5430-165(4)-6090
- (2) Other Subordinate Staff :
Rs.2790-110(5)-3340-115(8)-4260-135(4)-4800-165(2)-5130

* No fresh appointment to be made to the post of Superintendent by the Corporation or Company.

[122] Inserted by S.O.589(E) dt.22.6.2000

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

- (1) The basic salary of every employee in service as on the 1st day of August, 1997, and who continues to be in service after the date of publication of this scheme in the Official Gazette, shall be fixed at the corresponding stage in the respective modified scale of pay with effect from 1st day of August, 1997 or the date of option, whichever is later.
- (2) The Basic Salary of every employee appointed after the 1st day of August, 1997 and who continues to be in service after the date of publication of this scheme in the Official Gazette, shall be fixed at the corresponding stage in the respective modified scale of pay with effect from the date of his appointment or date of option, whichever is later.
- (3) The Basic Salary of every employee who was in service on or after 1st day of August, 1997 and who retired or died on or before the publication of this scheme in the Official Gazette, shall be fixed at the corresponding stage in the respective modified scale of pay with effect from 1.8.1997 or the date of his appointment, whichever is later.

II. FUNCTIONAL ALLOWANCES :

(1) Special Functional Allowance

(a) With effect from 1st day of August, 1997, the employees engaged in any of the following functions as their regular and main function shall be paid a functional allowance as indicated below :-

Subordinate Staff working as Liftmen, Machine Operators, Head Peons, Jamadars, Daftaries, A.C. Plant Operators, Heavy Vehicle Drivers, Key Holders or Generator Operators and Subordinate Staff carrying cash to or from Bank where the amount of cash carried during a calendar month is ordinarily Rs. 25,000/- or more.	Rs.165/- p.m.
--	------------------

(b) With effect from 1st day of the month following the date of publication of this scheme in the Official Gazette, the employees engaged in any of the following functions as their regular and main function shall be paid a functional allowance as indicated below:-

Cashier handling cash in an office where the total amount of cash transactions during a calendar month is ordinarily Rs. 25,000/- or more.	Rs.415/- p.m.
--	------------------

NOTE 1: The Entire Special Functional Allowance payable to Subordinate Staff under sub-clause(a) above will continue to count as Basic Salary.

NOTE 2: Special Functional Allowance under sub-clause (b) shall not be treated as part of Basic Salary. The said Special Functional Allowance shall not count for the purpose of any Allowance. However, the revised Special Functional Allowance to the extent of pre-revised Special Functional Allowance of Rs.210/- per month shall rank for Provident Fund, Pension and fixation on promotion. The said pre-revised Special Functional Allowance of Rs.210/- p.m. and DA thereon as on the date of publication of this scheme in the Official Gazette as per altered terms shall rank for Gratuity and encashment of earned leave.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

(2) Other Functional Allowance :

With effect from 1st day of August, 1997, the Other Functional Allowance shall be paid as under:

(a)	Telex Operators, Punch Card Operators, Unit Record Machine Operators and Comptists	Rs. 60/- p.m.
(b)	Stenographer to ^[123] Chairman-cum-Managing Director of the Corporation, General Managers, Assistant General Managers and equivalent positions.	Rs. 75/- p.m.
(c)	Audit Assistants	Rs.240/- p.m.

NOTE 1 : The number and names of persons eligible to draw the functional allowance shall be determined by the ^[123] Chairman-cum-Managing Director or by the officer authorised in this behalf, depending upon the load of work and administrative requirements.

NOTE 2 : An employee shall draw only one functional allowance at a time.

NOTE 3 : An employee proceeding on leave shall be paid the functional allowance during his leave period other than periods of extra ordinary leave, provided that he resumes work in the same position on the expiry of his leave.

NOTE 4 : No employee shall, as a matter of right, claim to be allotted a particular portfolio of work in order to avail of the functional allowance attaching to that position or post.

NOTE 5 : No employee shall refuse to work in a position carrying a functional allowance or make it a condition that he be paid such allowance where, because of absence of the incumbent or temporary pressure of work, the employee is assigned such work by the Head of his Office.

III. DEARNESS ALLOWANCE :

(1) The rate of dearness allowance applicable to the employees shall be determined as under:-

Index : All India Average Consumer Price Index Number for Industrial Workers.

Base : Index No.1740 in the series 1960 = 100.

Rate : For every 4 points in the quarterly average of the All India Consumer Price Index above 1740 points, employees shall be paid dearness allowance at the rate of 0.23% of Basic Salary.

Revision of dearness allowance : Revision of dearness allowance may be made on quarterly basis for every 4 points rise or fall.

[123] The term 'Chairman-cum-Managing Director' inserted vide S.O. 633(E) dated 4.5.2005 w.e.f. 01.02.2005.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

(2) There shall be an upward revision of the dearness allowance payable for every four points rise in the quarterly average (hereinafter referred to as the "current average figure") of the All India Consumer Price Index above 1740 points in the sequence 1740-1744-1748-1752 and so on; and there shall be downward revision of the dearness allowance payable if the current average figure falls below the index figure in the above sequence with reference to which the dearness allowance has been paid for the last preceding quarter. On the downward revision, the dearness allowance payable shall correspond to the current average figure if such current average figure is a figure in the above sequence; and if such current average figure is not a figure in the above sequence the dearness allowance payable shall correspond to the figure in the above sequence immediately preceding the current average.

(3) The final index figures as published in the Indian Labour Journal or the Gazette of India, whichever publication is available earlier, shall be the index figure which shall be taken for the purpose of calculation of dearness allowance.

(4) The revision in dearness allowance corresponding to the changes in the current average figure for any particular quarter shall take effect only from the second succeeding month following the end of the quarter.

Explanation:- For the purposes of this item, 'quarter' shall mean a period of three months ending on the last day of the month of March, June, September or December.

IV. ALLOWANCE FOR TECHNICAL QUALIFICATIONS :

(1) With effect from the 1st day of the month following the date of publication of this scheme in the Official Gazette, the Allowance for Technical Qualifications shall be paid as under:

(2) A confirmed employee who qualifies or has qualified in an examination mentioned in column (1) of the table below shall be paid with effect from the date of publication of the results of the examination, or with effect from the date of publication of this scheme in the Official Gazette, whichever is later, the allowance for Technical qualifications mentioned in column (2) of the table below:-

Provided that not more than one qualification allowance shall be permissible to him.

Table

Examination (1)	Allowance for Technical Qualification (p.m.)	
	(2)	(3)
	(Revised)	(Pre-revised)
<i>Insurance Institute of India Or Chartered Insurance Institute :</i> On completion of :		
i) Licentiate	Rs.95/-	Rs.48/-
ii) Associateship	Rs.285/-	Rs.144/-
iii) Fellowship	Rs.475/-	Rs.240/-
<i>Institute of Actuaries :</i> iv) On passing each subject	Rs.95/-	Rs.48/-
<i>Institute of Chartered Accountants or Institute of Cost and Works Accounts:</i> On completion of :		
v) Intermediate Examination	Rs.190/-	Rs.96/-
vi) Final Group A or Group B	Rs.355/-	Rs.180/-
vii) Final Group A and Group B	Rs.475/-	Rs.240/-
On completion of :		
viii) Master of Business Administration of a Recognised University/Institution	Rs.475/-	Rs.240/-

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

(3) The grant of allowance for technical qualifications shall not affect the seniority of the employee concerned.

(4) Where the employee has already been given an advance increment or any other recurring monetary benefit for having qualified in any of the said examinations, the amount of qualification allowance shall be suitably reduced or be not admissible depending on the quantum of benefit already received.

(5) Such employee on completion of service of one year after reaching the maximum of the scale shall receive the qualification allowance amounting to not less than one-half of the full rate and after a further service of one year, the said qualification allowance shall be paid in full.

(6) The revised allowance for technical qualification as mentioned in column (2) of the table above shall not count for the purpose of any Allowance. However, the said revised allowance, shall count to the extent of pre-revised allowance as mentioned in column (3) against each examination, for the purpose of Provident Fund, Pension and fixation on promotion from Class III to Class I cadre, The said pre-revised allowance alongwith dearness allowance thereon as on the date of publication of this scheme in the Official Gazette as per altered terms shall count for the purpose of Gratuity and encashment of earned leave.

Explanation:- For the purposes of clause (viii) of sub-item(2), "recognised University/Institution" shall mean a University/Institution recognised by the University Grants Commission.

V. GRADUATION ALLOWANCE :

(1) GRADUATION INCREMENTS/ALLOWANCE TO EMPLOYEES IN THE SCALE OF ASSISTANT :

With effect from the 1st day following the date of publication of this scheme in the Official Gazette, the Graduation Increments/Allowance to employees in the scale of Assistant shall be paid as under:

(a) An employee who is appointed or promoted to any post in the scale of Assistant and who has qualified as a Graduate of a recognised University on or after the 1st day of January 1973, and has not reached the maximum of the scale shall be granted two increments in the scale with effect from the publication of results of the examination, or 1st day of the month following the publication of this scheme in the Official Gazette, or the date of appointment in the scale of Assistant, whichever is later, provided that he has not already received graduation increment or qualification pay for having qualified as such graduate or any advance increment on appointment, otherwise than by way of protection of emoluments granted to ex-servicemen:

Provided that if an employee entitled to increments for graduation is drawing Basic Salary of Rs.8635/-, only one increment for graduation shall be granted to him.

(a) an employee in the scale of Assistant who is a graduate of a recognised University and has reached the maximum of the scale shall be paid revised graduation allowance with effect from 1st day of the month following the date of publication of this scheme in the Official Gazette, as under:

	Pre-revised Graduation Allowance per month	Revised Graduation Allowance per month
--	--	--

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

One year after reaching the maximum of the scale	Rs.78/-	Rs.145/-
Two years after reaching the maximum of the scale	Rs.156/-	Rs.285/-

(b) The revised Graduation allowance as shown above shall not be treated as part of Basic Salary. The revised Graduation allowance shall not count for the purpose of any Allowance. However, the revised Graduation Allowance to the extent of pre-revised Graduation Allowance shall count for Provident Fund and Pension and for fitment on promotion. The said pre-revised Graduation Allowance and dearness allowance thereon as on the date of publication of this scheme in the Official Gazette as per altered terms shall count for Gratuity and encashment of earned leave.

Explanation:- For the purposes of the above sub-item "recognised university" means a University recognised by the University Grants Commission.

(2) GRADUATION ALLOWANCE TO RECORD CLERKS :

Graduation Allowance to employees in the scale of Record Clerks shall be paid as under:
An employee in the scale of Record Clerk, who has qualified as Graduate of a recognised University shall be paid Graduation Allowance of Rs.96/- p.m. with effect from the date of publication of results of the examination or, from the date of promotion as Record Clerk, whichever is later.

Note : The Graduation Allowance payable to employees in the scale of Record Clerk shall not be treated as Special Allowance nor shall it be treated or counted as Basic Salary for any purpose and it shall be withdrawn on promotion of the employee.

VI. HOUSE RENT ALLOWANCE :

(1) With effect from 1st day of August, 1997, House Rent Allowance payable to Supervisory, Clerical and Subordinate Staff employees shall be as shown in the Table below:

Table

Place of posting	Rate per month
a) Cities of Mumbai, Navi Mumbai, Calcutta, New Delhi, Faridabad, Gaziabad, NOIDA, Gurgaon, and Chennai	11% of pay, subject to maximum of Rs.1200/- per month
b) Cities with population exceeding 12 lacs, except cities mentioned at (a), Gandhinagar and all cities in the State of Goa;	9% of pay, subject to maximum of Rs.1000/- per month
c) All other places	8% of pay, subject to maximum of Rs.950 per month

Note 1: For the purpose of this item, the population figure shall be those in the latest Census Report.

Note 2: Cities shall include their urban agglomerations.

Note 3 : 'pay' means Basic Salary and stagnation increments as per paragraph 7 (2)

(2) Employees who are allotted residential accommodation/staff quarters, shall not be entitled to any house rent allowance, but they shall pay to the Corporation or Company, for such accommodation, the appropriate licence fee as may be decided by the Board of the

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

Corporation from time to time. Provided that an employee who has been allotted residential accommodation/staff quarters before the 1st day of April, 1983, and who has been in receipt of House Rent Allowance as on date immediately preceding the date of publication of this scheme in the Official Gazette in terms of item VI of the Fourth Schedule of the said scheme shall continue to receive such House Rent Allowance so long as he continues to occupy the same residential accommodation/staff quarters allotted by the Corporation or Company.

VII. CITY COMPENSATORY ALLOWANCE :

With effect from 1st August, 1997, the rate of City Compensatory Allowance payable to Supervisory, Clerical and Subordinate Staff employees shall be as under:

<u>Place of posting</u>	<u>Rate per month</u>
a) Cities of Mumbai, Navi Mumbai, Calcutta, New Delhi, Faridabad, Gaziabad, NOIDA, Gurgaon, and Chennai	4% of pay subject to a minimum of Rs.120/- per month and maximum of Rs.275/- per month
b) Cities with population exceeding 12 lacs, except cities mentioned at (a) Gandhinagar and all cities in the State of Goa;	3% of pay subject to a minimum of Rs.100/- per month and maximum of Rs.250/- per month
c) Cities with the population of 5 lacs and above but not exceeding 12 lacs, State capitals with population not exceeding 12 lacs, Chandigarh, Mohali, Pondicherry, Port Blair, Panchkula.	2.5% of pay subject to a minimum of Rs.75/- per month and maximum of Rs.200/- per month

Note 1: For the purpose of this item, the population figure shall be those in the latest Census Report.

Note 2: Cities shall include their urban agglomerations.

Note 3 : 'pay' means Basic Salary and stagnation increments as per paragraph 7 (2)

VIII. HILL STATION ALLOWANCE :

With effect from 1st day of the month following the date of publication of this scheme in the Official Gazette, the Hill Station Allowance payable to Supervisory, Clerical and Subordinate Staff employees shall be as under :

(i) Posted at places situated at a height of 1500 metres and over above mean sea level.	3% of the Basic Salary subject to maximum of Rs.180/- per month.
(ii) Posted at places situated at a height of 1000 metres and over, but less than 1500 metres above mean sea level, at Mercara and at places which are specifically declared as "Hill Stations" by Central/State Governments for their employees.	2.5% of the Basic Salary subject to maximum of Rs.150/- per month.
(iii) Posted at places situated at a height of not less than 750 meters above mean sea level which are surrounded by and accessible only through hills with a height of 1000 metres and over above mean sea level.	2.5% of Basic Salary subject to a maximum of Rs.150/- per month.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

IX. KIT ALLOWANCE :

Employees transferred to any of the hill stations listed in item VIII of the Fifth Schedule shall be paid a Kit Allowance of Rs.500/-. The Kit Allowance shall not be payable on transfer from one hill station to another if the same was drawn at any time during the preceding three years.

X. FIXED PERSONAL ALLOWANCE TO EMPLOYEES WHO HAVE RECEIVED INCREMENT ON ACCOUNT OF COMPUTERISATION EFFECTIVE FROM 1.11.1993:

With effect from 1st day of August, 1997, the Fixed Personal Allowance payable to employees on account of computerisation as per item X of the Sixth Schedule shall stand revised as shown in the Table below :

Table

Employees in the scale of pay of	Revised Fixed Personal Allowance	The pre-revised increment component of fixed Personal allowance
(1)	(2)	(3)
	Rs.	Rs.
Superintendent	360	230
Senior Assistant	360	230
Stenographer	360	230
Assistant, etc.	360	230
Record Clerk.	235	130
Driver	165	100
Subordinate Staff	165	100

The revised Fixed Personal Allowance shall not qualify for DA and HRA. However, the pre-revised increment component of Fixed Personal Allowance mentioned in column (3) of the above table shall rank for Provident Fund and Pension and the said increment component alongwith dearness allowance thereon as on 1.11.1993 shall rank for Gratuity and encashment of earned leave.

XI. Additional increment for computerisation/Fixed Personal Allowance to employees who have joined service of the Corporation or Company after 1.11.1993 but before the date of publication of this scheme in the Official Gazette.

(1) All confirmed employees who have joined the services of the Corporation or Company after 1.11.1993 but before the date of publication of this scheme in the Official Gazette, shall be paid, with effect from the 1st day of the month following the date of publication of this scheme in the Official Gazette, on account of computerisation, one increment in the scale of pay as may be applicable to the concerned employee on the date of publication of this scheme in the Official Gazette:

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

Provided that an employee who, on his first appointment in the service of the Corporation or Company, was on probation on or before the date of publication of this scheme in the Official Gazette shall be paid one increment on completion of 365 days of service after the date of confirmation:

Provided further that no such increment shall be payable to the employees joining the services of the Corporation or Company on or after the date of publication of this scheme in the Official Gazette.

(2) An employee who is in receipt of an increment on account of computerisation as per subparagraph (1) of this item and who subsequently reaches the maximum of the scale of pay applicable to him, shall be paid, on the expiry of a period of one year of reaching the maximum of the scale of pay, Fixed Personal Allowance equivalent to the amount of last increment in the scale of pay applicable to him on the date of publication of this scheme in the Official Gazette.

Provided that the Fixed Personal Allowance shall not qualify for payment of dearness allowance or house rent allowance:

Provided further that from out of the Fixed Personal Allowance, the amount as specified in column (2) of the table below, in respect of each scale of pay, shall rank for Provident Fund and Pension and the said amount alongwith dearness allowance thereon as on 1.11.1993 shall rank for Gratuity and encashment of earned leave.

Table

Employees in the scale of pay of, ^[124] as on 1.11.1993	The amount from out of Fixed Personal Allowance which shall count for provident fund, etc.
(1)	(2)
	Rs.
Superintendent	230
Senior Assistant	230
Stenographer	230
Assistant, etc.	230
Record Clerk.	130
Driver	100
Subordinate Staff	100

XII. CONVEYANCE ALLOWANCE :

With effect from the 1st day of the month following the date of publication of this scheme in the Official Gazette or from the date of appointment, whichever is later, every confirmed employee shall be paid Conveyance Allowance at the rate of Rs.75/- (Rupees Seventy Five) per month.

[124] vide corrigendum S.O. 782(E) dated 30.8.2000 to S.O.589(E) dated 22.6.2000 – for “Employees in the scale of pay of”, read “Employees in the scale of pay of, as on 1-11-1993”.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

XIII. PARADEEP PORT ALLOWANCE:

With effect from the 1st day of the month following the date of publication of this scheme in the Official Gazette or date of appointment, whichever is later, every confirmed employee posted in the office of the Company in Paradeep Port shall be paid an allowance of Rs.50/- (Rupees Fifty) per month so long as he is posted in that office. This allowance shall not be treated as Basic Salary for any purpose.

XIV. TEMPORARY PERSONAL ALLOWANCE:

With effect from 1st day of August, 1997, employees in the scale of Assistant drawing a Basic Salary of Rs.8635/- or above in the modified scale, on or after 1.8.1997 but before the date of publication of this scheme in the Official Gazette, shall be paid a Temporary Personal Allowance of Rs.75/- (Rupees Seventy Five) per month, which shall not be treated as Basic Salary for any purpose and shall be withdrawn on promotion or next wage revision, whichever is earlier.

XV. ONE TIME LUMP SUM PAYMENT IN LIEU OF PRODUCTIVITY LINKED LUMP SUM INCENTIVE (PLLI) :

In lieu of PLLI, employees will be paid for the period from 1.8.1997 to 31.3.1999, one time lumpsum payment of 1.67% of the Wage Bill of the General Insurance Industry for employees as on 1.8.1997 (pre-revised) .

XVI. PRODUCTIVITY LINKED LUMP SUM INCENTIVE (PLLI) SCHEME :

For the period 1.4.1999 to 31.3.2002, PLLI shall be payable as per Appendix:

PRODUCTIVITY LINKED LUMP SUM INCENTIVE (PLLI) SCHEME

(See item XVI)

1. PLLI would be based on the Wage Bill of the General Insurance Industry or Company or Corporation, as the case may be, for employees as on 1.8.1997(pre-revised).

2. **Eligibility:**

Grant of PLLI would be measured on the basis of following parameters:

a) Issue of renewal notices – pre-requisite for eligibility

Issuance of renewal notices in time limit shall be mandatory i.e. to issue the Renewal Notices in respect of policies expiring in a particular month by the 15th of the previous month.

b) claim settlement ratio

claim settlement ratio means the ratio arrived at by the following formula, (rounded off to the number leaving decimals), namely :-

$$\frac{\text{claims settled during the year}}{\text{claims outstanding at the beginning of the year} + \text{claims intimated during the year}} \times 100$$

c) documentation ratio

documentation ratio means the ratio arrived at by the following formula (rounded off to the number leaving decimals), namely :-

$$\frac{\text{documents issued during the year}}{\text{documents outstanding at the beginning of the year} + \text{documents incepted during the year}} \times 100$$

d) Control of Management Expenses Ratio(MER)

PLLI would be payable in the event the Management Expenses Ratio for the individual Company is within the limits prescribed in the Insurance Act/Insurance Rules.

Explanation: 1. parameters mentioned in sub-paragraph (a), (b) and (c) will be applicable for grant of PLLI as per clause (a) of Part A of paragraph 4.1;

2. parameter (d) will be applicable for grant of PLLI as per clause (b) of Part A of paragraph 4.1

3. Parameters (Threshold level and Benchmark level of performance) :

The PLLI would depend on performance levels in defined parameters. The performance level in each of the parameters would consist of two elements (a) Threshold level and (b) Benchmark levels.

Threshold level of performance will be the actual levels of performance of the respective Companies in the preceding year.

Benchmark level shall be 1% increase over Threshold Level:

Provided that where 99% documentation is already achieved, benchmark will be fixed at 0.5% increase over threshold level recorded:

Provided further that a marginal shortfall in any of the parameters may be condoned by the Board.

Whereas the benchmark standards would be uniform for all the Companies, the levels of Performance would be evaluated on Company-wise basis for Part A and Industry as a whole for Part B of the PLLI scheme.

4. PLLI payment Scale

4.1 The PLLI payable would reckon under two parts—Part A and Part B as under :

Part (A) : On Company-wise performance basis:

PLLI upto a maximum of 2% would be payable for achievement of benchmark levels in Customer Service parameters given below and 1% PLLI would be payable in the event the Management Expenses Ratio (MER) for the individual Company is within the limits prescribed in the Insurance Act, 1938 / Insurance Rules.

. Parameter	Scale of Incentive payable
a).Customer Service parameters:	
1. Renewal notice – Mandatory	Nil
2. Claims settlement	1.00%
3. Document issuance/disposal	1.00%
b)MER parameter	
4. MER within the prescribed statutory limit	1.00%
Aggregate limit for payment of PLLI Under Part A	3.00%

4.1.1 For the employees of the Corporation:

2% PLLI would be payable provided the industry average on customer service parameters conform to the benchmark prescribed above. 1% incentive would be payable if at least one Company in the industry conform to the MER parameter indicated above.

4.1.2 Payment of PLLI under Part A would be subject to Gross Profit earned by the Company for the year of performance.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

4.2 Part (B) : On Industry Average Basis

PLLI upto 3% would be payable for reduction of Management Expenses ratio (MER) on the following scale:-

	Percentage reduction required in MER (on Industry Average)	Incentive payable (On pro-rata basis)
Stage I	From 21% to 19.5% (reduction upto 1.5%)	1.5%
Stage II	From 19.5% to 19% (reduction upto 0.5%)	1.00%
Stage III	For reduction in MER below 19%)	0.50%
Aggregate limit for payment of PLLI Under Part B		3.00%
Aggregate limit for payment of PLLI Under Part A + Part B		6.00%

4.2.1 Payment of PLLI under Part B would be subject to Gross Profit earned by the General Insurance Industry for the year of performance.

4.3 The maximum amount of PLLI payable shall be at 6% of the wage bill as on 1.8.1997(pre-revised).

Explanation: 1: At stage I, the scale of payment of PLLI would be proportionate to reduction in MER. e.g. in case the MER is reduced by 0.5%, PLLI payable would be 0.5% of wage bill as on 1.8.1997(pre-revised).

2: At stage II, the scale of payment of PLLI would be in the ratio of 1:2 corresponding to the reduction in MER. e.g. for every 0.10% reduction in the MER below 19.5%, PLLI payable would be 0.2% of wage bill as on 1.8.1997(pre-revised).

3: MER calculation would include PLLI paid in the year of payment.

5. Payment of PLLI :

The PLLI will be payable after the achievement of the performance with reference to the prescribed benchmark based on the audited accounts for the relevant accounting year.

The PLLI will be distributed as a lumpsum annually after 1st August each year, after the audited figures are available.

Suitable Monitoring and Reporting System would be devised by the Corporation or Company to measure the performance level of the Corporation or Company under each parameter. “

[125] **EIGHTH SCHEDULE**
[See Paragraph 3 (fc) and (fd)]

I. Re-modified Scales of Pay:

A. Supervisory and Clerical Staff .

- (1) Senior Assistant
Rs.6885-485(4)-8825-540(15)-16925
- (2) Stenographer
Rs.6885-485(4)-8825-540(15)-16925

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

(3) Assistant, Typist, Telephone Operator, Telex Operator, Receptionist, Punch Card Operator, Unit Record Machine Operator, Comptist and other equivalent posts
Rs.4995-285(1)-5280-310(2)-5900-350(5)-7650-405(2)-8460-490(3)-9930-510(2)-10950-540(5)-13650

(4) Record Clerk

Rs.4665-190(2)-5045-210(5)-6095-225-6320-250(2)-6820-280(3)-7660-310(5)-9210-345(3)-10245

B. Subordinate Staff.

(1) Driver

Rs.4665-190(2)-5045-205(14)-7915-220(2)-8355-250(3)-9105

(2) Other Subordinate Staff

Rs.4105-165(5)-4930-175(8)-6330-205-6535-210(3)-7165-250(2)-7665

Fixation of basic salary and stagnation stages shall be as per the Tables given below:-

I A. Fixation of Basic Salary.

Table

(Figures in Rupees)

Senior Assistant/ Stenographer		Assistant		Record Clerk		Driver		Other Subordinate Staff	
Existing Basic Salary	Revised Basic Salary	Existing Basic Salary	Revised Basic Salary	Existing Basic Salary	Revised Basic Salary	Existing Basic Salary	Revised Basic Salary	Existing Basic Salary	Revised Basic Salary
4655	6885	3385	4995	3165	4665	3165	4665	2790	4105
4940	7370	3570	5280	3285	4855	3285	4855	2900	4270
5225	7855	3775	5590	3405	5045	3405	5045	3010	4435
5510	8340	3980	5900	3540	5255	3540	5250	3120	4600
5795	8825	4205	6250	3675	5465	3675	5455	3230	4765
6155	9365	4430	6600	3810	5675	3810	5600	3340	4930
6515	9905	4655	6950	3945	5885	3945	5865	3455	5105
6875	10445	4880	7300	4080	6095	4080	6070	3570	5280
7235	10985	5105	7650	4225	6320	4215	6275	3685	5455
7595	11525	5375	8055	4390	6570	4350	6480	3800	5630
7955	12065	5645	8460	4555	6820	4485	6685	3915	5805
8315	12605	5945	8950	4740	7100	4620	6890	4030	5980
8675	13145	6245	9440	4925	7380	4755	7095	4145	6155
9035	13685	6545	9930	5110	7660	4890	7300	4260	6330
9395	14225	6870	10440	5305	7970	5025	7505	4395	6535
9755	14765	7195	10950	5500	8280	5160	7710	4530	6745
10115	15305	7555	11490	5695	8590	5295	7915	4665	6955
10475	15845	7915	12030	5890	8900	5430	8135	4800	7165
10835	16385	8275	12570	6100	9210	5595	8355	4965	7415
11195	16925	8635	13110	6310	9555	5760	8605	5130	7665
		8995	13650	6520	9900	5925	8855		
				6755	10245	6090	9105		

I B. Fixation of Basic Salary – Stagnation Stages.

[See Paragraph 7, sub paragraph (2)]

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

Table

(Figures in Rupees)

Senior Assistant/ Stenographer		Assistant		Record Clerk		Driver		Other Subordinate Staff	
Existing Basic Salary	Revised Basic Salary	Existing Basic Salary	Revised Basic Salary	Existing Basic Salary	Revised Basic Salary	Existing Basic Salary	Revised Basic Salary	Existing Basic Salary	Revised Basic Salary
11555	17465	9355	14190	6990	10590	6255	9355	5295	7915
11915	18005	9715	14730	7225	10935	6420	9605	5460	8165
12275	18545	10075	15270	7460	11280	6585	9855	5625	8415
12635	19085	10435	15810	7695	11625	6750	10105	5790	8665
		10795	16350	7930	11970	6915	10355	5955	8915

Note:

- (1) The basic salary of every employee in service as on the 1st day of August, 2002, and who continues to be in service after the date of publication of this Scheme, shall be fixed at the corresponding stage in the respective re-modified scale of pay with effect from the 1st day of August, 2002 or the date of option, whichever is later.
- (2) The basic salary of every employee appointed after the 1st day of August, 2002 and who continues to be in service after the date of publication of this Scheme, shall be fixed at the corresponding stage in the respective re-modified scale of pay with effect from the date of his appointment or date of option, whichever is later.
- (3) The basic salary of every employee who was in service on or after the 1st day of August, 2002 and who retired or died on or before the date of publication of this Scheme, shall be fixed at the corresponding stage in the respective re-modified scale of pay with effect from the 1st day of August, 2002 or the date of his appointment, whichever is later:

Provided that in respect of the employees in the scale of Assistant, Record Clerk, Driver or other Subordinate Staff, who have already been granted as on the 31st July, 2002, one, two, three, four or five stagnation increments, in the modified scales of pay, their basic salary in the relevant re-modified scale of pay shall be fixed at the corresponding first, second, third, fourth or fifth stages above the maximum of the re-modified scale :

Provided further that the sixth stagnation increment shall be granted to the employees in the scale of Assistant, Record Clerk, Driver or other Subordinate Staff, as the case may be, after the completion of two years from the date of receipt of fifth stagnation increment or, from 1st day of the month following the date of publication of this Scheme, whichever is later :

Provided also that in respect of the employees in the scale of Senior Assistant or Stenographer who have already been granted as on the 31st July, 2002, one, two, three or four stagnation increments, in the modified scale of pay, their basic salary in the relevant re-modified scale of pay shall be fixed at the corresponding first, second, third or fourth stages above the maximum of the re-modified scale:

Provided also that the fifth stagnation increment shall be granted to the employees in the scale of Senior Assistant or Stenographer, as the case may be, after the completion of three years from the date of receipt of fourth stagnation increment or, from 1st day of the month following the date of publication of this Scheme, whichever is later.

II. FUNCTIONAL ALLOWANCES:

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

(1) Special Functional Allowance.

(a) (i) With effect from the 1st day of August, 2002, an employee in the scale of Subordinate Staff engaged in either as Key Holder or for carrying cash to or from Bank, as his regular and main function, where the amount of cash carried during a calendar month is ordinarily Rs. 25,000/- or more, shall be paid a Special Functional Allowance @ Rs. 250/- per month, out of which an amount of Rs.165/- per month only (as per the modified terms) will be treated as basic salary for all purposes till the last day of the month of publication of this Scheme;

(ii) Other employees in the scale of Subordinate Staff working as Liftmen, Machine Operators, Head Peons, Jamadars, Daftaries, AC Plant Operators and Heavy Vehicle Drivers shall continue to be paid a Special Functional Allowance @ Rs. 165/- per month only (as per modified terms), which will continue to be treated as basic salary for all purposes till the last day of the month of publication of this Scheme. Further, new assignment of these functions after first day of the month following the date of publication of this Scheme shall not attract any such Functional Allowance.

(b) With effect from the 1st day of August, 2002, an employee in the scale of Assistant (or Senior Assistant, in the event of non-availability of Assistant) engaged in handling cash in an office, as his regular and main function, where the amount of cash transactions during a calendar month is ordinarily Rs. 25,000/- or more, shall be paid a Special Functional Allowance @ Rs. 515/- per month, out of which an amount of Rs.210/- per month only (as per the altered terms) shall rank for Provident Fund, Pension, Gratuity benefits and Fixation on Promotion till the last day of the month of publication of this Scheme.

Note: With effect from 1st day of the month following the date of publication of this Scheme, Special Functional Allowance under sub-clause (a) and (b), or any part there of, shall not be treated as part of basic salary and shall not count for the purpose of any allowance or for the purpose of any other service or terminal benefits:

Provided, however, the difference in total emoluments (comprising of Basic Salary, Dearness Allowance, House Rent Allowance and City Compensatory Allowance) as on the last day of the month of publication of this Scheme to an employee drawing Special Functional Allowance under sub-clause (a) arrived at by counting the amount of Rs. 165/- as part of basic salary, and those arrived at by not counting the said amount as part of basic salary, shall, with effect from the first day of the month following the date of publication of this Scheme, be treated as Temporary Adjustment Allowance, which shall be adjusted, from time to time, against any future increases in emoluments, and, till it is fully adjusted against such increases, such part of the Temporary Adjustment Allowance which is yet to be adjusted shall be paid to such employee.

(2) Other Functional Allowances :

From the 1st day of August, 2002, the employees performing the following functions shall be paid Functional Allowances as under:-

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

(i)	Telex Operators, Punch Card Operators, Unit Record Machine Operators and Comptists	Rs. 60/- p.m.
(ii)	Stenographer to Chairman-cum-Managing Director, General Managers, Assistant General Managers and equivalent positions.	Rs. 75/- p.m.
(iii)	Audit Assistants	Rs.340/- p.m.

Provided, however, that new assignment of functions under sub- item (i) from the first day of the month following the date of publication of this Scheme shall not attract any such Functional Allowance.

NOTE 1 : The number and names of persons eligible to draw the Functional Allowance shall be determined by the Chairman-cum-Managing Director or by an officer authorized by him in this behalf, depending upon the load of work and administrative requirements.

NOTE 2 : An employee shall draw only one Functional Allowance at a time.

NOTE 3 : An employee proceeding on leave shall be paid the Functional Allowance during his leave period other than periods of extra ordinary leave, provided that he resumes work in the same position on the expiry of his leave.

NOTE 4 : No employee shall, as a matter of right, claim to be allotted a particular portfolio of work in order to avail of the Functional Allowance attaching to that position or post.

NOTE 5 : No employee shall refuse to work in a position carrying a Functional Allowance or make it a condition that he be paid such allowance where, because of absence of the incumbent or temporary pressure of work, the employee is assigned such work by the Head of his Office.

III. DEARNESS ALLOWANCE:

(1) The rate of dearness allowance applicable to the employees shall be determined as under:-

Index : All India Average Consumer Price Index for Industrial Workers

Base : Index No.2328 in the series 1960 = 100

Rate : For every four points in the quarterly average of the All India Consumer Price Index above 2328 points, employees shall be paid dearness allowance at the rate of 0.18 per cent of basic salary.

Revision of dearness allowance: Revision of dearness allowance may be made on quarterly basis for every four points rise or fall.

(2) There shall be an upward revision of the dearness allowance payable for every four points rise in the quarterly average (hereinafter referred to as the "current average figure") of the All India Consumer Price Index above 2328 points in the sequence 2328-2332-2336-2340 and so on and there shall be downward revision of the dearness allowance payable if the current average figure falls below the index figure in the above sequence with reference to which the dearness allowance has been paid for the last preceding quarter. On the downward revision, the dearness allowance payable shall correspond to the current average figure if such current average figure is a figure in the above sequence and if such current average figure is not a figure in the above sequence the dearness allowance payable shall correspond to the figure in the above sequence immediately preceding the current average.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

- (3) The final index figures as published in the Indian Labour Journal or the Gazette of India, whichever publication is available earlier, shall be the index figure which shall be taken for the purpose of calculation of dearness allowance.
- (4) The revision in dearness allowance corresponding to the changes in the current average figure for any particular quarter shall take effect only from the second succeeding month following the end of the quarter.

Explanation: For the purpose of this item, 'quarter' shall mean a period of three months ending on the last day of the month of March, June, September or December.

IV. ALLOWANCE FOR TECHNICAL QUALIFICATIONS:

With effect from the 1st day of August, 2002, the Allowance for technical qualifications shall be paid as under :-

(1) A confirmed employee who qualifies or has qualified in an examination mentioned in column (1) of the table below shall be paid with effect from the date of publication of the results of the examination, or with effect from the date of publication of this Scheme, whichever is later, the allowance for technical qualifications mentioned in column (2) of the table below: -

Provided that not more than one allowance for technical qualification shall be permissible to him.

Table

Examination (1)	Allowance for Technical Qualification (per month)	
	(2)	(3)
	Revised	As per Altered Terms
Insurance Institute of India Or Chartered Insurance Institute: On completion of: iii) Licentiate iv) Associateship iii) Fellowship	Rs.115/- Rs.325/- Rs.545/-	Rs. 48/- Rs. 144/- Rs. 240/-
Institute of Actuaries: iv) On passing each subject	Rs.115/-	Rs. 48/-
Institute of Chartered Accountants or Institute of Cost and Works Accountant: On completion of: v) Intermediate Examination vi) Final Group A or Group B vii) Final Group A and Group B	Rs.235/- Rs.400/- Rs.545/-	Rs. 96/- Rs. 180/- Rs. 240/-
viii) On completion of Master of Business Administration of a recognised University or Institution (AICTE approved course)	Rs.545/-	Rs. 240/-

- (2) The grant of allowance for technical qualifications shall not affect the seniority of the employee concerned.
- (3) Where the employee has already been given an advance increment or any other recurring monetary benefit for having qualified in any of the said examinations, the amount of allowance for technical qualification shall be

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

suitably reduced or may not be admissible depending on the quantum of benefit already received.

- (4) Such employee on completion of service of one year after reaching the maximum of the scale shall receive the allowance for technical qualification amounting to not less than one-half of the full rate and after a further service of one year, the said allowance for technical qualification shall be paid in full.
- (5) The revised allowance for technical qualifications as mentioned in column (2) of the Table above shall not count for the purpose of any allowance. However, the said revised allowance to the extent of the amount as per the Altered Terms indicated in column (3) of the table above against each examination shall count for the purpose of Provident Fund, Pension and Fixation on promotion from Class III to Class I cadre till the last day of the month of publication of this Scheme. Further, the said amount indicated in the column (3) of the table above along with dearness allowance thereon as on the 22nd June, 2000 as per the Altered Terms (Sixth Schedule) shall count for the purpose of Gratuity and Encashment of Earned Leave till the last day of the month of publication of this Scheme.
- (6) With effect from the 1st day of the month following the date of publication of this Scheme, the revised allowance for technical qualification as mentioned in column (2) of the table above, or any part thereof, shall not count for the purpose of any allowance or for any service or terminal benefit.

Explanation: For the purpose of clause (viii) of sub-item(1), "recognised University or Institution" shall mean a University or Institution recognized by the University Grants Commission.

V. GRADUATION ALLOWANCE :

(1) GRADUATION INCREMENTS OR ALLOWANCE TO EMPLOYEES IN THE SCALE OF ASSISTANT.

With effect from the 1st day of August, 2002, the Graduation Increments / Allowance to employees in the scale of Assistant shall be paid as under: -

(a) An employee who is appointed or promoted to any post in the scale of Assistant and who has qualified as a Graduate of a recognised University on or after the 1st day of January 1973, and has not reached the maximum of the scale shall be granted two increments in the scale with effect from the publication of results of the examination, or 1st day of the month following the publication of this Scheme, or the date of appointment in the scale of Assistant, whichever is later, provided that he has not already received graduation increment or qualification pay for having qualified as such graduate or any advance increment on appointment, otherwise than by way of protection of emoluments granted to ex-servicemen:

Provided that if an employee entitled to increments for graduation is drawing Basic Salary of Rs 13110/-, only one increment for graduation shall be granted to him.

(b) an employee in the scale of Assistant who is a graduate of a recognised University and has reached the maximum of the scale shall be paid revised Graduation Allowance with effect from the 1st day of August, 2002, as per column (iv) of the table below :-

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

Table

Stage	Graduation Allowance per month as per Altered Terms (Sixth Schedule)	Pre-revised Graduation Allowance per month (Seventh Schedule)	Revised Graduation Allowance per month with effect from 01.08.2002
(i)	(ii)	(iii)	(iv)
One year after reaching the maximum of the scale	Rs. 78/-	Rs. 145/-	Rs.200/-
Two years after reaching the maximum of the scale	Rs. 156/-	Rs. 285/-	Rs.350/-

(c) The revised Graduation Allowance as shown in column (iv) of the table above shall not be treated as part of basic salary. However, the revised Graduation Allowance, to the extent of the amount as shown in column (ii) above shall count for Provident Fund, Pension and Fitment on Promotion till the last day of the month of publication of this Scheme. Further, the said amount as shown in column (ii) of the table above along with dearness allowance thereon as on the 22nd June, 2000 as per the Altered Terms (Sixth Schedule) shall rank for Gratuity and Encashment of Earned Leave till the last day of the month of publication of this Scheme.

(d) From the first day of the month following the date of publication of this Scheme, the Graduation Allowance, or any part thereof, shall not count for the purpose of any Allowance or for any service or terminal benefit:

Provided that no Graduation Allowance shall be paid to any Assistant qualifying as graduate after the 31st July, 2007.

(2) GRADUATION ALLOWANCE TO RECORD CLERKS :

Graduation Allowance to employees in the scale of Record Clerks shall be paid as under: -

An employee in the scale of Record Clerk, who has qualified as Graduate of a recognised University shall be paid Graduation Allowance of Rs.135/- p.m. with effect from the date of publication of results of the examination or, from the date of promotion as Record Clerk or, the first day of August, 2002, whichever is later:

Provided that no Graduation Allowance shall be paid to any Record Clerk qualifying as graduate after the 31st July, 2007.

Note : The Graduation Allowance payable to employees in the scale of Record Clerk shall not be treated as Special Allowance nor shall it be treated or counted as basic Salary for any purpose and it shall be withdrawn on promotion of the employee.

Explanation: For the purpose of this item "recognized university" means a University recognized by the University Grants Commission.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

VI. HOUSE RENT ALLOWANCE:

- (1) With effect from the 1st day of August, 2002, House Rent Allowance payable to Supervisory, Clerical and Subordinate Staff employees shall be as shown in the Table below:-

Table

Sl. No.	Place of posting (1)	Rate per month (2)
1.	Cities of Mumbai, Navi Mumbai, Calcutta, New Delhi, Faridabad, Ghaziabad, NOIDA, Gurgaon, and Chennai	10% of pay, subject to maximum of Rs.1600/- per month
2.	Cities with population exceeding 12 lacs, except cities mentioned at serial number 1, Gandhinagar and all cities in the State of Goa	8% of pay, subject to maximum of Rs.1350/- per month
3.	All other places	7% of pay, subject to maximum of Rs.1300/- per month

Note 1: For the purpose of this item, the population figure shall be those in the latest Census Report.

Note 2: Cities shall include their Urban Agglomerations.

Note 3 : 'Pay' means basic salary and stagnation increments as per sub-paragraph 2 of paragraph 7

Note 4: Payment of House Rent Allowance to employees transferred under the Transfer and Mobility Policy under Paragraph 18 shall be subject to provisions of sub-paragraph (1), clause (c) of the said paragraph.

- (2) Employees who are allotted residential accommodation or staff quarters, shall not be entitled to any House Rent Allowance, but they shall pay to the Corporation or Company, for such accommodation, the appropriate License Fee as may be decided by the Board of the Corporation or Company from time to time. Provided that an employee who has been allotted residential accommodation/staff quarters before the 1st day of April, 1983, and who has been in receipt of House Rent Allowance as on date immediately preceding the date of publication of this Scheme in terms of item VI of the Fourth Schedule of the said Scheme shall continue to receive such House Rent Allowance so long as he continues to occupy the same residential accommodation or staff quarters allotted by the Corporation or Company.

VII. CITY COMPENSATORY ALLOWANCE:

With effect from the 1st day of August 2002, the City Compensatory Allowance payable to Supervisory, Clerical and Subordinate Staff employees shall be as under:-

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

Sl. No.	Place of posting (1)	Rate per month (2)
1.	Cities of Mumbai, Navi Mumbai, Calcutta, New Delhi, Faridabad, Ghaziabad, NOIDA, Gurgaon, and Chennai	3% of pay subject to minimum of Rs.160/- per month and maximum of Rs.370/- per month
2.	Cities with population exceeding 12 lacs, except cities mentioned at serial number 1, Gandhinagar and all cities in the State of Goa	2.5% of pay subject to minimum of Rs.135/- per month and maximum of Rs.340/- per month
3.	Cities with the population of 5 lacs and above but not exceeding 12 lacs, State capitals with population not exceeding 12 lacs, Chandigarh, Mohali, Pondicherry, Port Blair, Panchkula	2% of pay subject to minimum of Rs.100/- per month and maximum of Rs.270/- per month

Note 1: For the purpose of this item, the population figure shall be as per the latest Census Report.

Note 2: Cities shall include their Urban Agglomerations.

Note 3: 'Pay' means basic salary and stagnation increments as per sub-paragraph (2) of paragraph 7.

Note 4: Payment of City Compensatory Allowance to employees transferred under the Transfer and Mobility Policy under Paragraph 18 shall be subject to provisions of sub-paragraph (1), clause (c) of the said paragraph.

VIII. HILL STATION ALLOWANCE:

With effect from the 1st day of the month following the date of publication of this Scheme, the Hill Station Allowance payable to Supervisory, Clerical and Subordinate Staff employees shall be as under:-

Sl. No.	Place of posting (1)	Rate per month (2)
1.	Posted at places situated at a height of 1500 metres and over above mean sea level	2.5% of the Basic Salary subject to maximum of Rs.270/- per month
2.	Posted at places situated at a height of 1000 metres and over, but less than 1500 metres above mean sea level, at Mercara and at places which are specifically declared as "Hill Stations" by Central/State Governments for their employees	2% of the Basic Salary subject to maximum of Rs.210/- per month
3.	Posted at places situated at a height of not less than 750 meters above mean sea level which are surrounded by and accessible only through hills with a height of 1000 metres and over above mean sea level	2% of Basic Salary subject to a maximum of Rs.210/- per month

IX. KIT ALLOWANCE:

Employees transferred to any of the hill stations listed in item VIII of this Schedule shall be paid a Kit Allowance of Rs.500/-. The Kit Allowance shall not be payable on transfer from one hill station to another if the same was drawn at any time during the preceding three years.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

XI. FIXED PERSONAL ALLOWANCE:

With effect from the 1st day of August, 2002, the Fixed Personal Allowance payable to employees on account of computerisation shall stand revised as shown in column (2) of the Table given below:-

Table

Sl. No.	Employees in the Scale of Pay (as on 1.11.1993) of	Revised Fixed Personal Allowance (FPA)	Increment portion of Fixed Personal Allowance as per the Altered Terms (Sixth Schedule)	Dearness Allowance on Increment portion of Fixed Personal Allowance as per the Altered Terms as on 01.11.1993
	(1)	(2)	(3)	(4)
		Rs.	Rs.	Rs.
1.	Senior Assistant	540	230	18.68
2.	Stenographer	540	230	18.68
3.	Assistant, etc.	540	230	18.68
4.	Record Clerk	345	130	12.74
5.	Driver	250	100	9.80
6.	Other Subordinate Staff	250	100	9.80

Note: The revised Fixed Personal Allowance (FPA) as shown in column (2) of the table above shall not qualify for any Allowance or for any service/terminal benefits. However, the increment portion of FPA as per the Altered Terms as shown in column (3) of the table above shall rank for Provident Fund and Pension, and the said increment portion along with Dearness Allowance thereon as on the 1st November, 1993, as shown in column (4) of the table above shall rank for Gratuity and Encashment of Earned Leave.

XI. TRANSPORT ALLOWANCE:

With effect from the 1st day of August, 2002, the Conveyance Allowance payable to employees at the rate of Rupees Seventy Five per month as per Item XII of the Seventh Schedule shall stand revised to Rupees One Hundred and Fifty per month, and shall be renamed as 'Transport Allowance'.

XII. PARADEEP PORT ALLOWANCE:

With effect from the 1st day of the month following the date of publication of this Scheme or date of appointment, whichever is later, every confirmed employee posted in the office of the Company in Paradeep Port shall be paid an allowance of Rupees Seventy Five per month so long as he is posted in that office. This allowance shall not be treated as basic salary for any purpose."

[F.No.2(4)/2005-Ins.III(ii)]

**(G.C. Chaturvedi)
Joint Secretary (Banking & Insurance)**

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

EXPLANATORY MEMORANDUM

1. The Central Government has accorded approval to revise the Scales of Pay and conditions of service of employees in the Corporation and Companies with effect from the dates specified in the notification. The General Insurance (Rationalisation and Revision of Pay Scales and Other Conditions of Service of Supervisory, Clerical and Subordinate Staff) Scheme, 1974 is amended accordingly with effect from the dates as specified in the notification.

2. It is certified that no employee of the Corporation or Companies is likely to be affected adversely by the notification being given retrospective effect.

NOTE :- The Principal Scheme was published vide Notification No.S.O.326(E) dated 27th May, 1974 and subsequently amended vide notifications No. S.O. 472(E) dated 5th September, 1975, S.O. 5415 dated 22nd December 1975, S.O. 390(E) dated 1st June, 1976, S.O. 4466 dated 11th November, 1976, S.O. 2443 dated 30th July, 1977, S.O. 1046 dated 29th March, 1978, S.O. 1049 dated 29th March, 1978, S.O. 1410 dated 26th April, 1978, S.O. 3429 dated 16th November, 1978, S.O. 314(E) dated 12th May, 1980, S.O. 729 (E) dated 21st September, 1984, S.O. 769(E) dated 15th October, 1985, S.O. 884(E) dated 9th December, 1985, S.O. 729(E) dated 3rd October, 1986, S.O. 441(E) dated 27th April, 1987, S.O. 1038 (E) dated 7th December, 1987, S.O. 780(E) dated 22nd August, 1988, S.O. 783(E) dated 22nd August, 1988, S.O. 1160(E) dated 9th December, 1988, S.O. 180(E) dated 10th March, 1989, S.O. 356(E) dated 12th May, 1989, S.O. 405(E) dated 24th May, 1990, S.O. 542(E) dated 6th July, 1990, S.O. 593(E) dated 27th July, 1990, S.O. 754 dated 4th October, 1990, S.O. 797(E) dated 25th November, 1991, S.O. 909(E) dated 23rd December, 1991, S.O. 83 dated 2nd February, 1994, S.O. 594(E) dated 30th June, 1995, S.O. 139 (E) dated 22nd February, 1996, S.O. 759(E) dated 1st November, 1996, S.O. 465 (E) dated 27th May, 1998, S.O. 731(E) dated 27th August, 1998, S.O. 694(E) dated 30th August, 1999, S.O. 589(E) dated 22nd June, 2000, S.O. 782 (E) dated 30th August, 2000, S.O. 225(E) dated 15th March, 2001 and S.O. 633(E) dated 4th May, 2005.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

NOTIFICATION

New Delhi, the 8th October, 2010

S.O. 2472 (E).- In exercise of the powers conferred by section 17A of the General Insurance Business (Nationalisation) Act, 1972 (57 of 1972), the Central Government hereby frames the following Scheme further to amend the General Insurance (Rationalisation and Revision of Pay Scales and other Conditions of Service of Supervisory, Clerical and Subordinate Staff) Scheme, 1974, namely :-

1. (1) This Scheme may be called the General Insurance (Rationalisation and Revision of Pay Scales and other Conditions of Service of Supervisory, Clerical and Subordinate Staff) Amendment Scheme, 2010.
- (2) Save as otherwise provided in this Scheme, this Scheme shall be deemed to have come into force on the 1st day of August, 2007.
- (3) Save as otherwise provided in this Scheme, this Scheme shall be applicable to all employees who were in whole-time service in Supervisory, Clerical and Sub-ordinate Staff cadres of the Corporation or Company as on, or after, the 1st day of August, 2007:

Provided that the employees whose resignations had been accepted or whose services had been terminated during the period from the 1st day of August, 2007 and the date of publication of this Scheme, shall not be eligible for the arrears on account of revision under this Scheme.

- (4) Nothing contained in this Scheme shall entitle an employee to claim Overtime Allowance higher than what he had been entitled to prior to the publication of this Scheme.
2. In the General Insurance (Rationalisation and Revision of Pay Scales and other Conditions of Service of Supervisory, Clerical and Subordinate Staff) Scheme, 1974 (hereinafter referred to as "the said Scheme"), in paragraph 3, after clause (c), the following clauses shall be inserted, namely:-

'(ca) "first rationalised terms" means the scales of pay and allowances as specified in the Ninth Schedule;

(cb) "first rationalised scales of pay" means the scales of pay as specified in the Ninth Schedule;'

3. In the said Scheme, in paragraph 4, after sub-paragraph (13), the following shall be inserted, namely:-

"(14) With effect from the 1st day of August, 2007, the pay and allowances of every employee shall be in accordance with the first rationalised terms. The basic salary of every employee in service as on that date and of every employee appointed after that date but before the date of publication of this Scheme, shall be in accordance with the first rationalised scales of pay as per the provisions of paragraph 6G.

(15) Every employee whose basic salary is fixed in the first rationalised scales of pay in accordance with the provisions of paragraph 6G of this Scheme shall be paid, from the date of fixation in the first rationalised scales of pay, for the period commencing from the 1st day of August, 2007 or the date of his appointment, or the date from which he opts to be governed by the provisions of this Scheme, whichever is later, the difference of Basic Salary, Personal Pay, if any, Dearness Allowance and other allowances (after deducting the employee's compulsory contribution to the Provident Fund), between the first rationalised terms and re-modified terms applicable to him:

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

Provided that –

(a) an employee who had retired from service after the 1st day of August, 2007 shall be paid the difference in the amount, as specified in sub-paragraph (15), for the period upto the date of his retirement along with the difference in the amount of gratuity, if any, arising out of this Scheme;

(b) in the case of an employee who had died whilst in service on or after the 1st day of August, 2007, the difference in the amount as specified in sub-paragraph (15), for the period upto the date of his death shall be paid to the person to whom his Provident Fund was paid or is to be paid and the difference in the amount of gratuity, if any, arising out of this Scheme shall be paid to the person to whom his gratuity was paid or is to be paid:

Provided further that in respect of an employee who is promoted from Supervisory, Clerical and Sub-ordinate Staff cadres to the cadre of officer or converted as Development Officer on or after the 1st day of August, 2007, the difference in the amount referred to above (excluding the difference in gratuity amount) upto the date of his promotion as officer or conversion as Development Officer, shall be paid on the basis of notional fixation of his basic salary in the first rationalised terms.

Explanation: For the purposes of sub-paragraph (15), the expression 'other allowances' means House Rent Allowance, City Compensatory Allowance, Functional Allowance, Hill Station Allowance, Graduation Allowance, Allowance for Technical Qualification, Transport Allowance, Paradeep Port Allowance, and Fixed Personal Allowance as admissible to an employee.”.

4. In the said Scheme, after paragraph 6F, the following paragraph shall be inserted, namely:-

“6G. Fixation of Basic Salary in the first rationalised scales of pay and allowances:

(a) The scales of pay and other allowances in case of every employee in service as on the 1st day of August, 2007, and continuing to be in service on or after the date of publication of this Scheme, shall be in accordance with the first rationalised terms from a date not earlier than,-

- (i) 1st day of the month following the date of publication of this Scheme, for Hill Station Allowance, Kit Allowance, Functional Allowance for Audit Assistants and Paradeep Port Allowance; and
- (ii) the 1st day of August, 2007, for Basic Salary and other allowances;

(b) The scales of pay and allowances in case of every employee to whom this Scheme applies, shall be in accordance with the first rationalised terms from a date not earlier than the date mentioned in sub-paragraph (a) above or the date of appointment, whichever is later;

(c) Notwithstanding anything contained in sub-paragraph (a) and (b), an employee may choose that the scales of pay and other allowances may be fixed in his case in accordance with Table I A or I B, as the case may be, under the Ninth Schedule, (the first rationalised terms) with effect from the dates mentioned in sub-paragraph (a) above or any date thereafter but on or before the date of publication of this Scheme, in which case, he shall intimate such choice in writing to the Corporation or Company, as the case may be, within the period as may be stipulated :

Provided that no arrears shall be payable to such employee for the period from the 1st day of August, 2007 to the date so chosen:

Provided further that while calculating the arrears from the 1st day of August, 2007 to the date of publication of this Scheme, if the net difference between the re-modified total monthly emoluments after deducting Provident Fund and the first rationalised total monthly emoluments after deducting Provident Fund is negative, the same shall be ignored.”.

5. In the said Scheme, in paragraph 7,-

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

(A) in sub-paragraph (1), before the Explanation, the following proviso shall be inserted, namely:-

“Provided that in respect of an employee in the scale of Sub-staff, Driver or Record Clerk, whose basic salary is fixed at Rs. 12,075/-, Rs. 14,365/- or Rs. 16,260/- respectively or above in the first-rationalized scales of pay effective from 1st day of August, 2007, the next increment after such fixation shall be due on the first day of August, 2008 or on the 1st day of the month in which he completes twelve months of continuous service after such fixation, whichever is later. Subsequent increments to such an employee shall be due as provided in this sub-paragraph above.”;

(B) for sub-paragraph (2), the following shall be substituted, namely :-

“(2) In respect of an employee whose basic salary is fixed at maximum of the first rationalised scales of pay on the 1st day of August, 2007 or on the date of publication of this Scheme under paragraph 6G and in respect of an employee who will be reaching the maximum of the first rationalised scales of pay at any time thereafter during the period of his service, an officer not below the rank of ‘Scale III’ authorised by the Corporation or Company in this behalf, subject to the work record being found satisfactory, may consider,-

(a) granting of one increment to such employee in the first rationalised scale of Assistant for every two years of continuous service rendered by him after the date of his reaching the maximum of the first rationalised scale of pay at the rate of last increment drawn in the scale, subject to a maximum of **seven** such increments:

Provided that in respect of the employees, who have already been granted as on the 31st day of July, 2007, one, two, three, four, five or six stagnation increments, in the re-modified scales of pay, their basic salary in the relevant first rationalised scale of pay shall be fixed at the corresponding first, second, third, fourth, fifth or sixth stages above the maximum of the first rationalised scale, as shown in Table I B of Ninth Schedule:

Provided further that the seventh stagnation increment shall be granted to an employee, after the completion of two years from the date of receipt of sixth stagnation increment or, from 1st day of the month following the date of publication of this Scheme, whichever is later;

(b) granting of one increment to such employee in the first rationalised scale of Senior Assistant or Stenographer, for every three years of continuous service rendered by him after the date of his reaching the maximum of the first rationalised scale of pay at the rate of last increment drawn in the scale subject to a maximum of **six** such increments:

Provided that in respect of the employees who have already been granted as on the 31st day of July, 2007, one, two, three, four or five stagnation increments, in the re-modified scale of pay, their basic salary in the relevant first rationalised scale of pay shall be fixed at the corresponding first, second, third, fourth or fifth stages above the maximum of the first rationalised scale, as shown in Table I B of Ninth Schedule:

Provided further that the sixth stagnation increment shall be granted to an employee after completion of three years from the date of receipt of fifth stagnation increment or, from 1st day of the month following the date of publication of this Scheme, whichever is later.

Explanation: For the purposes of this paragraph ‘continuous service’ means a period of duty excluding period (s) of Extraordinary Leave.”.

6. In the said Scheme, in paragraph 10, with effect from 1st January, 2011, in sub-paragraph (4),-

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

(A) for clause (e), the following clause shall be substituted, namely:-

“(e) The Competent Authority, on not more than six times in a calendar year, can allow an employee to avail of casual leave either for the forenoon only or for the afternoon only and the period of leave taken in this manner shall be treated as half day.”;

(B) after the omitted clause (f), the following clause shall be inserted, namely:-

“(g) Saturdays, Sundays, restricted holiday and holidays, whether intervening, prefixed or suffixed, shall not be counted as Casual Leave.”.

7. In the said Scheme, in paragraph 11,-

(A) after the second proviso, and before the Explanation, the following proviso shall be inserted, namely:-

“Provided also that the provisions of this paragraph shall not apply to employees who joined the service of the Corporation or the Company, as the case may be, on or after the 1st day of January, 2004 and in respect of such employees, the provisions of paragraph 11A shall apply.”;

(B) in the Explanation, after clause (iv), the following clause shall be inserted, namely:-

“(v) for the period commencing from the 1st day of August, 2007, shall be computed with reference to the first rationalised terms.”.

8. In the said Scheme, after paragraph 11, the following paragraph shall be inserted, namely: -

“11A New Pension Scheme Fund:

Employees joining the service of the Corporation or the Company, as the case may be, on or after the 1st day of January, 2004, and accordingly covered under the New Pension Scheme, in terms of Note (2) of paragraph 3 of the General Insurance (Employees’) Pension Scheme, 1995 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 or the Company, as the case may be.

Explanation: For the purposes of this paragraph, the expression ‘Basic Salary plus Dearness Allowance’ shall be computed with reference to the Scales of Pay and Allowances applicable to the employee in terms of this Scheme, as amended from time to time.”.

9. In the said Scheme, in Paragraph 18,-

(A) in sub-paragraph (1), with effect from the date of publication of this Scheme, -

(i) in clause (a), for the words “will be”, the words “will ordinarily be” shall be substituted;

(ii) after clause (c), the following clause shall be inserted, namely:-

“(d) in exceptional circumstances, where the requirement or the need of the Company or the Corporation, as the case may be, are not found to be met by restricting a particular transfer to a radius of 150 kms, the Chairman-cum-Managing Director, or an officer not below the rank of Scale VII authorised in this behalf by him, may transfer an employee beyond a radius of 150 kms, in which event the Disturbance Allowance payable as per

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

clause (c) above to the employee so transferred shall stand revised to Rs. 600 per month.”;

- (B) in sub-paragraph (2), with effect from the date of publication of this Scheme, for the words “clause (c) of sub-paragraph (1)”, the words “clause (c) or (d) of sub-paragraph (1)” shall be substituted.

10. In the said Scheme, after the Eighth Schedule, the following Schedule shall be inserted, namely:-

**“NINTH SCHEDULE
[See Paragraph 3 (ca) and (cb)]**

I. First rationalised Scales of Pay:

A. Supervisory and Clerical Staff .

- (1) Senior Assistant
Rs. 10670-755(4)-13690-840(15)-26290
- (2) Stenographer
Rs. 10670-755(4)-13690-840(15)-26290
- (3) Assistant, Typist, Telephone Operator, Telex Operator, Receptionist, Punch Card Operator, Unit Record Machine Operator, Comptist and other equivalent posts
Rs. 7640-440(1)-8080-480(2)-9040-540(5)-11740-625(2)-12990-760(3)-15270-790(2)-16850-840(5)-21050
- (4) Record Clerk
Rs. 7085-305(2)-7695-325(5)-9320-350(1)-9670-390(2)-10450-430(3)-11740-480(5)-14140-530(9)-18910

B. Subordinate Staff.

- (1) Driver
Rs. 7085-305(2)-7695-315(14)-12105-350(2)-12805-390(9)-16315
- (2) Other Subordinate Staff
Rs. 6180-250(5)-7430-265(8)-9550-315(1)-9865-325(2)-10515-390(9)-14025

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

Fixation of basic salary and stagnation stages shall be as per the Tables given below:-

I A. Fixation of Basic Salary.

Table

(Figures in

Rupees)

Senior Assistant/ Stenographer		Assistant		Record Clerk		Driver		Other Subordinate Staff	
Existing Basic Salary	Revised Basic Salary	Existing Basic Salary	Revised Basic Salary	Existing Basic Salary	Revised Basic Salary	Existing Basic Salary	Revised Basic Salary	Existing Basic Salary	Revised Basic Salary
6885	10670	4995	7640	4665	7085	4665	7085	4105	6180
7370	11425	5280	8080	4855	7390	4855	7390	4270	6430
7855	12180	5590	8560	5045	7695	5045	7695	4435	6680
8340	12935	5900	9040	5255	8020	5250	8010	4600	6930
8825	13690	6250	9580	5465	8345	5455	8325	4765	7180
9365	14530	6600	10120	5675	8670	5600	8640	4930	7430
9905	15370	6950	10660	5885	8995	5865	8955	5105	7695
10445	16210	7300	11200	6095	9320	6070	9270	5280	7960
10985	17050	7650	11740	6320	9670	6275	9585	5455	8225
11525	17890	8055	12365	6570	10060	6480	9900	5630	8490
12065	18730	8460	12990	6820	10450	6685	10215	5805	8755
12605	19570	8950	13750	7100	10880	6890	10530	5980	9020
13145	20410	9440	14510	7380	11310	7095	10845	6155	9285
13685	21250	9930	15270	7660	11740	7300	11160	6330	9550
14225	22090	10440	16060	7970	12220	7505	11475	6535	9865
14765	22930	10950	16850	8280	12700	7710	11790	6745	10190
15305	23770	11490	17690	8590	13180	7915	12105	6955	10515
15845	24610	12030	18530	8900	13660	8135	12455	7165	10905
16385	25450	12570	19370	9210	14140	8355	12805	7415	11295
16925	26290	13110	20210	9555	14670	8605	13195	7665	11685
		13650	21050	9900	15200	8855	13585	7915*	12075
				10245	15730	9105	13975	8165*	12465
				10590*	16260	9355*	14365	8415*	12855
				10935*	16790	9605*	14755	8665*	13245
				11280*	17320	9855*	15145	8915*	13635
				11625*	17850	10105*	15535	9165*	14025
				11970*	18380	10355*	15925		
				12315*	18910	10605*	16315		

* : In the re-modified terms, these stages appeared as stagnation stages.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

I B. Fixation of Basic Salary – Stagnation Stages.
[See Paragraph 7, sub paragraph (2)]

Table

(Figures in Rupees)

Senior Assistant / Stenographer		Assistant	
Existing Basic Salary	Revised Basic Salary	Existing Basic Salary	Revised Basic Salary
17465	27130	14190	21890
18005	27970	14730	22730
18545	28810	15270	23570
19085	29650	15810	24410
19625	30490	16350	25250
		16890	26090

Note:

- (1) The basic salary of every employee in service as on the 1st day of August, 2007, and who continues to be in service after the date of publication of this Scheme, shall be fixed at the corresponding stage in the respective first rationalised scale of pay with effect from the 1st day of August, 2007 or the date of option, whichever is later.
- (2) The basic salary of every employee appointed after the 1st day of August, 2007 and who continues to be in service after the date of publication of this Scheme, shall be fixed at the corresponding stage in the respective first rationalised scale of pay with effect from the date of his appointment or date of option, whichever is later.
- (3) The basic salary of every employee who was in service on or after the 1st day of August, 2007 and who retired or died on or before the date of publication of this Scheme, shall be fixed at the corresponding stage in the respective first rationalised scale of pay with effect from the 1st day of August, 2007 or the date of his appointment, whichever is later:

Provided that in respect of the employees in the scale of Assistant who have already been granted as on the 31st day of July, 2007, one, two, three, four, five or six stagnation increments, in the re-modified scales of pay, their basic salary in the relevant first rationalised scale of pay shall be fixed at the corresponding first, second, third, fourth, fifth or sixth stages above the maximum of the first rationalised scale :

Provided further that the seventh stagnation increment shall be granted to the employees in the scale of Assistant after the completion of two years from the date of receipt of sixth stagnation increment or, from 1st day of the month following the date of publication of this Scheme, whichever is later :

Provided also that in respect of the employees in the scale of Senior Assistant or Stenographer who have already been granted as on the 31st day of July, 2007, one, two, three, four or five stagnation increments, in the re-modified scale of pay, their basic salary in the relevant first rationalised scale of pay shall be fixed at the corresponding first, second, third, fourth or fifth stages above the maximum of the first rationalised scale:

Provided also that the sixth stagnation increment shall be granted to the employees in the scale of Senior Assistant or Stenographer, as the case may be, after the completion of three years from the date of receipt of fifth stagnation increment or, from 1st day of the month following the date of publication of this Scheme, whichever is later.

II. FUNCTIONAL ALLOWANCES:

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

(1) From the 1st day of August, 2007, the employees performing the following functions shall be paid Functional Allowances as under:-

(i)	Subordinate Staff engaged in either as Key Holder or for carrying cash to or from Bank, as his regular and main function, where the amount of cash carried during a calendar month is ordinarily Rs. 25,000/- or more,	Rs. 375/- p.m.
(ii)	Other Subordinate Staff working as Liftmen, Machine Operators, Head Peons, Jamadars, Daftaries, AC Plant Operators and Heavy Vehicle Drivers, who were assigned these functions before 1 st day of January, 2006,	Rs. 165/- p.m.
(iii)	Assistant (or Senior Assistant, in the event of non-availability of Assistant) engaged in handling cash in an office, as his regular and main function, where the amount of cash transactions during a calendar month is ordinarily Rs. 25,000/- or more,	Rs. 800/- p.m.
(iv)	Telex Operators, Punch Card Operators, Unit Record Machine Operators and Comptists, who were assigned these functions before 1 st day of January, 2006	Rs. 60/- p.m.
(v)	Stenographer to Chairman-cum-Managing Director, Scale VII, Scale VI and equivalent positions.	Rs. 75/- p.m.

(2) From the 1st day of the month following publication of this Notification, the employees performing the functions of Audit Assistants shall be paid Functional Allowance @ Rs. 460/- p.m.

NOTE 1 : The number and names of persons eligible to draw the Functional Allowance shall be determined by the Chairman-cum-Managing Director or by an officer authorised by him in this behalf, depending upon the load of work and administrative requirements.

NOTE 2 : An employee shall draw only one Functional Allowance at a time.

NOTE 3 : An employee proceeding on leave shall be paid the Functional Allowance during his leave period other than periods of extra ordinary leave, provided that he resumes work in the same position on the expiry of his leave.

NOTE 4 : No employee shall, as a matter of right, claim to be allotted a particular portfolio of work in order to avail of the Functional Allowance attaching to that position or post.

NOTE 5 : No employee shall refuse to work in a position carrying a Functional Allowance or make it a condition that he be paid such allowance where, because of absence of the incumbent or temporary pressure of work, the employee is assigned such work by the Head of his Office.

NOTE 6 : Functional Allowance under any of the above clauses, or any part thereof, shall not be treated as part of basic salary and shall not be counted for the purpose of any allowance or for the purpose of any other service or terminal benefits.

III. DEARNESS ALLOWANCE:

(1) The rate of dearness allowance applicable to the employees shall be determined as under:-

Index : All India Average Consumer Price Index for Industrial Workers

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

Base : Index No.2944 in the series 1960 = 100

Rate : For every four points in the quarterly average of the All India Consumer Price Index above 2944 points, employees shall be paid dearness allowance at the rate of 0.15 per cent of basic salary.

Revision of dearness allowance: Revision of dearness allowance may be made on quarterly basis for every four points rise or fall.

- (2) There shall be an upward revision of the dearness allowance payable for every four points rise in the quarterly average (hereinafter referred to as the "current average figure") of the All India Consumer Price Index above 2944 points in the sequence 2944-2948-2952-2956 and so on and there shall be downward revision of the dearness allowance payable if the current average figure falls below the index figure in the above sequence with reference to which the dearness allowance has been paid for the last preceding quarter. On the downward revision, the dearness allowance payable shall correspond to the current average figure if such current average figure is a figure in the above sequence and if such current average figure is not a figure in the above sequence the dearness allowance payable shall correspond to the figure in the above sequence immediately preceding the current average.
- (3) The final index figures as published in the Indian Labour Journal or the Gazette of India, whichever publication is available earlier, shall be the index figure which shall be taken for the purpose of calculation of dearness allowance.
- (4) The revision in dearness allowance corresponding to the changes in the current average figure for any particular quarter shall take effect only from the second succeeding month following the end of the quarter.

Explanation: For the purpose of this item, 'quarter' shall mean a period of three months ending on the last day of the month of March, June, September or December.

IV. ALLOWANCE FOR TECHNICAL QUALIFICATIONS:

- (2) A confirmed employee who qualifies or has qualified in an examination mentioned in column (2) of the Table below shall be paid with effect from the date of publication of the results of the examination or the 1st day of August, 2007, whichever is later, the allowance for technical qualifications mentioned in column (3) of the said table, namely, -

Table

Sr. No.	Examination	Allowance for Technical Qualification (per month)
(1)	(2)	(3)
1.	Insurance Institute of India Or Chartered Insurance Institute: On completion of: v) Licentiate vi) Associateship iii) Fellowship	 Rs.180/- Rs.490/- Rs.820/-
2.	Institute of Actuaries: On passing each subject	 Rs.180/-
3.	Institute of Chartered Accountants or Institute of Cost and Works Accountant: On completion of: i) Intermediate Examination ii) Final Group A or Group B	 Rs.350/- Rs.600/-

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

	iii) Final Group A and Group B	Rs.820/-
4.	On completion of Master of Business Administration of a recognised University or Institution (AICTE approved course)	Rs.820/-

Provided that not more than one allowance for technical qualification shall be permissible to him.

- (2) The grant of allowance for technical qualifications shall not affect the seniority of the employee concerned.
- (3) Where the employee has already been given an advance increment or any other recurring monetary benefit for having qualified in any of the said examinations, the amount of allowance for technical qualification shall be suitably reduced or may not be admissible depending on the quantum of benefit already received.
- (4) Such employee on completion of service of one year after reaching the maximum of the scale shall receive the allowance for technical qualification amounting to not less than one-half of the full rate and after a further service of one year, the said allowance for technical qualification shall be paid in full.
- (5) The allowance for technical qualification as mentioned in column (3) of the table above, or any part thereof, shall not be counted for the purpose of any allowance or for any service or terminal benefit.

Explanation: For the purpose of entry mentioned at serial number 4, in column (2), "recognised University or Institution" shall mean a University or Institution recognized by the University Grants Commission.

V. GRADUATION INCREMENT OR ALLOWANCE:

(1) GRADUATION INCREMENTS OR ALLOWANCE TO ASSISTANT:

With effect from the 1st day of August, 2007, the Graduation Increments or Allowance to employees in the scale of Assistant shall be paid as under: -

(a) An employee who is appointed or promoted to any post in the scale of Assistant and who has qualified as a Graduate of a recognised University on or after the 1st day of January 1973 but before the 1st day of August 2007, and has not reached the maximum of the scale shall be granted two increments in the scale with effect from the publication of results of the examination, or 1st day of the month following the publication of this Scheme, or the date of appointment in the scale of Assistant, whichever is later, provided that he has not already received graduation increment or qualification pay for having qualified as such graduate or any advance increment on appointment, otherwise than by way of protection of emoluments granted to ex-servicemen:

Provided that if an employee entitled to increments for graduation is drawing **Basic Salary of Rs 20210/-**, only **one** increment for graduation shall be granted to him.

(b) an employee in the scale of Assistant who has qualified as a graduate from a recognised University before the 1st day of August, 2007 and has reached the maximum of the scale shall be paid revised Graduation Allowance with effect from the 1st day of August, 2007, as per column (2) of the table below :

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

Table

Stage	Revised Graduation Allowance per month with effect from 01-08-2007
(1)	(2)
One year after reaching the maximum of the scale	Rs.300/-
Two years after reaching the maximum of the scale	Rs.530/-

(c) The Graduation Allowance, or any part thereof, shall not be counted for the purpose of any Allowance or for any service or terminal benefit:

(2) GRADUATION ALLOWANCE TO RECORD CLERKS:

An employee in the scale of Record Clerk, who has qualified as Graduate from a recognised University before the 1st day of August, 2007 shall be paid Graduation Allowance of Rs.200/- p.m. with effect from the date of publication of results of the examination or, from the date of promotion as Record Clerk or, the first day of August, 2007, whichever is later.

Note: The Graduation Allowance payable to employees in the scale of Record Clerk shall not be treated as Special Allowance nor shall it be treated or counted as basic Salary for any purpose and it shall be withdrawn on promotion of the employee.

Explanation: For the purpose of this item "recognised university" means a University recognised by the University Grants Commission.

VI. HOUSE RENT ALLOWANCE:

(3) With effect from the 1st day of August, 2007, House Rent Allowance payable to Supervisory, Clerical and Subordinate Staff employees shall be as shown in the Table below:-

Table

Sl. No. (1)	Place of posting (2)	Rate per month (3)
1.	Cities of Mumbai, Navi Mumbai, Kolkata, New Delhi, Chennai, Ahmedabad, Bengaluru, Hyderabad, Pune, Faridabad, Ghaziabad, Noida and Gurgaon	10% of pay, subject to minimum of Rs.700/- and maximum of Rs.3200/- per month
2.	Cities with population exceeding 12 lacs, except cities mentioned at serial number 1, Gandhinagar and all cities in the State of Goa	8% of pay, subject to minimum of Rs.600/- and maximum of Rs.2700/- per month
3.	All other places	7% of pay, subject to minimum of Rs.570/- and maximum of Rs.2600/- per month

Note 1: For the purpose of this item, the population figure shall be those in the latest Census Report.

Note 2: Cities shall include their Urban Agglomerations.

Note 3: 'Pay' means basic salary and stagnation increments as per sub-paragraph 2 of paragraph 7

Note 4: Payment of House Rent Allowance to employees transferred under the Transfer and Mobility Policy under Paragraph 18 shall be subject to provisions of sub-paragraph (1), clause (c) of the said paragraph.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

- (4) Employees, who are allotted residential accommodation or staff quarters, shall not be entitled to any House Rent Allowance, but they shall pay to the Corporation or Company, for such accommodation, the appropriate License Fee as may be decided by the Board of the Corporation or Company from time to time. Provided that an employee who has been allotted residential accommodation or staff quarters before the 1st day of April, 1983, and who has been in receipt of House Rent Allowance as on date immediately preceding the date of publication of this Scheme in terms of item VI of the Fourth Schedule of the said Scheme shall continue to receive such House Rent Allowance so long as he continues to occupy the same residential accommodation or staff quarters allotted by the Corporation or Company.

VII. CITY COMPENSATORY ALLOWANCE:

With effect from the 1st day of August 2007, the City Compensatory Allowance payable to Supervisory, Clerical and Subordinate Staff employees shall be as under:-

Sl. No. (1)	Place of posting (2)	Rate per month (3)
1.	Cities of Mumbai, Navi Mumbai, Kolkata, New Delhi, Chennai, Ahmedabad, Bengaluru, Hyderabad, Pune, Faridabad, Ghaziabad, Noida and Gurgaon	3% of pay subject to minimum of Rs.205/- per month and maximum of Rs.635/- per month
2.	Cities with population exceeding 12 lacs, except cities mentioned at serial number 1, Gandhinagar and all cities in the State of Goa	2.5% of pay subject to minimum of Rs.170/- per month and maximum of Rs.595/- per month
3.	Cities with the population of 5 lacs and above but not exceeding 12 lacs, State capitals with population not exceeding 12 lacs, Chandigarh, Mohali, Pondicherry, Port Blair, Panchkula	2% of pay subject to minimum of Rs.125/- per month and maximum of Rs.510/- per month

Note 1: For the purpose of this item, the population figure shall be as per the latest Census Report.

Note 2: Cities shall include their Urban Agglomerations.

Note 3: 'Pay' means basic salary and stagnation increments as per sub-paragraph (2) of paragraph 7.

Note 4: Payment of City Compensatory Allowance to employees transferred under the Transfer and Mobility Policy under Paragraph 18 shall be subject to provisions of sub-paragraph (1), clause (c) of the said paragraph.

VIII. HILL STATION ALLOWANCE:

With effect from the 1st day of the month following the date of publication of this Scheme, the Hill Station Allowance payable to Supervisory, Clerical and Subordinate Staff employees shall be as under:-

Sl. No. (1)	Place of posting (2)	Rate per month (3)
1.	Posted at places situated at a height of 1500 metres and over above mean sea level	2.5% of Basic Salary subject to maximum of Rs.370/- per month
2.	Posted at places situated at a height of 1000 metres and over, but less than 1500 metres above mean sea level, at Mercara and at places which are specifically declared as "Hill Stations" by Central or State Governments for their employees	2% of Basic Salary subject to maximum of Rs.290/- per month
3.	Posted at places situated at a height of not less than 750 meters	2% of Basic Salary subject

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

above mean sea level which are surrounded by and accessible only through hills with a height of 1000 metres and over above mean sea level	to a maximum of Rs.290/- per month
---	------------------------------------

Note: Basic Salary includes stagnation increments, if any, as per sub-paragraph (2) of paragraph 7.

IX. KIT ALLOWANCE:

With effect from the 1st day of the month following the date of publication of this Scheme, employees transferred to any of the hill stations listed in item VIII of this Schedule shall be paid a Kit Allowance of Rs.1000/-. The Kit Allowance shall not be payable on transfer from one hill station to another if the same was drawn at any time during the preceding three years.

X. FIXED PERSONAL ALLOWANCE:

With effect from the 1st day of August, 2007, the Fixed Personal Allowance payable to employees on account of computerisation shall stand revised as shown in column (3) of the Table given below:-

Table

Sl. No.	Employees in the Scale of Pay (as on 1.11.1993) of	Revised Fixed Personal Allowance (FPA)	Increment portion of Fixed Personal Allowance as per the Altered Terms (Sixth Schedule)	Dearness Allowance on Increment portion of Fixed Personal Allowance as per the Altered Terms as on 01-11-1993
(1)	(2)	(3)	(4)	(5)
		Rs.	Rs.	Rs.
1.	Senior Assistant	840	230	18.68
2.	Stenographer	840	230	18.68
3.	Assistant, etc.	840	230	18.68
4.	Record Clerk	530	130	12.74
5.	Driver	390	100	9.80
6.	Other Subordinate Staff	390	100	9.80

Note: The revised Fixed Personal Allowance (FPA) as shown in column (3) of the table above shall not qualify for any Allowance or for any service or terminal benefits. However, the increment portion of FPA as per the Altered Terms as shown in column (4) of the table above shall rank for Provident Fund and Pension, and the said increment portion along with Dearness Allowance thereon as on the 1st day of November, 1993, as shown in column (5) of the table above shall rank for Gratuity and Encashment of Earned Leave.

XI. TRANSPORT ALLOWANCE:

With effect from the 1st day of August, 2007, the Transport Allowance payable to employees at the rate of Rupees One Hundred and Fifty per month as per Item XI of the Eighth Schedule shall stand revised to Rupees Two Hundred and Seventy-five per month.

XII. PARADEEP PORT ALLOWANCE:

With effect from the 1st day of the month following the date of publication of this Scheme or date of appointment, whichever is later, every confirmed employee posted in the office of the Company in Paradeep Port shall be paid an allowance of Rupees One Hundred and Ten per month so long as he is posted in that office. This allowance shall not be treated as basic salary for any purpose.”.

GENERAL INSURANCE (RATIONALISATION AND REVISION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF SUPERVISORY, CLERICAL AND SUB-ORDINATE STAFF) SCHEME, 1974

(amended upto 08-10-2010)

[F.No. S-11012/07/2010-Ins.I(i)]

(Tarun Bajaj)
Joint Secretary (Insurance & Pension)

EXPLANATORY MEMORANDUM

1. The Central Government has accorded approval to revise the Scales of Pay and conditions of service of employees in the Corporation and Companies with effect from the dates specified in the notification. The General Insurance (Rationalisation and Revision of Pay Scales and Other Conditions of Service of Supervisory, Clerical and Subordinate Staff) Scheme, 1974 is amended accordingly with effect from the dates as specified in the notification.
2. Further, consequent upon the amendment in the General Insurance (Employees') Pension Scheme, 1995 in respect of employees joining on or after the 1st day of January, 2004, the General Insurance (Rationalisation and Revision of Pay Scales and other Conditions of Service of Supervisory, Clerical and Subordinate Staff) Scheme, 1974 is amended accordingly with effect from the 1st day of January, 2004.
3. It is certified that no employee of the Corporation or Company is likely to be affected adversely by the notification being given retrospective effect.

NOTE :- The Principal Scheme was published vide Notification No.S.O.326(E) dated 27th May, 1974 and subsequently amended vide notifications No. S.O. 472(E) dated 5th September 1975, S.O. 5415 dated 22nd December 1975, S.O 390(E) dated 1st June 1976, S.O 4466 dated 11th November 1976, S.O 2443 dated 30th July 1977, S.O 1046 dated 29th March 1978, S.O 1049 dated 29th March 1978, S.O 1410 dated 26th April 1978, S.O 3429 dated 16th November 1978, S.O 314(E) dated 12th May 1980, S.O 729 (E) dated 21st September 1984, S.O 769(E) dated 15th October 1985, S.O 884(E) dated 9th December 1985, S.O 729(E) dated 3rd October 1986, S.O 441(E) dated 27th April 1987, S.O 1038 (E) dated 7th December 1987, S.O 780(E) dated 22nd August 1988, S.O 783(E) dated 22nd August 1988, S.O 1160(E) dated 9th December 1988, S.O 180(E) dated 10th March 1989, S.O 356(E) dated 12th May 1989, S.O 405(E) dated 24th May 1990, S.O 542(E) dated 6th July 1990, S.O 593(E) dated 27th July 1990, S.O 754 dated 4th October 1990, S.O 797(E) dated 25th November 1991, S.O 909(E) dated 23rd December 1991, S.O 83 dated 2nd February 1994, S.O 594(E) dated 30th June 1995, S.O 139 (E) dated 22nd February 1996, S.O 759(E) dated 1st November 1996, S.O 465 (E) dated 27th May, 1998, S.O 731(E) dated 27th August, 1998, S.O 694(E) dated 30th August, 1999, S.O 589(E) dated 22nd June, 2000, S.O 782 (E) dated 30th August, 2000, S.O.225(E) dated 15th March, 2001, S.O 633(E) dated 4th May, 2005 and S.O. 1793(E) dated 21st December, 2005.
