

**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:**

<b>Sr.No.</b>	<b>Name of the Category</b>	<b>“A” Class City</b>	<b>“B” Class City</b>	<b>“C” Class City</b>
1.	Managing Director	1000	800	700
2.	Executive Director	1000	800	700
3.	Zonal Manager	1000	800	700
4.	Deputy Zonal Manager	1000	800	700
5.	Senior Divisional Manager	1000	800	700
6.	Divisional Manager	1000	800	700
7.	Assistant Divisional Manager	800	700	600
8.	Senior Branch Manager	800	700	600
9.	Administrative Officer	800	700	600
10.	Branch Manager	800	700	600
11.	Assistant Administrative Officer	800	700	600
12.	Assistant Branch Manager	800	700	600

Provided that for Class I Officers at Serial no. 1 to 6 in the above table, Daily Allowance payable shall be ₹1200 and for officers at serial no 7 to 12 in the above table , shall be ₹1000, while on tour on official business at the four metros, viz. Delhi, Mumbai, Kolkata and Chennai.

**CLASS-II OFFICERS:**

<b>Name of the Category</b>	<b>“A” Class City</b>	<b>“B” Class City</b>	<b>“C” Class City</b>
Class II Officers	500	375	300

**CLASS-III EMPLOYEES:**

<b>Name of the Category</b>	<b>“A” Class City</b>	<b>“B” Class City</b>	<b>“C” Class City</b>
Higher Grade Assistant	500	375	300
Section Head	500	375	300
OTHER CLASS-III EMPLOYEES	375	275	225

**CLASS-IV EMPLOYEES:**

<b>Name of the Category</b>	<b>“A” Class City</b>	<b>“B” Class City</b>	<b>“C” Class City</b>
Class IV Employees	325	225	175

PART-II

**HOTEL CHARGES**

**I. Class-I Officer**

Sr.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 BranchManager	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**

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

**III Class III Employees**

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

**IV Class –IV**

Sr.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 and G.S.R. no. 932(E) dated 01.12.2010

