

ANNEXURE-7

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

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:

****PART-I****DAILY ALLOWANCE****TABLE**

Serial No.	Name of Category	Rate of Daily Allowance			
		Metro* City	"A" Class City	"B" Class City	"C" Class City
1.	Class I Officers				
(a)	Managing Director	2700	1950	1650	1425
(b)	Executive Director / Zonal Manager	2700	1950	1650	1425
(c)	Deputy Zonal Manager / Senior Divisional Manager / Divisional Manager	2250	1950	1650	1425
2	Assistant Divisional Manager / Administrative Officer / Assistant Administrative Officer	1950	1650	1425	1200
3	Class II Officers	1050	1050	900	675
4.	Class III Employees				
(a)	Higher Grade Assistant	1050	1050	900	675
(b)	Other Class III Employees	900	900	780	510
5.	Class-IV Employees	750	750	600	375

*Mumbai, Delhi, Kolkata, Chennai

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 GSR No. 934(E) dated 28.10.1989 and subsequently amended vide GSR No. 322(E) dated 10.03.1992, GSR NO. 422(E) dated 13.09.1996, GSR No. 286(E) dated 27.04.2004, GSR No. 563(E) dated 08.09.2005, GSR No. 932(E) dated 01.12.2010, GSR No. 1136(E) dated 14.12.2016 and GSR No. 608(E) dated 17.08.2023