

18th October, 2010

**Administrative Instructions for implementation of the Provisions of
General Insurance (Rationalisation of Pay Scales and Other
Conditions of service of Officers) Amendment Scheme, 2010.**

1. AMENDMENT SCHEME, 2010:

Scales of pay and allowances of Class I Officers have been revised as per General Insurance (Rationalisation of Pay Scales and Other conditions of service of Officers) Amendment Scheme, 2010, (in short, the Amendment Scheme, 2010) vide Gazette Notification S.O. No. 2470 (E) dated 08th October, 2010. A copy of the said notification is enclosed herewith.

The following Administrative Instructions are issued for implementation of the provisions of the Amendment Scheme, 2010:

2. ELIGIBILITY:

2.1 In terms of paragraph 1 of the Amendment Scheme, 2010, the said Scheme applies, save as otherwise provided, to all Class I Officers, who:-

- (i) were in service as on 1st August, 2007 and continue to be in service as on the date of the subject Notification; or
- (ii) were in service as on 1st August, 2007, and have died, or retired on reaching the age of superannuation, or opted for voluntary retirement; or
- (iii) who were appointed on any date after 1.8.2007

2.2 In terms of the proviso to paragraph 1 of the Amendment Scheme, 2010, the Officers whose resignations had been accepted or whose services had been terminated during the period from 1.8.2007 to the date of publication of the Amendment Scheme, 2010 in the Official Gazette, i.e., 08.10.2010 shall not be eligible for the arrears on account of revision under this Scheme.

2.3 Further, it is clarified that the Amendment Scheme, 2010 shall not apply to officers who have been appointed on contractual basis and to whom the Rationalisation Scheme, 1975 does not apply.

2.4 It is also clarified that in consonance with the provisions of para 7 (b) of the General Insurance (Public Sector) Officer's Golden Gate Scheme for Voluntary Separation, 2009 ('Golden Gate Scheme', in short) Officers who have opted for the 'Golden Gate Scheme' during the period between the date of the 'Golden Gate Scheme' coming into force and the date of publication of the Amendment Scheme, 2010 in the Official Gazette, i.e., 08.10.2010 shall be eligible for the benefit of revised pay on account of revision under this Scheme for the purpose of payment of ex-gratia under para 6 and other benefits under para 7(a) of the 'Golden Gate Scheme'.

3. EFFECTIVE DATE:

The pay scales and allowances would be deemed to have come into force from the dates mentioned against each of the item as under:

Item	Effective Date
Scales of Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Transport Allowance, Provident Fund, Gratuity as per revised pay, Fixed Personal Allowance	01.08.2007
Hill Station Allowance, Kit Allowance and Paradeep Port Allowance,	01.11.2010

4. OPTION FOR FIXATION :

(a) Officers who were:

- (i) in service as on 1.8.2007 and continue to be in service on the date of publication of the Amendment Scheme, 2010; or
- (ii) appointed on any date between 1.8.2007 and the date of notification of the Amendment Scheme, 2010 viz., 08th October, 2010,

would have an option to seek fixation of basic pay under the Amendment Scheme, 2010 from any date between 1.8.2007 and the date of notification of the Amendment Scheme, 2010 viz., 08th October, 2010 (both days inclusive).

- (b) (i) In the event, an Officer in service as on 1.8.2007 fails to exercise the option under the Amendment Scheme, 2010, his fitment in the revised scale of pay under the Amendment Scheme, 2010 would be carried out with reference to his basic pay as on 31.7.2007 in the pre-revised scale of pay, with effect from 1.8.2007.
 - (ii) In case of an Officer who was appointed at any time between 1.8.2007 and the date of notification of the Amendment Scheme, 2010, viz., 08th October, 2010 and who fails to exercise his option for fitment as provided under the Amendment Scheme, 2010, the fitment in the revised scale of pay would be carried out with reference to his basic pay in the pre-revised scale of pay on the date of his appointment.
- (c) Fixation of pay in the revised scale as per the Amendment Scheme, 2010 in the case of Officers who have retired on reaching the age of superannuation or opted for voluntary retirement or have opted to avail the 'Golden Gate Scheme' or have died at any time between 1.8.2007 and the date of notification of the Amendment Scheme, 2010 viz., 08th October, 2010 shall be done w.e.f. 1.8.2007 or from the date of appointment, if it be later.
- (d) Officers who are appointed at any time after the date of notification of the Amendment Scheme, 2010 viz., 08th October, 2010 would be governed by the revised pay scales as per the **Thirteenth Schedule** of the Rationalisation Scheme, 1975.

4.1 PERIOD FOR EXERCISING OPTION:

- (a) Option for fitment in the revised pay scales is to be exercised on or before **22.10. 2010**
- (b) The option is to be exercised in the prescribed form of option as per specimen enclosed herewith - **Appendix 'A'**.
- (c) Option once exercised shall be final.
- (d) Officers shall not be eligible for the arrears on account of revision upto the date so opted for fitment. Arrears as may be payable under the provisions of the Amendment Scheme, 2010 shall be released as early as possible subject to the receipt of option in the prescribed form within the stipulated time limit.

4.2 FITMENT ON PROMOTION:

- (1) Any employee promoted from Class III or Class II to Class I or a Class I Officer who has been promoted from one cadre to another cadre in Class I and whose salary was fixed in the pre-revised scale of pay applicable to the cadre to which he was promoted on or after 1.8.2007, but before 08.10.2010, may be allowed to re-exercise option for the date of fitment on promotion, if he applies for the same, as per **Appendix A-1**, within 90 days from the date of these administrative instructions, and exercise of option for re-fixation of salary in accordance with these instructions, shall be final .
- (2) Where any employee has been promoted from Class III or Class II to Class I or a Class I officer who has been promoted from one cadre to another cadre in Class I and whose fixation in the existing scale of the cadre to which he has been promoted is due on or after the 1.8.2007, but prior to 08.10.2010, he shall be first fixed in the revised scales of pay in the pre-promotional cadre and his basic pay in the revised scales of pay on promotion shall thereafter be re-fixed in accordance with these instructions.

5. METHOD OF FIXATION:

Fixation of basic pay would be carried out on stage to stage basis, as per **Table A under Item II of the Thirteenth Schedule**, enclosed with these instructions as part of the Notification.

6. ADDITIONAL (STAGNATION) INCREMENTS:

At present, on completion of 3 years of service after reaching the maximum of scale and subject to work record being found satisfactory two, four and two Stagnation Increments are allowed to officers in the scale of pay of Scale I, Scale II and Scale III respectively.

As per Amendment Scheme, 2010, one more Stagnation increment shall now be allowed to officers in the scale of pay of Scale I and Scale II. Further, the officers in the scale of pay of Scale IV who hitherto were not allowed any Stagnation increment shall now be allowed one such increment. It may be noted that there is no change in the number of Stagnation Increments allowed to the Officers in the scale of pay Scale III, i.e., it remains at two only. The Table below shows the position of stagnation increments – both the existing as also as per the amended provisions – to the officers in the scale of pay of Scale I, Scale II, Scale III and Scale IV:

Table

In the scale of pay of	No. of Stagnation Increment(s) at present	No. of Stagnation Increment(s) as per Amendment Scheme, 2010
Scale I	Two	Three
Scale II	Four	Five
Scale III	Two	Two
Scale IV	Nil	One

While fixation of basic pay of officers at **existing** stagnation stages in these cadres shall be done as per **Table B Item II of the Thirteenth Schedule**, grant of the **additional** stagnation increment introduced by the Amendment Scheme, 2010 shall be as follows:-

- (a) The **third** Stagnation Increment may be granted to eligible officers in the scale of pay of Scale I from 1st day of the month following completion of three years service after receiving the second Stagnation Increment or the 1st day of the month following the date of Amendment Scheme Notification, i.e., 01.11.2010, whichever is later.

- (b) The **fifth** stagnation increment may be granted to the eligible officers in the scale of pay of Scale II from 1st day of the month following completion of three years service after reaching such maximum or the 1st day of the month following the date of Amendment Scheme Notification, i.e., 01.11.2010, whichever is later.
- (c) The **first (and the only one)** Stagnation Increment may be granted to eligible officers in the scale of pay of Scale IV from 1st day of the month following completion of three years service after reaching the maximum of scale of pay or the 1st day of the month following the date of Amendment Scheme Notification, i.e., 01.11.2010, whichever is later.

7. COMPONENTS FOR ARREARS:

7.1 BASIC PAY:

The revised scales of basic pay for all Class I Officers have been incorporated in **Item I of the Thirteenth Schedule** as inserted by the Amendment Scheme, 2010. The fixation of basic pay shall be at the appropriate stages as per the fixation tables under item II of the **Thirteenth Schedule**. The revised scale of pay is effective from 1.8.2007 or date of fixation in the revised scale of pay, if it be later, and no arrears would be payable for the period between 1.8.2007 and the date of fixation, if it be later.

7.2 DEARNESS ALLOWANCE:

- 7.2.1 **Item III of the Thirteenth Schedule** provides that the Dearness Allowance shall be payable on the revised scales of pay with reference to All India Consumer Price Index with base at index number **2944** in the series 1960=100.
- 7.2.2 The rate of Dearness Allowance stands revised and it would now be payable, for every slab of 4 points in the quarterly average over 2944 points, at the rate of **0.15%** of the revised basic pay from 1.08.2007 or the date of fixation in the revised scale of pay, if it be later.
- 7.2.3 Further, revision of Dearness Allowance shall be on a quarterly basis for every four points rise/fall in the quarterly average of All India Consumer Price Index at 2944 points.
- 7.2.4 The other provisions regarding payment of Dearness Allowance remain unchanged.
- 7.2.5 The number of slabs for which the Dearness Allowance becomes payable as per the pre-revised and revised rates, are as shown in the **Appendix – 'B'**

7.3 HOUSE RENT ALLOWANCE (HRA):

Item IV of the Thirteenth Schedule provides for revised rates and the maximum limits of House Rent Allowance. By the Amendment Scheme, 2010, **04 more cities, namely, Ahmedabad, Bengaluru, Hyderabad and Pune** have been added to the list of cities where the employees are entitled to the highest rate of HRA.

The revised rates of HRA shall be applicable with effect from 1st August, 2007 or the date of actual fixation in the revised scales of pay, if it be later, as given below:

Table

Sl. No.	Place of posting	Rate per month
1.	Cities of Mumbai, Navi Mumbai, Kolkata, New Delhi, Chennai, Ahmedabad, Bengaluru, Hyderabad, Pune, Faridabad, Ghaziabad, Noida and Gurgaon	10% of pay subject to maximum of Rs.3,200/- per month
2.	Cities with population exceeding 12 lacs except the cities mentioned at serial number 1, Gandhinagar and all cities in the State of Goa	8% of pay subject to maximum of Rs.2,700/- per month
3.	All other places	7% of pay subject to maximum of Rs.2,600/- per month

- Note: (1) For the purposes of this item, the population figures shall be as per the latest Census Report.
(2) Cities shall include their Urban Agglomeration.
(3) 'Pay' means Basic Pay and Stagnation increments as per paragraph 8A.

Officers who are allotted residential accommodation by the Company, either by way of staff quarters or by way of leased accommodation, shall not be paid house rent allowance. Besides, such officers shall pay such licence fee as may be decided by the Company from time to time. At present, the licence fee is being deducted @ 1.75% of the minimum of the scale. The revised rate of licence fee shall be 1.20% of the minimum of the revised Scale with effect from 01.11.2010. Up to 31st October, 2010, the amount of licence fee which is being deducted at present on the basis of pre-revised basic and pre-revised rate shall continue.

7.4 CITY COMPENSATORY ALLOWANCE (CCA):

Item V of the Thirteenth Schedule provides for revised rates of City Compensatory Allowance. Like in HRA, by the Amendment Scheme, 2010, **04 more cities, namely, Ahmedabad, Bengaluru, Hyderabad and Pune** have been added to the list of cities where the employees are entitled to the highest rate of CCA.

The revised rates of CCA shall be applicable with effect from 1st August, 2007 or the date of actual fixation in the revised scales of pay, whichever is later, as given below :

Table

Sl. No.	Place of posting	Rate
1.	Cities of Mumbai, Navi Mumbai, Kolkata, New Delhi, Chennai, Ahmedabad, Bengaluru, Hyderabad, Pune, Faridabad, Ghaziabad, Noida and Gurgaon	3% of pay subject to a maximum of Rs.800/- per month
2.	Cities with population exceeding 12 lacs, except cities mentioned in serial number 1, Gandhinagar and all cities in the State of Goa	2.5% of pay subject to a maximum of Rs.760/- per month
3.	Cities with population of 5 lacs and above but not exceeding 12 lacs, State capitals with population not exceeding 12 lacs, Chandigarh, Mohali, Panchkula, Pondicherry, Port Blair	2% of pay subject to a maximum of Rs.590/- per month

- Note: (1) For the purposes of this item, the population figures shall be as per the latest Census Report.
(2) Cities shall include their Urban Agglomeration.
(3) 'Pay' means Basic Pay and Stagnation increments as per paragraph 8A.

7.5 FIXED PERSONAL ALLOWANCE (FPA):

In terms of **Item VIII of the Thirteenth Schedule**, with effect from 1st August, 2007, the Fixed Personal Allowance shall stand revised as shown in column (3) of the Table below:

Table

SI No.	Officers in the scale of pay of, as on 1.11.1993	Revised Fixed Personal Allowance (FPA) (Rs.)	Increment Portion of Fixed Personal Allowance as per Item VIII of the Eighth Schedule (Rs.)	Dearness Allowance on Increment Portion of Fixed Personal Allowance as per Eighth Schedule as on 01-11-1993 (Rs.)
(1)	(2)	(3)	(4)	(5)
1.	Scale VII	1700	400	10.08
2.	Scale VI	1400	300	7.56
3.	Scale V	1350	250	6.30
4.	Scale IV	1200	250	6.30
5.	Scale III	1200	250	6.30
6.	Scale II	910	230	5.80
7.	Scale I	910	230	5.80

The revised Fixed Personal Allowance (FPA) as shown in column (3) above shall not qualify for any allowance or for any service or terminal benefits. However, the Increment Portion of FPA as per the Eighth Schedule as shown in column (4) 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 (5) above shall rank for Gratuity and Encashment of Earned Leave.

The benefit of the revised Fixed Personal Allowance as above may be allowed to eligible officers with effect from 1.8.2007 or the date of actual fixation in the revised scales, whichever is later.

7.6 TRANSPORT ALLOWANCE:

Item IX of the Thirteenth Schedule of the Amendment Scheme, 2010 provides for payment of Transport Allowance @ Rs.800/- per month as against the existing Transport Allowance @ Rs.500/- per month. The Transport Allowance may be paid to an Officer, other than an Officer who is in receipt of any benefit/allowance under any of the Conveyance Schemes approved by the Board of the Company. Any Officer who is covered under 80:20 Conveyance Scheme (9A(iii)) or Office Car Conveyance Scheme or the New Conveyance Scheme-2003 (9A(iv)) would not be eligible for Transport Allowance under this dispensation.

Transport Allowance @ Rs.800/- per month, as above, shall be payable with effect from 1st August, 2007, or the date of actual fixation in the revised scales of pay, whichever is later.

7.6.1 CONVEYANCE ALLOWANCE TO PHYSICALLY HANDICAPPED EMPLOYEES:

Physically Handicapped employees are presently paid a Conveyance Allowance at the rate of 1.85% of the basic salary subject to the maximum limit of Rs. 200/- per month. Consequent upon revision in pay and other allowances, there is a proposal to review the provision relating to payment of Conveyance allowance to Physically Handicapped Employees. Pending such a review, a revision in this Allowance on the basis of the revised Basic Salary may be kept in abeyance and **status quo** may be maintained.

7.7 PROVIDENT FUND: (Only in respect of Officers who joined the service of the Company before 01.01.2004 – Ref. paragraph 5 and paragraph 6 of the Amendment Scheme, 2010)

Provident Fund would be recoverable at the existing rate of 10% of revised basic pay and personal pay, if any and the increment component of FPA (as shown in column (4) of the table under para 7.5 above), with effect from 1.8.2007 or the date of actual fixation in the revised pay scales, if it be later.

7.8 PENSION CONTRIBUTIONS (Ref. Paragraph 5 and Paragraph 7 of the Amendment Scheme, 2010):

For Class I Officers who are governed by the General Insurance (Employees') Pension Scheme, 1995, the employer's contribution is to be credited to the respective Pension Funds. In consonance with the resolution passed by the Board of the Company in this regard, Paragraph 5 and Paragraph 7 of the Amendment Scheme, 2010 have the effect of excluding the officers joining the services of the Company on or after 01.01.2004 from the purview of the Pension Scheme, 1995 and including them in the New Pension Scheme as discussed in the succeeding para of these instructions.

7.9 DEDUCTIONS UNDER FUND FOR NEW PENSION SCHEME (Only in respect of Officers who joined the service of the Company on or after 01.01.2004 – Ref. Paragraph 5 and Paragraph 7 of the Amendment Scheme, 2010):

In consonance with the resolution passed by the Board of the Company in this regard, the General Insurance (Employees') Pension Scheme, 1995 has been amended, with effect from 01.01.2004, to the effect that every employee or officer who joined the service of the Company on or after 01.01.2004 shall be covered under a New Pension Scheme Fund and shall contribute, every month, to the Fund for the New Pension Scheme, at the rate of 10% of the Basic Pay plus Dearness Allowance and equal contribution shall be made by the Company to such Fund.

Accordingly, recovery of contribution towards Fund for New Pension Scheme from such Officers shall be made @ 10% of difference between the Revised and the Existing Basic Pay and Dearness Allowance thereon for the period from 01.08.2007 (or the date of option for fixation) onwards. Additional / Supplementary instructions for Administration & Management of the Fund for the New Pension Scheme shall be issued separately.

8. HILL STATION ALLOWANCE:

With effect from 1st day of November, 2010 Hill Station Allowance shall be paid based on revised scale of pay as per **Item VI of the Thirteenth Schedule** of the Amendment Scheme, 2010 as under:

Table

Sl. No. (1)	Height of Place of posting (Above Mean Sea Level) (2)	Rate (3)
1.	1500 meters and over	2.5% of the Basic Salary subject to maximum of Rs.460/- per month
2.	1000 meters and over but less than 1500 meters, Mercara and 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.370/- per month
3.	Not less than 750 meters and surrounded by and accessible only through hills with a height of 1000 meters and over	2% of Basic Salary subject to a maximum of Rs.370/- per month

For the period from 1.8.2007 to 31.10.2010, Hill Station Allowance shall continue to be paid based on pre-revised scale of pay as per item VI of the Eleventh Schedule.

9. KIT ALLOWANCE:

In terms of **Item VII of the Thirteenth Schedule**, with effect from 01.11.2010, Kit Allowance to an officer transferred to any of the hill stations at which Hill Station Allowance is payable has been revised to Rs.4000/-.

10. PARADEEP PORT ALLOWANCE:

In terms of **Item X of the Thirteenth Schedule**, with effect from 01.11.2010 or date of appointment, whichever is later, every confirmed Officer posted in the office of the Company in Paradeep Port shall be paid an allowance of Rs. 110/-(Rupees One Hundred and Ten only) per month so long as he is posted in that office. This allowance shall not be treated as Basic Pay for any purpose.

11. SPECIAL AREA ALLOWANCE:

Instructions in this regard shall be issued separately.

12. GRATUITY:

12.1 There is no change in the rate of gratuity payable to Class I Officers. However, for the purpose of calculating gratuity, the revised basic pay shall be effective from the date of actual fixation of the eligible officers in the revised scale.

12.1.1 The increment component of Fixed Personal Allowance along with DA thereon as on 1.11.1993, as per paragraph 7.8 above, shall be taken into account for calculating gratuity payable after 1.8.2007.

12.2 Gratuity paid after 1.8.2007, shall be recalculated on the basis of revised scales of pay in the case of eligible officers and the difference where due shall be paid.

13. LEAVE ENCASHMENT:

While calculating arrears, it would be necessary to recalculate payments made to eligible officers towards Leave Encashment during the period from 1.8.2007 till the date of notification of Amendment Scheme, 2010 and appropriate recovery, if any or payment of difference, may be effected.

14. TRANSFER GRANT:

Since Transfer Grant is payable to officers on transfer in terms of one month basic pay, the difference in the amount of transfer grant as a result of revision in basic pay to eligible officers who were paid Transfer Grant earlier for transfers taking place from 1.8.2007, or the date opted by the officer concerned for fixation, whichever is later, till date, may be released to them.

15. LUMP-SUM MEDICAL BENEFITS TO OFFICERS:

At present, officers are allowed reimbursement of domiciliary medical expenses on annual basis, as a lump-sum amount up to the following limits:-

Basic pay	Maximum amount reimbursable per annum (Rs.)
Above Rs. 20350/-	6000
Up to Rs. 20350/-	4000

With effect from 01.01.2010, the limits of reimbursement of domiciliary medical expenses by way of annual lump-sum payment have been revised, along with the eligibility criteria linked to basic pay, and the same are as under:-

Basic pay	Maximum amount reimbursable per annum (Rs.)
Above Rs. 31725/-	12000

Up to Rs. 31725/-	8000
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16. MID ACADEMIC YEAR ALLOWANCE:

With effect from 1.8.2007, the amount of mid academic year allowance has been revised from the existing Rs. 500/- per month to Rs. 680/- per month, the other terms and conditions in this regard remaining unchanged. The difference on account of such revision to eligible officers may be paid with effect from 1.8.2007 or the date opted for fixation, whichever is later.

17. FUNCTIONAL ALLOWANCE TO OFFICERS IN INTERNAL AUDIT DEPARTMENT AND INVESTIGATING OFFICERS IN VIGILANCE DEPARTMENT:

Both these functional allowances have been revised from Rs. 500/- per month to Rs. 675/- per month with effect from 01.11.2010. The eligibility would continue to be determined as per the existing norms.

18. ENTERTAINMENT ALLOWANCE TO OFFICERS IN CHARGE OF BO/DO:

With effect from 01.11.2010, the Entertainment allowance payable to officers in charge of Branch Offices and Divisional Offices has been revised as under:-

Category of officer in charge	Existing amount (Rs. Per month)	Revised amount (Rs. Per month)
Branch Office in charge	500/-	750
Divisional Office in charge	600/-	900

The other terms and conditions governing payment of this allowance shall remain unaltered.

19. GROUP SAVINGS LINKED INSURANCE SCHEME (GSLI) AND GROUP TERM INSURANCE SCHEME (GTIS):

Consequent upon revision in basic pay for officers, the revised categorisation for the purposes of GSLI and GTIS with reference to the revised basic will be as under:-

Category	Existing basic pay range (Rs.)	Revised basic pay range (Rs.)
I	30176 and above	49411 and above
II	22681 to 30175	35661 to 49410
III	16386 to 22680	25451 to 35660
IV	11110 to 16385	17240 to 25450

Re-categorisation with reference to the revised basic pay ranges has been done in a manner that the existing categories remain unchanged on the relevant day of reckoning.

20. REDETERMINATION OF CATEGORIES UNDER GROUP MEDICLAIM POLICY:

Consequent upon revision in basic pay, the revised groupings of employees into various eligible categories with effect from the next renewal date of the policy shall be as under:-

Category (Sum Insured)	Existing basic pay range (Rs.)	Revised basic pay range (Rs.)
I (Rs. 1,55,000/-)	18671 and above	29001 and above
II (Rs. 1,00,000/-)	14730 to 18670	22730 to 29000
III (Rs. 70,000/-)	Less than 14730	Less than 22730

For the current policy year, there would be no change in the category and therefore the existing deduction would continue up to the end of current policy year.

21. DEDUCTION TOWARDS STRIKE, WALKOUT, LEAVE ON LOSS OF PAY, HALF-PAY LEAVE ETC.:

Additional recovery on this account is required to be effected. Similarly, adjustment on account of the Officers having availed extraordinary leave on loss of pay or sick leave on half pay shall also be effected.

22. OFFICERS UNDER SUSPENSION:

Officers who have been placed under suspension may be allowed fixation of their salary under the revised scales and paid arrears of salary and/or subsistence allowance, as the case may be.

23. PAYMENT OF ARREARS:

Arrears may be calculated up to **October, 2010** in accordance with the provisions of Amendment Scheme, 2010, as stated above. Arrears, as may be payable to eligible officers, be released at the earliest possible, subject to receipt of option, wherever necessary.

23.2 After the arrears are paid it is required to furnish statements giving information in respect of total amount paid – cadre-wise, to Officers under the following components:-

Basic Pay, Additional increment & DA
House Rent Allowance at the (a) (b) and (c) centres separately.
City Compensatory Allowance at the (a) (b) and (c) centres separately.
Transport Allowance
Difference on account of Encashment of Earned Leave/Gratuity
Fixed Personnel Allowance
Provident Fund/Pension (Company's contribution)

23.3 Arrears details should be furnished year-wise according to the period to which they pertain.

24. Salary for the month of **November, 2010** and onwards is to be calculated and paid as per the Amendment Scheme, 2010.

25. TAX DEDUCTIONS:

Necessary deduction on account of Income Tax, Professional Tax and any other statutory deductions should be appropriately effected, before releasing arrears.

26. INTERPRETATION:

Where any doubt or difficulty arises as to the interpretation of these instructions, it shall be referred to the Chairman-cum-Managing Director for his decision, which shall be final.

GENERAL MANAGER

Encl: as above

To

The Chairman-cum-Managing Director,

Sir,

**RE : EXERCISE OF OPTION FOR FIXATION OF BASIC PAY UNDER THE GENERAL INSURANCE
(RATIONALISATION OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF OFFICERS)
AMENDMENT SCHEME, 2010**

In accordance with sub-paragraph (10) of paragraph 4 of the General Insurance (Rationalisation of Pay Scales and Other Conditions of Service of Officers) Scheme, 1975 as inserted by the General Insurance (Rationalisation of Pay Scales and Other Conditions of Service of Officers) Amendment Scheme, 2010, I hereby choose the day of2007/2008/2009/2010 as the date from which my basic pay may be fixed in terms of the **Thirteenth Schedule** to the aforesaid Scheme.

I hereby understand and agree that no arrears shall be paid to me for the period from 1.8.2007 to _____ on account of the Amendment Scheme, 2010.

Yours faithfully,

(Signature)

Place :

Date :

Name of the Officer :

Designation :

Salary Roll No. :

Office :

Address :

To

The Chairman-cum-Managing Director,

Dear Sir,

Re: Re-exercising option for fitment on Promotion

I was promoted from the cadre of _____ to the cadre of _____ on _____ and was fitted in the promoted cadre from _____ (date of fixation)

I hereby request you to re-fix my salary in the promoted cadre from _____.

Yours faithfully,

(Signature)

Place :

Date :

Name of the Officer : _____

Designation : _____

Salary Roll No. : _____

Office : _____

Address : _____

**NO. OF SLABS FOR WHICH DEARNESS ALLOWANCE PAYABLE AS PER THE
PRE-REVISED AND REVISED SCALES**

<i>PERIOD</i>	AS PER THE PRE-REVISED SCALES (LINKED TO 2328 POINTS)	AS PER THE REVISED SCALES (LINKED TO 2944 POINTS)
August 2007 to October 2007	154	0
November 2007 to January 2008	175	21
February 2008 to April 2008	182	28
May 2008 to July 2008	190	36
August 2008 to October 2008	211	57
November 2008 to January 2009	243	89
February 2009 to April 2009	260	106
May 2009 to July 2009	262	108
August 2009 to October 2009	281	127
November 2009 to January 2010	340	186
February 2010 to April 2010	372	218
May 2010 to July 2010	391	237
August 2010 to October, 2010	399	245