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## **ANNEXURE - 7**

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**Life Insurance Corporation of India  
(Daily Allowance and Hotel Charges  
to Employees on Tour) Rules, 1989**

## ANNEXURE - 7

### LIFE INSURANCE CORPORATION OF INDIA

#### (DAILY ALLOWANCE AND HOTEL CHARGES TO EMPLOYEES ON TOUR) RULES, 1989.\*

**G.S.R. 934(E).**— In exercise of the powers conferred by Section 48 of the Life Insurance Corporation Act, 1956 (31 of 1956), and in super session of Notification No.G.S.R.No. 545(E) dated 4th May, 1988 published in the Gazette of India; Extraordinary of the Ministry of Finance (Department of Economic Affairs), except as respects things done or omitted to be done before such super session, the Central Government hereby makes the following rules, namely:

**1. Short title, commencement and application:**

- (1) These rules may be called the Life Insurance Corporation of India (Daily Allowance and Hotel Charges to Employees on Tour) Rules, 1989.
- (2) They shall come into force from the date of publication in the Official Gazette.
- (3) They shall apply to all employees of the Corporation.

**2. Daily Allowance and Hotel Charges:**

Notwithstanding anything contained in Regulation 79 of the Life Insurance Corporation of India (Staff) Regulations, 1960—

- (a) The Daily Allowance payable to employees of the Corporation on tour on official business shall be as set out in Part-I of the Schedule annexed to these rules.
- (b) Where such employees stays in a hotel, while on tour, he shall be reimbursed the actual charges paid for lodging subject to the maximum set out in Part-II of the said Schedule.

#### SCHEDULE

##### The Schedule (See Rule 2)

Rates of Daily Allowance and Hotel Charges admissible to the various classes of employees of the Corporation:

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\* Principle Rules are notified in Gazette of India, Extraordinary, Part-II Sec. 3 Sub-Sec.(i) dated 28.10.1989.

**\*\*PART-I****DAILY ALLOWANCE CLASS-I OFFICERS:**

Sl.No.	Name of the Category	Metro *	"A" Class City	"B" Class City	"C" Class City
A	B	C	D	E	F
<b>1</b>	<b>CLASS I OFFICERS:</b>				
	1. Managing Director	1800	1300	1100	950
	2. Executive Director	1800	1300	1100	950
	3. Zonal Manager	1800	1300	1100	950
	4. Deputy Zonal Manager/Senior Divisional Manager	1500	1300	1100	950
	5. Divisional Manager	1500	1300	1100	950
<b>2</b>	1. Assistant Divisional Manager	1300	1100	950	800
	2. Senior Branch Manager	1300	1100	950	800
	3. Administrative Officer	1300	1100	950	800
	4. Branch Manager	1300	1100	950	800
	5. Assistant Administrative Officer	1300	1100	950	800
	6. Assistant Branch Manager	1300	1100	950	800
<b>3</b>	<b>CLASS II OFFICERS:</b>	700	700	600	450
<b>4</b>	<b>CLASS III EMPLOYEES:</b>				
	1. Higher Grade Assistant	700	700	600	450
<b>5</b>	<b>OTHER CLASS III EMPLOYEES:</b>	600	600	520	340
<b>6</b>	<b>CLASS IV EMPLOYEES:</b>	500	500	400	250
	<b>*Mumbai, Delhi, Kolkata, Chennai</b>				

\*\*Amended by notification dated 14.12.2016 (Amendment came into force w.e.f. 14.12.2016), G.S.R. No. 1136(E) dated 14.12.2016

PART-II  
**HOTEL CHARGES**

**I. Class-I Officer**

Sl.No.	Category	Provision of Star Hotel
1.	Managing Director	5 Star AC Single Room
2.	Executive Director/Zonal Manager	4 Star AC Single Room
3.	Deputy Zonal Manager/ Senior Divisional Manager	3 Star AC Single Room
4.	Divisional Manager	3 Star AC Single Room
5.	Assistant Divisional Manager/Senior Branch Manager	2 Star Non-AC Single Room
6.	Branch Manager /Administrative Officer	2 Star Non-AC Single Room
7.	Assistant Administrative Officer/Assistant Branch Manager	1 Star Non-AC Single Room

**II Class –II Officer**

Sl.No.	Category	Provision of Star Hotel
1	Class-II Officer	90% of 1 star Non-AC Single Room

**III Class III Employees**

Sl.No.	Category	Provision of Star Hotel
1	Class-III Employees	80% of 1 star Non-AC Single Room

**IV Class –IV Employees**

Sl.No.	Category	Provision of Star Hotel
1	Class-IV Employees	70% of 1 star Non-AC Single Room

Explanation : For the purpose of this Schedule

**`A' Class City means –**

- (a) Cities with a population exceeding 12 lakhs, and Faridabad, Ghaziabad, Noida, any city in the State of Goa, Gurgaon, Vashi and Gandhinagar.

**`B' Class City means –**

- (b) Cities with a population of 5 lakhs and above but not exceeding 12 lakhs State Capitals with population not exceeding 12 lakhs, Chandigarh, Mohali, Pondicherry, Port Blair and Panchkula.

**`C' Class City means –**

- (c) All cities other than those specified in clauses (a) and (b)

**Foot Note:** The principal rules were published vide G.S.R. No. 934(E) dated 28.10.1989 and subsequently amended vide G.S.R. No. 322(E) dated 10.3.1992, G.S.R. No. 422(E) dated 13.9.1996, G.S.R. No. 286(E) dated 27.04.2004, G.S.R. No. 563(E) dated 08.09.2005, G.S.R. No. 932(E) dated 01.12.2010 and G.S.R. No. 1136(E) dated 14.12.2016.