

Section 4(1) (b) : All informations are available in the LIC web site . However, we are giving subsection wise information as below:

(I) . The particulars of its organization, functions and duties:

Our Response: Please see Life Insurance Corporation Act, 1956 which is available in the web site of LIC i.e. www.licindia.in . Above information is also available in Annual Report which is available in the web site.

(II) The Powers and duties of its officers and employees

Our Response : STAFF REGULATION JULY 1960 (As modified up to 31st December 1983), LIC of India is available in the web site of LIC i.e. www.licindia.in where the powers and duties of its officers and employees are defined.

(III) The procedure followed in the decision making process ,including channels of Supervision and accountability.

Our Response : Procedure followed in the decision making process, including channels of supervision and accountability are guided by Section 9 of L I C Regulation 1959 and STAFF REGULATION JULY 1960 (As modified up to 31st December 1983), LIC of India which are in the website www.licindia.in

(IV) The norms set by it for the discharge of its functions

Our Response: The norms set for the discharge of its functions are as mentioned in the Citizen Charter and the same is published and copies are distributed among public . It is also available in our website www.licindia.in

(V). The rules, regulations instructions, manuals and records held by it or under its Control or used by its employees for discharging its functions ;

Our Response: The rules , regulations and some of the instructions are available in the website. Manuals and records could not be made available in the website because of its exhaustive nature. However, manuals are available in the form of books and are available in all the L I C offices, which are also available for the Public under RTI.

(VI). A statement of the categories of the documents held by it or under its control.

Our Response: All the policy documents of the policy holders are kept in electronic as well as hard forms in the respective branch offices. Estate related documents are properly maintained in Divisional, Zonal and Central Office . All the documents are properly maintained in Branch Offices , Divisional Offices, Zonal Offices and Central Office

(VII). The particulars of any arrangement that exists for consultation with or representation by the members of the Public, in relation to the formulation of policy or implementation thereof.

Our response : The arrangement that exists for consultation with or representation are as under:

- Zonal Advisory Board
- Policyholders Council
- Consumer Affair Committee.

The details of above are in the Annual report which is available in our web site www.licindia.in

(VIII). A statement of the boards, councils committees and other bodies consisting of two or more persons constituted by it. Additionally, information as to whether the meetings of these are open to public, or the minutes of such meetings are accessible to the public.

Our Response : The Committees and Councils consisting of two or more persons other than the board are Executive Committee, Investment Committee, Building advisory Committee, Audit Committee, Consumer Affairs Committee, Zonal Advisory Board and Policy holder's Council. These information are in the annual report which is also available in the web site. However the meetings of these Committees and Councils are not open to Public and minutes of the meeting are for internal circulation only.

(IX). A directory of its officers and employees.

Our Response : The directory of Class I Officers are published yearly. The directory of Class II Officers (21303) and Class III and IV (72100) are not published due to its exhaustive nature. However , it is available Branch, Division and Zonal office wise

(X). The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.

Our Response : The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations are available in the printed form. However the pay scale of each categories of employees are made available in the website.

(XI). The budget allocated to each of its agency indicating the particulars of all plans proposed expenditures and reports on disbursements made.

Our Response: Information is available in the Annual Report which is also on the website.www.licindia.com.

(XII). The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

Our Response : We do not carry out any subsidy programme.

(XIII). The particulars of recipients of concessions, permits or authorizations granted by it.

Our Response : We do not issue any permits or authorizations and offer any concessions.

(XIV). The details of the information available to or held by it reduced in an electronic forms.

Our Response: Please visit our LIC web site i.e. www.licindia.in

(XV). The particulars of facilities available to citizens for obtaining information including the working hours of library or reading room if maintained for public use.

Our Response. We do not have any library or reading room maintained for public use.

(XVI). The names, designation and other particulars of the Public Information Officers

Our Response : The names and designation of CPIO s and Appellate Authorities and other details are available in our website www.licindia.in

(XVII). Such other Information as may be prescribed, and thereafter update this publication every year.

Our Response: No further information available with us. We are updating our publication every year.