

**GENERAL INSURANCE (RATIONALISATION AND REVISION
OF PAY SCALES AND OTHER CONDITIONS OF SERVICE OF
SUPERVISORY, CLERICAL AND SUBORDINATE STAFF)
SCHEME, 1974**

CONTENTS

1. Short title and commencement
2. Application
3. Definitions
4. Pay and allowance of employees
5. Categorisation of employees
6. Method of fixation
 - 6A. Fixation of basic salary in the revised scales of pay
 - 6B. Fixation of basic salary in the amended scales of Pay
 - 6C. Pay and Allowance of employees and fixation of basic salary with effect from 1st January, 1990
 - 6D. Fixation of the scales of the pay and other allowances
 - 6E. Fixation of Basic Salary in the modified scales of pay and allowance
7. Increments
8. Hours of work
9. Holidays
10. Leave
11. Provident Fund
12. Retirement
13. Gratuity
14. Overtime allowance
15. Officiating allowance
16. .
17. .
18. Transfers and change of place of work
19. Work load, norms and mechanisation
20. Festival advance
21. Interpretation
22. Power to relax
23. Duration of new scale of pay
24. Other benefits
25. Overriding effect

SCHEDULE 1 :- SCHEDULE

SCHEDULE 2 :- SCHEDULE

SCHEDULE 3 :- SCHEDULE

SCHEDULE 4 :- SCHEDULE

SCHEDULE 5 :- SCHEDULE

SCHEDULE 6 :- SCHEDULE

SCHEDULE 7 :- SCHEDULE

**GENERAL INSURANCE (RATIONALISATION AND REVISION
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Whereas the Central Government is of opinion that for the more efficient carrying on of general insurance business it is necessary so to do; Now therefore, in exercise of the powers conferred by Cl. (g) of sub-section (1) of Sec. 16 of the General Insurance Business (Nationalisation) Act, 1972 (57 of 1972), the Central Government hereby frames the following Scheme to provide for the rationalisation and revision of pay scales and other terms and conditions of service of employees working in Supervisory, Clerical and Subordinate position under insurers, namely:-

1. Short title and commencement :-

(1) This Scheme may be called the General Insurance (Rationalisation and Revision of Pay Scales and other Conditions of Service of Supervisory, Clerical and Subordinate Staff) Scheme, 1974.

(2) It shall come into force on the date of its publication in the Official Gazette.

2. Application :-

The provisions herein contained shall apply to all persons (other than officers and development staff) working in Supervisory, Clerical and Subordinate positions in India-

(i) who were confirmed whole-time employees on the 31st day of December, 1972 of any of the Indian insurance companies.

(ii) who were confirmed whole-time employees on the 31st day of December, 1972 of any existing insurer other than an Indian insurance company and who had become employees of an Indian insurance company in terms of sub-section (1) of Section 7 ;

(iii) who were temporary whole-time employees ¹[as on 31st day

of December, 1972] under any of the Indian insurance companies or any existing insurer other than an Indian insurance company and confirmed before the commencement of this Scheme:

2 [(iv) who joined service in any of the Indian Insurance Companies on or after the 1st day of January, 1975 and were confirmed before the commencement of this scheme;

(v) who were in regular whole-time temporary service of the Corporation or any of its subsidiaries at the commencement of this scheme;

(vi) who are appointed as probationers by the Corporation or any of its subsidiaries after the commencement of this scheme;] but shall not apply to person -

(a) employed under specific contracts of employment;

(b) under part-time employment; and

(c) who have resigned or whose services have been terminated prior to the commencement of this Scheme:

Provided that in respect of persons referred to in Cl. (iii), the provisions of this Scheme shall take effect only from the date on which the persons concerned were confirmed in their respective posts.

1. Inserted by S.O. 472 (E), dated 5th September, 1975 (w.e.f. 5th September, 1975).

2. Inserted by S.O. 356(E), dated 12th May, 1989 (w.e.f. 1st August, 1987).

3. Definitions :-

In this Scheme, unless the context otherwise requires-

(a) "Act" means the General Insurance Business (Nationalisation) Act, 1972 (57 of 1972);

1 [(ab) 'Amended Terms' means the amended scales of pay and allowance as specified in the Fifth Schedule.

(ac) 'Amended scales of pay' means the amended scales of pay specified in the Fifth Schedule.]

2 [(ad) "Altered terms" means the altered scales of pay and allowance as specified in the Sixth Schedule.

(ae) "Altered scales of pay" means the altered scales of pay specified in the Sixth Scheme.]

(b) "Custodian" means, until the post is redesignated as the Chairman-cuffi- Managing Director, a Custodian of any of the four companies referred to in sub-section (2) of Section 16 , and with effect from the date of redesignation of the post, any reference in this Scheme to the Custodian shall be construed as a reference to the Chairman-Cum-Managing Director;

3[(ba) 'Corporation' means the General Insurance Corporation of India formed under Section 9 of the Act.]

(c) "Employee" means an employee to whom the provisions of this Scheme apply ;

(d) "insurance examination" means an insurance examination specified in paragraph IV of the First Schedule;

(e) "Managing Director" means the Managing Director of the General Insurance Corporation of India formed under Section 9 ;

4[(ea) "Modified terms" means the modified scales of pay and allowances as specified in the Seventh Schedule;

(eb) "Modified scales of pay" means the modified scales of pay as specified in the Seventh Schedule."]

(f) "New scale of pay" means the new scale of pay and dearness allowance and other allowances as set out in the First Schedule;

5[(fa) "Revised terms" means the revised scales of pay and allowances as specified in the Fourth Schedule ;

(fb) "Revised scales of pay" means the revised scales of pay specified in the Fourth Schedule.]

(g) "Section" means a section of the Act;

(h) "Schedule" means a Schedule appended to this Scheme:

(i) "Subordinate Staff means an employee working in a position such as' ⁶ [Dnverj Daftry, Machine Operator, Jamadar, Head Peon, Peon, Liftman, Gardener, Plumber, Watchman and Sweeper.

1. Inserted by S.O. 356(E), dated 12th May, 1989 (w.e.f. 1st August, 1987).

2. Inserted by S.O. 139(E), dated 22nd February, 1996 (w.e.f. 1st

August, 1992).

3. Inserted by S.O. 769(E), dated 15th October, 1985 (w.e.f. 1st April, 1983).

4. Inserted by S.O. 589(E), dated 22nd June, 2000 (w.e.f. 1st August, 1997).

5. Substituted by S.O. 769(E), dated 15th October, 1985 (w.e.f. 1st April, 1983).

6. Inserted by S.O. 472 (E), dated 5th September, 1975 (w.e.f. 5th September, 1975).

4. Pay and allowance of employees :-

(1) Every employee shall have an option to elect by notice in writing, addressed to the Custodian through the Head of his Office within ninety days from the date of commencement of this Scheme, either to be governed by the new scale of pay or by the scale of pay and allowances applicable to him immediately before the commencement of this Scheme and the option once exercised shall be final.

Explanation 1.-For the purpose of this paragraph and in paragraphs 5 and 6 "employee" means and employee referred to in Cl. (i) or Cl. (ii) or Cl. (iii) ¹[or Cl.(iv) or CL(v)] of paragraph 2.

²[Explanation IA.-For the purpose of this paragraph and for paragraphs 5 and 6, an employee referred to in Cl. (iii) and (iv) and (v) of paragraph 2 shall be dealt with as though he had exercised his option to be governed by the new scale of pay.]

Explanation 2.- For the purposes of this paragraph, "new scale of pay" means the pay, dearness allowance and other allowance but does not include kit allowance and uniform and washing allowance.

(2)

(a) Where any employee elects to be governed by the new scale of pay, he shall be paid pay, dearness allowance and other allowances in accordance with the new scale with effect from the date he exercises the option under sub-paragraph (1) and such employee shall be paid for the period commencing on the 1st day of January 1973 and ending with the day preceding the date of option, the difference of pay, dearness allowance and other allowances between the new scale and the scale which was applicable to him immediately before the date of option as if the new scale of pay were in force during the said period:

Provided that were for the period aforesaid such employee had

drawn pay, dearness allowance and other allowances under the old scale in excess of the amount determined under the new scale, he shall not be required to refund the excess so drawn.

3[Provided further that in the case of an employee referred to in Cl. (iii) (iv) and (v) of paragraph 2, the period aforesaid shall be for the period commencing on the date of appointment of the employee concerned in continuous service or the first day of January, 1973, whichever is later, and ending with the 26th May, 1974.]

(b) Where any portion of leave had been encashed by such employee during the period referred to in Cl. (a), such employee shall not be required to, refund any amount realised by him by way of such encashment and where as a result of applying the provisions of this Scheme such employee would be entitled to any arrears of payment in respect of such leave, such arrears shall be paid to him.

4[(c) Where during the relevant period an employee was holding a post other than the one on which he was not normally employed or was in receipt of any allowance of a transient nature, the salary and allowances (excluding such transient allowances) which he would have drawn in the normal post shall alone be taken into account for the purpose of paragraphs 4 and 6.]

(3) (a) Where an employee elects to be governed by the scale of pay and allowances applicable to him immediately before the commencement of the Scheme, the employee shall, from such commencement, continue to receive the monthly pay and allowances in accordance with the said scale.

(b)⁵[* * *]

(c) In respect of all matters other than the new scale of pay, such employee shall be governed by the provisions herein contained in respect of such matters :

Provided that where such employee is promoted to a higher grade, the scale of pay and allowances in that grade in relation to such employee shall be those specified herein for such higher grade.

6[(4) With effect from the date of commencement of the General Insurance (Rationalisation and Revision of Pay Scales and other conditions of service of Supervisory, Clerical and Subordinate Staff)

Amendment Scheme, 1985 (hereinafter referred to as the "Amendment Scheme"), the pay and allowances of every employee shall be in accordance with the 'revised terms' and the bank salary of every employee in service as on that date shall be fixed in the revised scales of pay in accordance with the provisions of paragraph 6A.

(5) Every employee whose basic salary is fixed in the revised scales of pay in accordance with the provisions of paragraph 6A, shall be paid, for the period commencing on and from the 1st day of April, 1983 or the date of his appointment, whichever is later, the difference of basic salary, ⁷[personal pay or personal allowance, if any] dearness allowance and other allowances (after deducting the employee's compulsory contribution to the provident fund) between the "revised terms" and the "new scales of pay" (hereinafter referred to as the "existing terms") applicable to him immediately before the date of commencement of the Amendment Scheme, provided that:-

8[(i) an employee, who had retired or resigned from service after the 1st day of April, 1983, shall be paid the difference in amount as aforesaid for the period upto the date of his retirement or resignation as the case may be, along with the difference in amount of gratuity, if any arising out of the Amendment Scheme and.]

(ii) in the case of an employee who had died whilst in service after the 1st day of April, 1983, the difference in amount as aforesaid for the period upto the date of his death shall be paid to the person to whom his Provident Fund was to be paid and the difference in amount of gratuity, if any, arising out of the Amendment Scheme shall be paid to the person to whom his gratuity was to be paid.

Provided further that in respect of an employee who is promoted from Supervisory, Clerical and Subordinate Staff cadre to the cadre of officer or converted as Development Staff on or after the 1st day of April, 1983 the difference in the amount referred to above (excluding the difference in gratuity amount) upto the date of his promotion as officer or conversion as Development Staff, shall be paid, on the basis of notional fixation of his basic salary in the revised terms.

Explanation.-"For the purpose of sub-paragraph (5) the expression "Other Allowances" means house rent allowance, City

Compensatory allowance, functional allowance, hill station allowance and allowance for technical qualifications as admissible to an employee.]

9[(6) With effect from the 1st day of August, 1987 the pay and allowance of every employee shall be in accordance with the 'Amended Terms'. The basic salary of every employee in service as on that date and of every employee appointed after that date but before the date of publication of the Revision Scheme, 1989 in the Official Gazette shall be fixed in the amended scales of pay in accordance with the provisions of paragraph 6B.

(7) Every employee whose basic salary is fixed in the Amended scales of pay in accordance with the provisions of Paragraph 6B of this Scheme shall be paid, for the period commencing on and from the 1 st day of August, 1987 or the date of his appointment, whichever ever is later, the difference of basic salary, Personal Pay, If any, Dearness Allowance and other allowance (after deducting the employee's compulsory contribution to the Provident Fund), between the "amended terms" and the "revised terms" applicable to him. Provided that-

(i) an employee, who had retired or resigned from service after the 1st day of August, 1987 shall be paid the difference in amount as aforesaid for the period upto the date of his retirement or the resignation, as the case may be, along with the difference in amount of gratuity, if any, arising out of the Revision Scheme, 1989 ; and

(ii) in the case of an employee who had died whilst in service after the 1 st day of August, 1987, the difference in amount as aforesaid for the period upto the date of his death shall be paid to the person to whom his Provident Fund was to be paid and the difference in amount of gratuity, if any, arising out of the Revision Scheme, 1989 shall be paid to the person to whom his gratuity was to be paid :

Provided further that in respect of an employee who is promoted from Supervisory, Clerical and Subordinate Staff cadre to the cadre of Officer or converted as Development Officer on or after the 1st day of August, 1987 the difference in the amount referred to above (excluding the difference in gratuity amount) upto the date of his promotion as Officer or conversion as Development Officer, shall be paid on the basis of notional fixation of his basic salary in the

amended terms.

Explanation:-For the purpose of sub-paragraph (7) the expression 'Other Allowances' means House Rent Allowance, City Compensatory Allowance, Functional Allowance, Hill Station Allowance, Graduation Allowance and Allowance for technical qualification as admissible to an employee.]

10 [(8) With effect from the 1st day of August, 1992, the pay and allowances of every employee shall be in accordance with altered terms. The basic salary of every employee in service as on that date and of every employee appointed after that date but before the date of publication of the General Insurance (Rationalisation and Revision of Pay Scales and other Conditions of Service of Supervisory, Clerical and Subordinate Staff) (Amendment) Scheme, 1996, (hereinafter referred to as a revision Scheme, 1996) in the Official Gazette shall be in accordance with the altered scales of pay in accordance with the provisions of paragraph 6D.

(9) Every employee whose basic salary is fixed in the altered scales of pay in accordance with the provisions of Paragraph 6D of this Scheme shall be paid from the date of fixation in the "altered pay", for the period commencing on and from the 1st day of August, 1992 or the date of his appointment, or the date from which he opts to be governed by the provisions of the Revision Scheme, 1996, whichever is later the difference of basic salary, personal Pay, if any, Dearness Allowance and other allowances (after deducting the employee's compulsory contribution the Provident Fund), between the "altered terms" and the "amended terms" applicable to him :

Provided that-

(i) in the case of an employee, who had retired or resigned from service at the 1 st day of August, 1992 shall be paid the difference in amount, as specified in sub-paragraph (9), for the period upto the date of his retirement or the resignation, as the case may be along with the difference in amount of gratuity if any, arising out of the Revision Scheme, 1996.

(ii) in the case of an employee who had died whilst in service on or after 1 st day of August, 1992 the difference in amount as specified in the paragraph (9), for the period upto the date of this death shall be paid to the person to whom his Provident Fund was paid or

is to be paid and the difference in amount of gratuity, if any, arising out the Revision Scheme, 1996 shall be paid to the person to whom gratuity was paid or is to be paid :

Provided further that in respect of an employee who is promoted from Supervisory, Clerical and Subordinate Staff cadre to the cadre of officer or converted as Development Officer on or after the 1st day of August, 1992 the difference in the amount referred to about (excluding the difference in gratuity amount) upto the date of his promotion as Officer or conversion as Development Officer, shall be paid on the basis of notional fixation of his basic salary in the altered terms.

Explanation.-For the purpose of Sub-paragraph (9) the expression 'Other Allowance means House Rent Allowance, City Compensatory Allowance, Functional Allowance, Hill Station Allowance, Graduation Allowance , Allowance for technical qualification and Conveyance Allowance as admissible to an employee.]

11 [(10) With effect from the 1st day of August, 1997, the pay and allowance of every employee shall be in accordance with the modified terms. The Basic Salary of every employee in service as on that date and of every employee appointed after that date but before the date of publication of this scheme in the Official Gazette shall be in accordance with the modified scales of pay as per the provisions of paragraph 6E;

(11) Every employee whose Basic Salary is fixed in the modified scale of pay in accordance with the provisions of paragraph 6-E of this Scheme shall be paid, from the date of fixation in the modified scale of pay, for the period commencing from the 1 st day of

Provided that-

(i) In the case of an employee who had retired from service from the 1 st day of August, 1997 shall be paid the difference in amount, as specified in sub- paragraph (11), for the period upto the date of his retirement along with the difference in amount of gratuity, if any, arising out of this scheme.

(ii) In the case of an employee who had died whilst in service on or after 1 st day of August, 1997, the difference in amount as specified in sub-paragraph (11), for the period upto the date of his death shall be paid to the person to whom his Provident Fund was paid or is to be paid and the difference in amount of gratuity, if

any, arising out of this scheme shall be paid to the person to whom his gratuity was paid or is to be paid:

Provided further that in respect of an employee who is promoted from Supervisory, Clerical and Subordinate Staff cadre to the cadre of Officer or converted as Development Officer on or after the 1st day of August, 1997, the difference in the amount referred to above (excluding the difference in gratuity amount) upto the date of his promotion as Officer or conversion as Development Officer, shall be paid on the basis of notional fixation of his Basic Salary in the modified terms.

Explanation.-For the purpose of sub-paragraph (11), the expression 'other allowances' means House Rent Allowance, City Compensatory Allowance, Functional Allowance, Hill Station Allowance, Graduation Allowance, for Technical Qualification, Conveyance Allowance, Paradeep Port Allowance and Temporary Personal Allowance, and Fixed Personal Allowance as admissible to an employee.]

1. Inserted by S.O. 472(E), dated 5th September, 1975 (w.e.f. 5th September, 1975).
2. Inserted by S.O. 472(E), dated 5th September, 1975 (w.e.f. 5th September, 1975).
3. Inserted by S.O. 472(E), dated 5th September, 1975 (w.e.f. 5th September, 1975).
4. Inserted by S.O. 472(E), dated 5th September, 1975 (w.e.f. 5th September, 1975).
5. Clause (b), Omitted by S.O. 472(E), dated 5th September, 1975 (w.e.f. 5th September, 1975).
6. Substituted by S.O. 769(E), dated 15th October, 1985(w.e.f. 1st April, 1983).
7. Substituted by S.O. 884, dated 9th December, 1985 (w.e.f. 1st April, 1983).
8. Substituted by S.O. 441(E), dated 27th April, 1987 (w.e.f. 1st October, 1983).
9. Inserted by S.O. 356(E), dated 12th May, 1989 (w.e.f. 1st August, 1987).
10. Sub-paragraph (8), ins. by S.O. 139(E), dated 22nd February, 1996 (w.e.f. 1st August, 1992).
11. Inserted by S.O. 589(E), dated 22nd June, 2000 (w.e.f. 1st August, 1997).

5. Categorisation of employees :-

(1) The employees shall be categorised into the appropriate categories on the basis of their substantive positions and nature of work as on the 1st day of January, 1973, as specified in sub-paragraph (2) to (4).

(2)(a) Superintendents.-Subject to a sub-paragraph (4), the following shall be eligible to be considered as Superintendents, namely :-

(i) all those designated as Superintendents, Section Heads, Assistant Superintendents, Staff Assistants, Head Clerks,¹[or supervisors and] working in a supervisory capacity;

(ii) all those designated as Junior Officer in United India Fire and General Insurance Company Limited, Unit-"Union Cooperative";

(iii) all those employees with specific ¹[skills] or qualification specially recruited in a position equivalent to one of those mentioned in sub-clause (i) or sub-clause (ii).

(b) Senior Assistants.-Subject to sub-paragraph (4), where there are two clerical grades other than the grade of Superintendents categorised under Cl. (a), those in the higher of the two grades shall be eligible to be categorised as Senior Assistants on the basis of duties discharged by them. Where there are more than two such grades, those in the highest of such grades shall be eligible to be categorised as Senior Assistants.

(ii) Subject to sub-paragraph (4), where there is only one clerical grade, those who comply with any of the following conditions as on the 1st January, 1973 shall be eligible to be categorised as Senior Assistants, namely :-

(A) ten years as Clerks or Assistants; or

(B) eight years as Clerks or Assistants and have passed the Licentiate Examination of the Federation of Insurance Institutes; or

(C) seven years as Clerks or Assistants and have passed the Associateship Examination of the Federation of Insurance Institutes or of the Chartered Insurance Institute; or

(D) five years as Clerks or Assistants and have passed the Fellowship Examination of the Federation of Insurance Institutes or of the Chartered Insurance Institute.

(3)

(a) Stenographers.-¹[Subject to sub-paragraph (4) all those working as Stenographers] or in equivalent posts and all those working as Steno-typists or Short-hand typists or in equivalent

posts and who hold a certificate for at least 100 words per minute for diction and at least 40 words per minute for typing issued by any examining body constituted by Government or who pass a test to be held, with a speed of at least 100 words per minute for dictation and at least 40 words per minute for typing, shall be eligible to be categorised as Stenographers.

(b) Assistants.-All employees falling into one or more of the following categories shall be categorised as Assistants, namely :-

(i) all employees doing routine clerical work on regular basis;

(ii) All employees, designated as Clerks, Junior Clerks, Assistants, Telephone Operators, Receptionists, Telex Operators, Punch Card Operators, Unit Record Machine Operators and Compositists;

(iii) all employees working as Typists in the Junior Clerical grade or equivalent Typists' grade;

(iv) all those working as Stenographers, Steno-typists, Short-hand typists or equivalent posts who are not categorised as Stenographers;

(v) all other clerical staff who are not categorised as Senior Assistants or as Superintendents.

(c) Record Clerks.-All employees designated as Record Clerks or Filing Assistants and all employees who are not in the specific salary grade relating to Subordinate Staff and whose duties are mainly one or more of the following shall be categorised as Record Clerks, namely:-

(i) filing and tracing of papers.

(ii) opening, sorting and distribution of inward mail;

(iii) addressing envelopes;

(iv) operation of band and duplicating machines;

(v) operation of hand operated addressing machines;

(vi) maintenance of alphabetical or numerical index;

(vii) destruction of old records marked for destruction by superiors.

(d)

(i) Drivers.-All employees working solely as drivers of mechanically

propelled vehicles shall be categorised as Drivers.

(ii) All other Subordinate Staff.-All employees working in various subordinate positions shall be categorised as Subordinate Staff.

(4) The cadre strength for the posts specified in ¹ [sub-paragraph (2)] and Cl. (a) of sub-paragraph (3) shall be determined by the Custodian on the basis of the need for personnel at different levels and or different types. If the number of employees eligible to be so categorised exceeds the relative cadre strength selection of employees to be categorised as such shall be made on the basis of qualifications, length of service and proficiency on the job.

(5) The decision of the Custodian regarding the category to which an employee shall be assigned for the purpose of fitting such employee in the new scale shall be binding on the employee.

1. Substituted by S.O. 472(E), dated 5th September, 1975 (w.e.f. 5th September, 1975).

6. Method of fixation :-

(1) Every employee, other than an employee who elects not to be governed by the new scale of pay, shall be fitted into the new scale of pay relating to the category in which he is placed at basic salary in the new scale of pay which shall be the highest of the three amounts ascertained on the basis of the following alternatives, namely:-

(a) by giving the increment over the starting salary of the scale for every two completed years of service as on the 1st day of January, 1973 in that category. In respect of persons categorised as Senior Assistants in terms of sub-clause (ii) of Cl. (b) of sub-paragraph (2) of ¹[paragraph 5] the basic salary in the grade of ²[* * *] Assistants shall ¹[be ascertained under this alternative] and the basic salary in the grade of Senior Assistants which is equivalent to or next higher (to the basic salary in the ²[* * *] Assistant's grade) shall be taken as the applicable basic salary. If the basic salary so determined be Rs. 270 or more but not over Rs. 500 and be not at the ceiling of the grade, one further increment in the grade over the basic salary shall be given to determine the amount of basic salary under this alternative, or

(b) by determining whether the aggregate of basic salary and dearness allowance in the new scale as on the 1st day of January,

1973 is equivalent to or immediately next above the aggregate of the basic salary as on that date and corresponding ad hoc allowance or ad hoc personal pay granted as a result of the latest ad hoc settlement and corresponding dearness allowance as on that date. ⁵[Rs. 245] or more but not over Rs. 315, and be not at the ceiling of the grade, one further increment in the grade over the basic salary shall be given to determine the amount of basic salary under this alternative, or

(c) by determining whether the basic salary in the new scale is equivalent to or immediately next above the total of the present basic salary and ⁶[* *] an amount of Rs.10.

Note 1.-For the purpose of alternative (c), the expression "present basic salary" means the basic salary which the employee ' [would have drawn in his existing scale] on the 1st January 1973 (after the increment due on that date, if any) but for the coming into force of this Scheme, and does not include any other amount such as personal pay or functional allowance or ad hoc allowance or any other allowance by whatever name known notwithstanding any provisions in the terms and conditions regarding the payment of such amounts.

Note 2.- For the purpose of this sub-paragraph, if any employee received a consolidated salary or allowance ³[on the 1st day of January, 1973, the same shall not be treated as basic pay] but the Custodian shall determine the appropriate amount to be considered as the present basic salary for the employee.

(2) Where the basic salary as determined under sub-paragraph (1) exceeds the ceiling of the new scale, it shall be fixed at the ceiling of the new scale.

(3) Where an employee is fitted in on the basis of alternative (a) or alternative (c) of sub-paragraphs (1), at a basic salary below Rs. 270 and where the basic salary of the employee reaches or exceeds Rs. 270 on the grant of annual increment on or before the 1st day of January, 1974 ⁸[but does not reach the ceiling of the grade] the employee shall be given an extra increment in the grade effective from the date of his annual increment.

(4) Where an employee is fitted in on the basis of alternative (b) of sub-paragraph (1) at a basic salary below Rs. 245 and where the basic salary of the employee reaches or exceeds Rs. 245 on the

grant of annual increment on or before the 1st day of January, 1974 ⁵[but does not reach the ceiling of the grade] the employee shall be given an extra increment in the grade effective from the date of his annual increment.

(5) Where in respect of an employee the aggregate gross salary as on the 1 st day of January 1973 (comprising of the new basic salary, dearness allowance, qualification pay, functional allowance, house rent allowance, city compensatory allowance and hill station allowance) determined under this paragraph is less than his aggregate gross salary ³[on the said date] (comprising only of the present basic salary, dearness allowance ad hoc allowance or ad hoc personal pay, functional allowance, qualification pay, house rent allowance, city compensatory allowance, hill station allowance and lunch allowance, paid in cash), the excess of the aggregate gross salary over the new aggregate gross salary after fixation shall be paid to the employee as Personal Pay.

11[Provided that no employee referred to in Cl. (iv), (v) and (vi) of paragraph 2, shall be entitled to any personal pay.]

6 [(6) In respect of an employee referred to in Cl. (iv) and (v) of paragraph 2. the salary on absorption in the service shall be determined as if he had been appointed in the appropriate scale of pay under this scheme.]

1. Substituted by S.O. 472(E), dated 5th September, 1975 (w.e.f. 5th September, 1975).
2. The word "Junior", Omitted by S.O. 472(E) dated 5th September, 1975 (w.e.f. 5th September, 1975).
5. Substituted by S.O. 472(E), dated 5th September, 1975 (w.e.f. 5th September, 1975).
6. Omitted by S.O. 472(E), dated 5th September, 1975 (w.e.f. 15th September, 1975).
8. Inserted by S.O. 472 (E), dated 5th September, 1975 (w e.f. 5th September, 1975).
11. Added by S.O. 472(E), dated 5th September, 1975 (w.e.f. 5th September, 1975).

6A. Fixation of basic salary in the revised scales of pay :-

(1) The basic salary of every employee in service as on the 31st day of March, 1983, shall be fixed at a corresponding stage in the relevant revised scale of pay with effect from the 1st day of April, 1983;

Provided that where an annual increments is due to such an employee on the 1st day of April, 1983, he shall be granted such an increment in the revised scale of pay immediately after such fixation of basic salary.

Provided further that where the basic salary of such an employee is fixed at the maximum of the relevant revised scale of pay no such increment shall be granted.

(2) The basic salary of every employee appointed on or after the 1st day of April, 1983 but before the publication of the Amendment Scheme in the Official Gazette, shall be fixed at the corresponding stage in the relevant revised scale of pay with effect from the date of his appointment,-

Provided that the benefit on the fixation of basic salary (namely, the increase in the total of basic salary and dearness allowance under the 'revised terms' over the total of the basic salary, personal pay if any, dearness allowance and personal allowance under the "existing terms") shall not be less than the amount specified in Column (2) of the Table annexed hereto in relation to the categories of employees specified in the corresponding entry in Column (1) of the said table-

Provided further that if the fixation of basic salary in the relevant revised scale of pay does not result in the minimum benefit as specified in the aforesaid Table, the basic salary of the employee will be fixed at one or more higher stages in the relevant revised scale of pay so as to ensure that he gets the minimum benefit specified in the aforesaid Table.

Provided also that where the fixation of basic salary at the maximum of the relevant revised scale of pay, does not enable the employee to get the minimum benefit specified in the aforesaid Table, he will be granted ¹[personal allowance] to the extent of the shortfall which allowance shall be adjusted against any future increase in basic salary or dearness allowance due on or after the publication of the Amendment Scheme in the official Gazette.

3.

(a) Notwithstanding anything contained in sub-paragraph (1) and (2), the employee may choose that his basic salary may be fixed in the revised scales of pay with effect from the date of publication of the Amendment Scheme in the Official Gazette, in which case he

shall intimate this fact in writing to the Corporation or Company within 30 days of such publication of the Amendment Scheme or such further period as may be allowed by the Managing Director or Chairman-cum- Managing Director of the Company.

²[(aa) Notwithstanding anything contained in sub-paragraph (1) and (2), an employee who had resigned from service after the 1st day of April, 1983, may choose that his basic salary shall be fixed in the revised scales of pay with effect from the date of his resignation, in which case he shall intimate this fact in writing to the Corporation or Company within thirty days of publication of the General Insurance (Rationalisation and Revision of Pay Scales and other Conditions of Service of Supervisory, Clerical and Subordinate Staff) Scheme, 1987 or within such further period as may allowed by the Managing Director or the Chairman-cum-Managing Director or the Company.

(b) Where the employee opts for the fixation of his basic salary with effect from the date of such publication of the Amendment Scheme, such fixation in the revised terms shall be effected in the same manner as above including the aforesaid minimum benefit but on the basis of his aggregate emolument (i.e. basic salary, personal pay, if any, dearness allowance and personal allowance) under the "existing terms" on the date immediately prior to the date of such publication of the Amendment Scheme :

Provided that any review of the employee's emoluments under the existing terms, even on a notional basis, shall not be effected, and no arrears for the period prior to the date of such publication of the Amendment Scheme shall be payable to him.

Provided farther that where total of the aggregate emoluments (i.e. basic salary, personal pay, if any, address allowance and personal allowance) of any such employee in the supervisory and clerical cadres under the existing terms on the date immediately preceding the date of such publication of the Amendment Scheme and the aforesaid minimum benefit, exceeds his aggregate emoluments (i.e. basic salary, dearness allowance ³[* * *] if any) under the revised terms, such employee's aggregate emoluments shall be protected by grant of personal allowance to the extent of the difference ⁴ [***] if any, under the revised terms, and balance, if any, by grant of protection allowance:

Provided also that whilst personal allowance shall be adjusted

against future increases in basic salary or dearness allowance due to the employee on or after such publication of the Amendment Scheme, the protection allowance shall continue to be unobserved till the date of employee's promotion to the officer's grade and on promotion of the employee as an Officer, the personal allowance, if any, shall first be absorbed to the extent possible in his aggregate emoluments on such promotion and when the protection allowance shall be absorbed to the extent possible in the employee's aggregate emoluments on promotion as an officer:

Provided also that where the personal allowance or as the case may be, protection allowance is not fully absorbed even on promotion as an officer, the unabsorbed balance will continue as such even after the promotion:

Provided also that such personal allowance, or as the case may be, protection allowance that may continue after such promotion shall be absorbed against future increases in emoluments, as may be decided by the Chairman of the Corporation :

Provided also that the basic salary of no employee shall be fixed at basic salary higher than the maximum of the relevant revised scale of pay :

Provided also that where, as a result of the fixation of basic salary in the relevant revised scale of pay, the basic salary of an employee at two or more consecutive stages in the relevant scale of pay under the existing terms secures fixation at the same stage in the relevant revised scale of pay, the Chairman of the Corporation may provide appropriate relief by granting an additional increment earlier than the date of his normal grade increment, to the employee who is at the higher stage in the scale of pay under the "existing terms"].

1. Substituted by 441(E), dated 27th April, 1987 (w.e.f. 1st April, 1983)
2. Inserted by S.O. 884(E), dated 9th December, 1985 (w.e f. 1st April, 1983)
3. Omitted by S.O 884(E), dated 9th December, 1985 (w.e f 1st April, 1983)
4. Omitted by S.O. 884(E), dated 9th December, 1985 (w.e.f. 1st April, 1983).

6B. Fixation of basic salary in the amended scales of Pay :-

(1) The basic salary of every employee in service as on the 1st day

of August, 1987, shall be fixed at the corresponding stage in the respective amended scale of pay with effect from that date.

(2) The basic salary of every employee appointed after the 1st day of August, 1987 but before the publication of the Revision Scheme, 1989 in the Official Gazette, shall be fixed at the corresponding stage in the respective amended scale of pay with effect from the date of his appointment:

Provided that if the fixation of basic salary in the respective amended scale of pay does not result in protection of net take-home pay, i.e. aggregate of basic salary and dearness allowance of reduced by employee's compulsory contribution wards to Provident Fund, the basic salary of the employee will be fixed at one or more higher stages so as to ensure protection of net take-home pay.

(3) (a) Notwithstanding anything contained in sub-paragraph (1) and (2), the employee may choose that his basic salary may be fixed in the amended scales of pay with effect from the date of publication of the Revision Scheme, 1989, in the Official Gazette, in which case he shall intimate such choice in writing to the Corporation or Company within 30 days of such publication of the Revision Scheme, 1989 or such further period as may be allowed by the managing Director or Chairman-cum-Managing Director of the Company :

Provided that no arrears for the period prior to the date of such publication of the Revision Scheme, 1989 shall be payable to such employee who opts for fixation of his basic salary with effect from the date of publication of Revision Scheme, 1989.]

6C. Pay and Allowance of employees and fixation of basic salary with effect from 1st January, 1990 :-

The basic salary of every employee whose scale of pay has been revised by the General Insurance (Rationalisation of Pay Scales and other Conditions of Service of Supervisory, Clerical and Subordinate Staff) Second Amendment Scheme, 1990 shall be fixed with effect from the 1st day of January, 1990 or the date of his appointment, as the case may be, as the corresponding stage in the respective scale of pay as so revised and the provisions of sub-paragraph (6) and (7) of paragraph 4 and paragraph 6-B shall apply, so far as may be, while fixing basic salary and payment of allowances as they apply in relation to such matters in the case of employees referred to in those paragraphs.]

6D. Fixation of the scales of the pay and other allowances :-

(1) The scales of pay and other allowances in case of every employee in service as on 1st day of August, 1992 and who continues to be in service on or after the date of notification of Revision Scheme, 1996, shall be in accordance with the "altered terms" from a date not earlier than the date mentioned below against each items :-

1.	Pay Scales	.. 1st August- 1992
2.	Dearness Allowance	.. 1st August- 1992
3.	House Rent Allowance	.. 1st August- 1992
4.	City Compensatory Allowance	.. 1st August -1993
5.	Provident Fund/Fixed Personal Allowance	..1st November- 1993
6.	Other allowance viz. Functional Allowances, Graduation Allowance Hill Station Allowance Temporary Adjustment Allowance	.. 1st August- 1994
7.	Conveyance Allowance	.. 1st August- 1994

(2) The scales of pay and allowances in case or every employee appointed on or after 1st day of August, 1992 but before the publication of the Revision Scheme, 1996 in the Official Gazette and who continues to be in service on or after the date of notification of Revision Scheme, 1996, the scales of pay and other allowances shall be in accordance with the "altered terms" from a date not earlier than the date mentioned against each item as above, or the date of appointment whichever is later.

(3) Notwithstanding anything contained in sub-paragraph (1) and (2), the employee may choose that the scale of pay and other allowances may be fixed in his case in accordance with the altered terms with effect from the dates mentioned in sub-paragraph (1) above or any date thereafter but on or before the date of publication of the Revision Scheme, 1996 in which case, he shall intimate such choice in writing to the Corporation or Company within 30 days of such publication of the Revision Scheme 1996 :

Provided that no arrears for the period from the 1st day of August, 1992 to the date so chosen shall be payable to such employee.

Provided further that on or after 1-8-1994, if the altered total monthly emoluments (namely Basic Salary, Fixed Personal

Allowance, Dearness Allowance, House Rent Allowance, City Compensatory Allowance and Conveyance Allowance or a monthly benefit of any other type) of an employee after deducting Provident Fund the difference shall be paid as Temporary Adjustment Allowance which will be adjusted against any net increase in Basic Salary, Fixed Personal Allowance, Dearness Allowance or any other Allowance or a monthly benefit of any other type till it gets fully wiped off:

Provided also that while calculating the arrears from 1-8-1992 to 31-7-1994 if the net difference between the amended total emoluments after deducting Provident Fund and the altered total monthly emoluments after deducting the Provident Fund is negative, the same shall be ignored.]

6E. Fixation of Basic Salary in the modified scales of pay and allowance :-

(1)The scales of pay and other allowance in case of every employee in service also on 1st day of August, 1997 and continues to be in service on or after the date of publication of this scheme in the Official Gazette, shall be in accordance with the 'modified terms' from a date not earlier than the date mentioned below against each item:-

	Item	Effective date
1	Pay Scales, Dearness allowance, House Rent Allowance, City Compensatory Allowance, Provident Fund, Special Functional Allowance to Subordinate Staff,	1st day of August, 1997
	Fixed Personal Allowance (to employees who have received Computer Increment w.e.f. 1993), Temporary Personal Allowance	
2	Other Allowance namely Allowance to Cashier, Gradation Allowance to Assistant, Allowance for Technical Qualification, Conveyance Allowance, Paradeep Port Allowance, Hill Station Allowance,	1st day of the month following the date of publication of this scheme in the Official Gazette.

(2) The scales of pay and allowance in case of every employee to whom this scheme applies, the scales of pay and other allowances shall be in accordance with the modified terms from a date not earlier than the date mentioned against each item as above or the date of appointment, whichever is later.

(3) Notwithstanding anything contained in sub-paragraph (1) and (2), the employee may choose that the scale of pay and other allowances may be fixed in his case in accordance with the modified terms with effect from the dates mentioned in sub-paragraph (1) above or any date thereafter but on or before the date of publication of this scheme in the Official Gazette in which case, he shall intimate such choice in writing to the Corporation or Company within the period as may be stipulated by the Managing Director of the Corporation :

Provided that no arrears shall be payable to such employee for the period from the 1st day of August, 1997 to the date so chosen:

Provided further that while calculating the arrears from 1.8.1997 to the date of publication of this scheme in the Official Gazette if the net difference between the altered total emoluments after deducting Provident Fund and the modified total monthly emolument after deducting the Provident Fund is negative, the same shall be ignored.]

7. Increments :-

(1) Increments to an employee in the grade applicable to him with effect from the date of publication of the Amendment Scheme in the official Gazette shall be due every year on the first day of the month in which the last increment was drawn or on the 1 st day of the month in which he completes twelve months of continuous service. **1**[* * * *]

2 [(2) In respect of an employee whose Basic Salary is fixed at maximum of the modified scale of pay on the 1st day of August, 1997 or on the date of publication of this scheme in the Official Gazette under paragraph 6E and in respect of an employee who will be reaching the maximum of the modified scale of pay at any time thereafter during the period of his service, the Officer not below the rank of Assistant Manager authorised by the Corporation or Company in this behalf, subject to the work record being satisfactory, may consider,-

(a) granting of one increment to such employee in the scale of Assistant, Record Clerk, Driver or other Subordinate Staff, as the case may be, for every two years of continuous service rendered by him after the date of his reaching the maximum of the respective modified scale of pay at the rate of last increment drawn in the scale and not more than five such increments:

Provided that the fifth stagnation increment shall be granted to the employee in the scale of Assistant, Record Clerk, Driver or other Subordinate Staff, as the case may be, after the completion of two years from the date of receipt of fourth stagnation increment or from 1 st day of the month following the date of publication of this scheme in the Official Gazette, whichever is later.

(b) granting of one increment to such employee in the scale of Senior Assistant or Stenographer, in the modified scale of pay for every three years of continuous service rendered by him after the date of his reaching the maximum of the modified scale of pay at the rate of last increment drawn in the scale and not more than four such increments:

Provided that the fourth stagnation increment shall be granted to the employee in the scale of Senior Assistant or Stenographer, as the case may be, after the completion of three years from the date of receipt of third stagnation increment or from the date of publication of the scheme in the Official Gazette, whichever is later.

(c) granting of one increment to such employee in the scale of Superintendent, in the modified scale of pay for every three years of continuous service rendered by him after the date of reaching maximum of the modified scale of pay at the rate of last increment drawn in the scale and not more than two such increments:

Provided that the second stagnation increment shall be granted to the employee in the scale of Superintendent after the completion of three years from the date of receipt of first stagnation increment or from 1st day of the month following the date of publication of this scheme in the Official Gazette, whichever is later.

Explanation.-For the purpose of this paragraph "continuous service" means a period of duty excluding period (s) of extraordinary leave.]

1. Omitted by S.O. 356(E), dated 12th May, 1989 (w.e.f. 1st August, 1987).

2. Substituted by S.O. 589(E), dated 22nd June, 2000 (w.e.f. 1st August, 1997).

8. Hours of work :-

(1) The total working hours in a week comprising of five full days and a half day shall be -

(i) thirty-five and a quarter hours excluding the lunch break for 45 minutes for all employees in supervisory and clerical grades;

(ii) thirty-eight and a quarter hours excluding the lunch break for 45 minutes for subordinate staff other than those referred to in sub-paragraph (2).

(2) The total working hours in a week comprising six full days shall be forty-eight hours for subordinate staff such as drivers, litimen, cleaners, watchmen, electricians, plumbers and gardeners.

(3) Subject to the maximum weekly hours of work stipulated in sub-paragraphs (1) and (2), the Managing Director or Custodian shall from time to time specify the daily working hours of each office and employee as considered necessary."

1 [(4) Subject to the maximum weekly hours of work stipulated in sub-paragraphs (1) and (2), the Board of the Corporation may determine, from time to time, the number of working days in a week and the number of daily working hours.]

1. Inserted by S.O. 769(E), dated 15th October, 1985 (w.e.f. 1st April, 1983).

9. Holidays :-

All offices shall observe all holidays declared by the respective State Governments as holidays under the Negotiable Instruments Act, 1881 (26 of 1881) but excluding such holidays as are expressly declared for the purpose of enabling banks to close their accounts.

1 [***]

1. Omitted by S.O. 472(E), dated 5th September, 1975 (w.e.f. 5th September, 1975).

10. Leave :-

(1) Subject to the provisions of this Scheme, the following kinds of leave may be granted to an employee :- (a) casual leave; (b) earned leave; (c) sick leave; (d) maternity leave; (e) examination leave; (f) quarantine leave; (g) trade union leave.

(2) The following general principles shall govern the grant of leave to an employee-

(a) leave is earned by duty or service;

(b) leave cannot be claimed as a matter of right;

(c) when the exigencies of service of the Corporation or any of its subsidiaries so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

Explanation.-Sanction of leave may not be presumed and leave asked for should not be availed of unless it has been specifically sanctioned.

(d) it will be permissible to prefix or suffix or prefix and suffix holidays or Sundays to any kind of leave;

1[(e) no leave shall be granted in continuation of or in conjunction with any other kind of leave except the following :-

(i) casual leave and additional casual leave in continuation of or in conjunction with examination leave, quarantine leave or extraordinary leave;

(ii) earned leave in continuation of or in conjunction with sick leave, maternity leave, examination leave, quarantine leave or extraordinary leave;

(iii) sick leave in continuation of or in conjunction with earned leave, maternity leave, quarantine leave or extraordinary leave;

(iv) maternity leave in continuation of or in conjunction with earned leave sick leave, quarantine leave or extraordinary leave;

(v) examination leave in continuation of or in conjunction with casual leave additional casual leave, earned leave, maternity leave, quarantine leave or extraordinary leave;

(vi) quarantine leave in continuation of or in conjunction with casual leave additional casual leave, earned leave, sick leave, maternity leave, examination leave or extraordinary leave;

(vii) extraordinary leave in continuation of or in conjunction with any other type of leave.]

2[(3) Earned leave.-

(a) The amount of earned leave shall be one-eleventh part of duty.

Explanation.-In this clause 'duty' means the period spent in the

service of the Corporation or its subsidiaries or both, but shall not include , the periods of leave other than casual leave, additional casual leave, quarantine leave examination leave and trade union leave.

(b) The period of earned leave which can be accumulated by any employee is ³[240] days and leave upto a maximum of 120 days may be sanctioned at one time :

Provided that an employee may by granted the full leave to his credit subject to a maximum of ⁴[240] days preparatory to retirement.

⁵[(c) Where an employee has earned leave to his credit but has not availed of the same as on the date of retirement, he may be paid cash equivalent of leave salary in respect of the period of earned leave to his credit as on the date of retirement subject to a maximum of 240 days.

Provided that earned leave standing to his credit as on the date of his death may be allowed to be encashed :

Provided further that this clause shall not apply to an employee who has been compulsorily retired, removed or dismissed in accordance with the General Insurance (Conduct, Discipline and Appeal) Rules, 1975.

Note 1.-"For determining the amount due to an employee for purposes of encashment of earned leave- (a) In the event of retirement, the leave salary shall be equal to his salary for such leave standing to his credit calculated at the rate at which he drew salary immediately but excluding City Compensatory Allowance, House Rent Allowance and Functional Allowance. (b) In the event of death of an employee, his gross total monthly employment (basic salary plus all allowances excluding functional allowance and officiating allowance) as on the date of death shall be taken into consideration".

Note 2.-That amount due to an employee as a result of the encashment of earned leave remaining to his account on the date of his death shall be paid to the person to whom the concerned employee's provident fund arrears are payable.

Note 3.-The cash equivalent of leave salary shall be paid in one lump sum as a one time settlement.

Note 4.-The authority to grant cash equivalent of leave salary shall be an officer competent to grant leave to the employee concerned.

⁶[(d) Where an employee, who had already proceeded on leave preparatory to retirement before the commencement of this Scheme and who was allowed to return to duty subsequently, shall be paid cash equivalent of leave salary as admissible in terms of Cl. (c) of this sub-paragraph. (c) An employee may avail of as leave preparatory to retirement a part of earned leave standing to his credit in which case the cash equivalent of leave salary shall be allowed only in respect of the unavailed part of earned leave due to him as on the date of retirement in terms of Cl. (c) of this sub-paragraph.]

(4) Casual leave.-

(a) An employee may be granted casual leave upto a maximum of 15 days during a calendar year and any casual leave not availed of by an employee during such year shall lapse at the end of that year

(b) Without prejudice to the provisions of Cl. (a), the employee may be granted additional casual leave for the number of days by which the holidays declared under the Negotiable Instruments Act, 1881 (26 of 1881) in a calendar year falls short of twenty-three and a half days and such leave may be availed of during the following calendar year:

Provided that such additional casual leave, as is not availed of during the following Calendar year aforesaid, shall lapse at the end of such year.

(c) Without prejudice to the provisions of Cl. (c) of sub-paragraph (2), casual leave may be availed of in conjunction with additional casual leave but not more than 6 days of either casual leave or additional casual leave or both combined may be granted at a time.

(d) Casual leave and additional casual leave may normally be availed of only after sanction by the competent authority; but one day's casual leave may be availed of without prior sanction in case of unforeseen emergency :

Provided that the Head of the office is promptly advised of the circumstances in which prior sanction could not be obtained.

(e) It shall be permissible to avail of casual leave and additional casual leave either for the forenoon only or for the afternoon only

on any week day other than Saturdays and the period of leave taken in this manner shall be treated as half day.

(f) The casual leave and additional casual leave taken on Saturday shall be treated as a leave for full day.]

(5) Sick leave.-An employee shall be entitled to sick leave on medical certificate issued by such medical authority as may be specified by the Custodian or the Managing Director. The employee shall be entitled to sick leave at the rate of 30 days per year and the period of sick leave that can be accumulated by such employee shall be upto a maximum of 240 days.

7[Provided further that if an employee is suffering from any of the five major diseases of Cancer, Leprosy, T. B., Poliomyelitis and Mental diseases, he may be allowed Special Sick Leave on Half pay for a period not exceeding 6 months if he has to his credit no sick leave admissible to him.]

8[(6) Maternity leave.- A female employee shall be entitled to maternity leave not exceeding 180 days on any one occasion. The spread of leave between pre-natal and post natal periods will be left to the convenience of the employee:

Provided that the maximum Maternity Leave shall not exceed 12 months including miscarriage/ Medical Termination of Pregnancy during the entire period of service:

Provided further that where a female employee having three or more living children, takes leave for confinement, such leave shall be treated as earned leave and if earned leave is not admissible, as sick leave if such leave is admissible.]

8[(6A) Adoption leave.-Leave may be granted once during the service to a childless female employee for legally adopting a child who is below one year of age. The maximum period of leave will be two months or till the child reaches the age of one year, whichever is earlier:

Provided such leave will be granted for adoption of only one child:

Provided further that the adoption of a child is through a proper legal process and on submission of a certified true copy of adoption deed to the Corporation or Company.]

(7) Examination leave.-An employee appearing for an insurance examination may be permitted to avail of examination leave to

cover the actual duration of the examination and in case it is necessary to travel to a different place from the place of work to write the examination, the minimum journey time to the nearest centre and return may also be treated as examination leave.

(8) Quarantine leave.-The Custodian or the Managing Director or any other officer authorised by the Custodian or the Managing Director in this behalf may consider on merits any request for quarantine leave but no employee shall claim such leave as a matter of right.

(9) Trade Union leave.-

(a) Special leave for bona fide trade union work may be granted upto a maximum of 15 days per year, excluding actual journey time, to each of not more than 15 persons belonging to a recognised union and nominated by such union.

(b) Special leave for similar purpose may also be granted upto a maximum of 10 days per year, excluding actual journey time, to each of not more than 20 other persons belonging to the recognised union referred to in Cl. (a) and nominated by such union.

10 [(10) Extraordinary leave.-

(a) Extraordinary leave not exceeding six months for the entire service may be granted to an employee when no other kind of leave is due.

(b) No salary will be admissible during the period of extraordinary leave.

(c) The period spent on such leave shall not count for increment.

(11) Leave Salary.-An employee on earned leave, maternity leave or quarantine leave shall draw leave salary equal to the salary he drew on the date proceeding the date on which he proceeded on leave.]

1. Substituted by S.O. 472(E), dated 5th September, 1975 (w e. f. 5th September, 1975).

2. Substituted by S.O. 472(E), dated 5th September, 1975 (w.e.f. 5th September, 1975).

3. Substituted by S.O. 1162(E), dated 9th December, 1988 (w.e.f. 5th May, 1988).

4. Substituted by S.O. 1160(E), dated 9th December, 1988 (w.e.f.

5th May, 1988).

5. Substituted by S.O. 764(E), dated 4th October, 1990 (w.e.f. 4th October, 1990).

6. Inserted by S.O. 314(E), dated 12th May, 1980 (w.e.f. 12th May, 1980).

7. Added by S.O. 2443(E), dated 30th July, 1977 (w.e.f. 6th August, 1977).

8. Substituted by S.O. 589(E), dated 22nd June, 2000 (w.e.f. 1st August, 1997).

10. Substituted by S.O. 472(E), dated 5th September, 1975 (w.e.f. 5th September, 1975).

11. Provident Fund :-

Every employee shall contribute to the Provident Fund at 8 per cent of his basic salary ¹[dearness allowance and personal pay], with an equal contribution by the Corporation or any of the subsidiaries.

²[Explanation.-For the purpose of this paragraph the expression basic salary plus personal pay and special pay admissible for provident fund:

(i) for the period commencing on 1st day of August, 1992 and ending with 31st day of October, 1993 shall be computed with reference to the "amended terms".

(ii) For the period commencing form 1st day of November, 1993 shall be computed with reference to the "altered terms".]

³ [(iii) For the period commencing from 1st day of August, 1997 shall be computed with reference to the modified terms.]

1. Substituted by S.O. 472(E), dated 5th September, 1975 (w.e.f. 5th September, 1975).

2. Inserted by S.O. 139(E), dated 22nd February, 1996 (w.e.f. 1st August, 1992).

3. Inserted by S.O. 589(E), dated 22nd June, 2000 (w.e.f. 1st August, 1997).

12. Retirement :-

¹[* * * *] ²[(iii) who is in the service of the corporation or a company may be permitted, subject to vigilance clearance, to seek voluntary retirement from service., (a) on completion of 55 years or age of at any time thereafter on giving ninety days notice in writing to the appointing authority of his intention to retire :

Provided that on a written request from an employee, such notice may be waived in full or in part by the appointing authority; or

(b) in accordance with the provisions contained in paragraph 30 of the General Insurance (Employees pension scheme, 1995, made under S.17A of the General Insurance Business Nationalisation) Act, 1972 (57 of 1972), and published under notification of the Government of India, Ministry of Finance (Department of Economic Affairs) Insurance Division number S.O. 585(E), dated the 28th June, 1995.]

3 [Provided that on a written request from an employee, such notice may be waived in full or in part by the Appointing Authority.]

1. Not printed due to non available of source during the printing work.

2. Sub. by S.O. 759(E), dated 1st November, 1996 (w.e.f. 1st November, 1996).

3. Inserted by S.O. 909(E), dated 23rd December, 1990 (w.e.f. 23rd December, 1990).

13. Gratuity :-

(1) An employee shall be paid Gratuity in accordance with the provisions of the payment of Gratuity Act, 1972 (39 of 1972): **1** [* *]

(2) Notwithstanding anything contained in sub-paragraph (1), an employee who has rendered continuous service of not less than 15 years shall be paid gratuity which shall be higher of the two amounts calculated in accordance with sub-clause (i) and sub-clause (ii) below:-

(i) Gratuity calculated in accordance with sub-paragraph (1);

(ii) Gratuity at the rate of one month's terminal basic salary for each completed year of continuous service in respect of the first fifteen years and at the rate of half a month's terminal basis salary for each year of further continuous service subject to the condition that the total gratuity so admissible does not exceed a maximum of 20 months' terminal basis salary **2** [***]

1. The proviso and Explanation, Omitted by S.O. 694(E), dated 30th August, 1999 (w.e.f. 24th May, 1994).

2. Omitted by S.O. 729(E), dated 3rd October, 1986 (w.e.f. 1st April, 1983).

14. Overtime allowance :-

(1) An employee may be required to work beyond the normal

working hours whenever it is found necessary in the interest of office work.

(2) When an employee is required to work for more than half an hour in excess of his normal working hours on any day, he shall be paid an overtime allowance for the period beyond his normal working hours.

(3) The rates of overtime allowance for the categories of employees mentioned in column 1 of the Table below shall be calculated in the manner specified in the corresponding entries in column 2 of the said Table.

Table

Categories of employees		Manner of calculation
Supervisory and Clerical staff.	1.	For the period of overtime work during the week
		which when added to the normal hours of that week totals to 42 hours or less the rate of overtime allowance shall be one and half times the hourly rate of wages.
	2.	For the period of overtime work beyond 42 hours of work during the week the rate of overtime allowance shall be twice the hourly rate of wages.
Subordinate staff	1.	For the period of overtime work, during the week which when added to the normal working hours of that week totals to 45 working hours or less, the rate of overtime allowance shall be one and a half times the hourly rate of wages.
	2.	For the period of overtime beyond 45 hours of work during the week, the rates of overtime allowance shall be twice the hourly rate of wages.
Drivers and building staff.	1.	For the first seven hours of overtime work during the week the rate of overtime allowance shall be at one and a half times the hourly rate of wages.

	2.	For the overtime hours of work in excess of seven
		hours during the week, the rate of overtime allowance
		shall be twice the hourly rate of wages.

(4) For the overtime work done on holidays and Sundays payment shall be made on the same basis as on other days:

Provided that for a continuous overtime work of 4 hours or more done on Sundays a compensatory holiday shall be given in addition to the payment of overtime allowance.

(5) The authorities competent to sanction payment of overtime in the Corporation or in any of its subsidiaries or other officer at the regional, divisional and branch levels shall be as may be specified by the Corporation from time to time.

(6) Ordinarily no employee, other than drivers, shall be asked to work overtime for more than 90 hours in a calendar year:

Provided that the Managing Director of the Custodian may relax this provision in individual cases depending upon the exigencies of work.

Note 1.-The period of overtime shall be rounded off to the nearest half hour.

Note 2.-The Week shall be reckoned from Sunday to Saturday.

Note 3.-The hourly rate of wages shall be gross salary (comprising of the basic salary, dearness allowance, qualification pay, functional allowance, city compensatory allowance, hill station allowance, personnel pay and officiating allowance) for the month divided by the normal working hours for that month.

15. Officiating allowance :-

An employee may be required to hold officiating charge of a post in a higher category or additional charge of an equivalent post whenever considered necessary and where such officiating charge or additional charge is held for a continuous period of 15 days or more, the employee shall be paid a pro-rata allowance as follows, namely:-

(i) officiating in a higher category of post: 20 per cent of his basic salary, subject to a maximum amount of Rs. 100 per month;

(ii) additional charge of an equivalent post: 10 per cent of his basic salary, subject to a maximum amount of Rs. 50 per cent.

Note.-Where the post in which the employee officiates or the post of which he holds additional charge carries a functional allowance, the employee may receive a pro- rata functional junctional for the period he officiates or holds charge.

16. . :-

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1. Paragraph 16 and 17, Omitted by S.O. 356(E), dated 12th May, 1989.

17. . :-

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1. Paragraph 16 and 17, Omitted by S.O. 356(E), dated 12th May, 1989.

18. Transfers and change of place of work :-

The Custodian or the Managing Director or any other officer authorised in this behalf by the Custodian or the Managing Director may transfer an employee from one department to another or from one office of any company or Corporation to another office of that company or any other company or the Corporation.

19. Work load, norms and mechanisation :-

(1) The pattern of work load and the system of measurement of work shall be such as may be specified by the Managing Director after consultation with the unions.

(2) The Managing Director may, after consultation with the unions, introduce mechanisation to the extent necessary for precise working without effecting retrenchment ¹ [including the introduction of Microprocessors at the various offices as may be necessary for timely generation and speedy processing of data for management information and for effective control.]

1. Inserted by S.O. 769(E), dated 15th October, 1985 (w.e.f. 1st April, 1983).

20. Festival advance :-

An employee may be granted a festival advance subject to the following conditions, namely:-

(a) festival advance shall be granted only once during each

calendar year;

(b) no advance shall be granted unless the advance previously drawn has been fully repaid;

(c) the amount of advance shall not exceed one month's gross salary, or Rs. 400, whichever is less;

(d) the advance shall be repaid free of interest in not more than ten monthly instalments, commencing from the month in which the advance is drawn.

21. Interpretation :-

Where any doubt or difficulty arises as to the interpretation of any of the provisions of this Scheme, it shall be referred to the Central Government for decision and that government shall decide the same.

22. Power to relax :-

Where the Managing Director is satisfied that the operation of any of the provisions of this Scheme will cause undue hardship in any particular case, he may, by order and for reasons to be recorded in writing dispense with or relax the requirements of that provisions to such extent and subject to such exceptions and conditions as he may consider necessary for dealing with the case in a just and equitable manner.

23. Duration of new scale of pay :-

The new scale of pay shall remain in force initially up to and inclusive of the 31st day of December, 1976 and thereafter shall continue to be in force unless by the Central Government.

24. Other benefits :-

No employee shall be entitled to any benefit not arising out of this Scheme or any scheme which may be framed by the Corporation or Company.]

25. Overriding effect :-

The provisions of this Scheme shall have effect notwithstanding anything to the contrary contained in any agreement, award or other instrument for the time being in force.

SCHEDULE 1

SCHEDULE

[See paragraph 3] I, Pay Scales (Basic Salary) A. Supervisory and clerical staff) (1) Superintendents 330-25-405-30-525-35-665-40-865. (2) Senior

Assistants 230-15-275-20-335-25-485-EB-30-665-35-735. (3)
 Stenographers 230-15-275-20-335-25-485-EB-30-665-35-735. (4)
 Assistants, Typists, Telephone Operators, Telex Operators, Receptionists,
 Punch Card Operators, Unit Record Machine Operators, Comptists and other
 equivalent positions: 175-10-235-15-295-20-395-EB-25-495-30-385 (5)
 Record Clerks 165-6-177-7-191-8-215-9-260-10-300-15-390.
 B.Subordinate Staff (1) Drivers 166-5-181-6-199-7-234-8-274-9-310. (2)
 Other Subordinate Staff 125-5-165-6-201-7-220-8-245. II. Functional
 Allowance

(1)	Subordinate Staff working Liftmen, Machine Operators, Head Peons, Jamadars of Daftries.	Rs.20 p.m.
(2)	Subordinate Staff carrying cash to or from Bank where the amount of cash carried during a calendar month is ordinarily Rs. 25,000 or more.	Rs. 10 p.m.
(3)	Cashier handling cash in an office where the total amount of cash transactions during a calender month is ordinarily Rs. 25,000 or more	Rs. 25 p.m.
(4)	Telex Operators, Punch card Operators and Unit Record Machine Operators.	Rs. 25 p.m.
(5)	Comptists	Rs.25 p.m.
(6)	Stenographers to Chairman of the Corporation, Managing Directors, Custodian/General Manager, Assistant General Managers and equivalent positions	Rs. 40 p.m.

SCHEDULE 2
 SCHEDULE

[* * * *]

SCHEDULE 3
 SCHEDULE

[* * *]

SCHEDULE 4
 SCHEDULE

[See Paragraph 3 (fa) and (fb)] I. Revised Scales of pay (Basic Salary) A-
 Supervisory and Clerical Staff- (1) Superintendent: (Run off cadre) * Rs.
 1060-75-2035-80-2435. (2) Senior Assistant: Rs. 715-60-1135-75-2035.
 (3) Stenographer : Rs. 715-60-1135-75-2035. (4) Assistant, Typist,
 Telephone Operator, Telex Operator, Receptionist, Punch Card Operator,
 Unit Record Machine Operator, Comptist and other equivalent position :
 Rs. 520-30-670-45-850-60-1210-75-1660. (5) Record Clerk : Rs. 490-20-
 730-35-905-45-1130. B-Subordinate Staff- (1) Driver: Rs. 490-20-750-
 25-800-30-980. (2) Other Subordinate Staff: Rs. 430-10-450-20-790. II
 Functional Allowance.-Employees engaged in any of the following
 functions as their regular and main function shall be paid a functional
 allowance as indicated below:

(1)	Subordinate staff working as Liftman, Machine Operators, Head Peons, Jamadars or Daftaries	Rs. 35/- p.m.
(2)	Subordinate Staff carrying cash to or from Bank where the amount of cash carried during a calender month is ordinarily Rs. 25,000 or more	Rs. 25/- p.m.
(3)	Cashier handling cash in an office where the total amount of cash transactions during a calender month is ordinarily Rs. 25,000; or more	Rs. 75/- p.m.
(4)	Telex Operators, Punch Card Operators and Unit Record Machine Operators	Rs. 40/- p.m.
(5)	Comptists	Rs. 40/- p.m.
(6)	Stenographer to Chairman of the Corporation, Managing Directors, Chairman-cum-Managing Directors, General Managers, Assistants General Managers and equivalent positions	Rs. 50/- p.m.
(7)	Audit Assistants	Rs. 200/- p.m.

Note. 1. The number and names of persons eligible to draw the functional allowance shall be determined by the Chairman-cum-Managing Director or the Managing Director depending upon the load of work and administrative requirements. Note 2. An employee shall draw only one functional allowance at any one time. Note 3. An employee proceeding on leave shall be paid the functional allowance during the leave period other than periods of extraordinary leave, provided that he resumes work in the same position on the expiry of his leave. Note 4. No employee shall, as a matter of right, claim to be allotted a particular portfolio of work in order to avail of the functional allowance attaching to that position. Note 5. No employee shall refuse to work in a position carrying a functional allowance or make it a condition that he be paid such allowance where, because of absence of the incumbent or temporary pressure of work, the employee is assigned such work by Head of his Office. in. Dearness Allowance (1) The scale of dearness allowance applicable to the employees shall be determined as under:- Index: All India Average Consumers Price Index Number for Industrial workers. Base Year: 1960= 100 Revision of Dearness Allowance-Revision of dearness allowance may be made on quarterly basis for every 4 points rise or fall. Rate of dearness allowances:- For every 4 points of the quarterly average over 332 points, the dearness allowance shall be calculated at the following rates:-

(i)	Basic salary of Rs. 790/- or less	1.2 of basic salary
(ii)	Basic salary of above Rs. 790/-	1% of basic salary with a minimum of Rs. 9.48 paise and maximum of Rs. 15.80 paise

SCHEDULE 5
SCHEDULE

[See Paragraph 3 (ab) and(ac)] 1. Amended Scales of Pay (Basic Salary)
A-Supervisory and Clerical Staff: (1) Superintendent: (Run off cadre)*

Rs. 1910-110-2020-120-3700. (2) Senior Assistant: Rs. 1390-80-1710-100-1910-110-2020-120-3460. (3) Stenographer: Rs. 1390-80-1710-100-1910-110-2020-120-3460. (4) Assistant, Typist, Telephone Operator, Telex operator, Receptionist, Punch card Operator, Unit Record Machine Operator, Comptist, and other equivalent positions :- Rs. 1000-50-1050-60-1170-70-1450-80-1930-100-2030-110-2140-120-2500-240-2740-120-2860. (5) Record Clerk: Rs. 930-35-1000-40-1200-50-50-1500-60-1800-70-2010."; (ii) under the heading "B, Subordinate Staff" for sub-item (2), the following shall be substituted and shall be deemed to have been substituted with effect from the 1st day of January, 1990, namely:- "(2) Other Subordinate Staff: Rs. 815-25-840-35-1260-40-1380-45-1470-50-1520.] B. Subordinate Staff:- (1) Driver Rs. 930-35-1000-40-1520-45-1610-50-1810. (2) Other Subordinate Staff: Rs. 815-25-840-35-1260-40-1460-50-1510. Corporation or Company. II. Functional Allowances: Employees engaged in any of the following function as their regular and main function shall be paid a Functional allowances as indicated below :-

(1)	Special Functional Allowance :	
(a)	Subordinate Staff working	Rs. 50/- p.m.
	as Liftmen, Machine Operator, Head Peons,	
	Jamadars, Daftaries, A.C. Plant Operators,	
	Heavy Vehicle Drivers, Key Holders or	
	Generator Operators and Subordinate Staff	
	carrying cash to or from Bank where the	
	amount of carried during a calendar months	
	is ordinarily Rs. 25,000 or more.	
(b)	Cashier handling cash in an	Rs. 115/-p.m.
	office where the total amount of cash	
	transactions during a calender month is	
	ordinarily Rs. 25,0007- or more.	

Note: (1) Entire Special Functional Allowance payable to Subordinate Staff under sub-clause (a) above will count as basic salary. (2) Special Functional Allowance under sub-clause (b) shall not be treated as part of basic salary. Provided that [90 percent] of the said Special Functional Allowance shall count for the purpose of House Rent Allowance, Provident Fund, Gratuity and re-fixation on promotion.

(2)	Other Functional Allowance:	
(a)	Telex Operators, Punch Card	Rs. 50/- p.m.
	Operators, Unit Record Machine Operators	
	and Comptists.	
(b)	Stenographer to Chairman	Rs. 60/- p.m.
	of the Corporation, Managing Directors, General	
	Managers, Assistant General Managers and	
	equivalent positions.	
(c)	Audit Assistants	Rs. 200/- p.m.

Note 1: The number and names of person eligible to draw the functional

allowance shall be determined by the Chainnan-cum-Managing Director or the Managing Director or by any officer authorised in this behalf, depending upon the load of work and administrative requirements. Note 2: An employee shall draw only one functional allowance at any one time. Note 3: An employee proceeding on leave shall be paid the functional allowance during his leave period other than periods of extraordinary leave provided that he resumes work in the same position on the expiry of his leave. Note 4: No employee shall, as a matter of right, claim to be allotted a particular portfolio of work in order to avail of the functional allowance attaching to that position. Note 5: No employee shall refuse to work in a position carrying a functional allowance or make it a condition that he be paid such allowance where because of absence of the incumbent or temporary pressure of work, the employee is assigned such work by the Head of his Office. III. Dearness Allowance (1) The scale of dearness allowance applicable to the employees shall be determined as under:- Index : All India Average Consumer Price Index Number for Industrial Workers. Base Year: 1960=100. Revision of Dearness Allowance : Revision of dearness allowance may be made on quarterly basis for every 4 points rise or fall. Rate of Dearness Allowance :-For every 4 points in the quarterly average over 600 points, the dearness allowance shall be calculated at the following rates :-

		Rate of D.A. for every 4 points
(a)	Subordinate Staff	0.67% of Basic Salary.
(b)	All employees Other than Subordinate Staff : —	
	Basic Salary	Rate of D.A. for every 4 points
(i)	Upto 2500/- Excluding	0.67% of basic salary
(ii)	Rs. 2500/-	0.67% of Rs. 2500/- plus 0.55% of basic salary in excess of Rs. 2500/-
(iii)	Rs. 2851/- and above.	0.67% of Rs. 1650/- plus 0.55% of difference between Rs. 2850/- and Rs. 1650/- plus 0.33% of basic salary in excess of Rs.2850/-.

(2) There shall be an upward revision of the dearness allowance payable for every four points rise in the quarterly average (hereinafter referred to as the "current average figure") of the All India Consumer Price Index above 600 points in the sequence 600-604- 608-612 and so on, and there shall be downward revision of dearness allowance payable if the current average figure falls below the index figure in the above sequence with reference to which the dearness allowance has been paid for the last preceding quarter. On the downward revision, the dearness allowance payable shall correspond to the current average figure if such current average figure is a figure in the above sequence, and the dearness allowance payable shall correspond to the figure in the above sequence next preceding the current average figure if such current average figure is not a figure in the sequence. (3) For this purpose, quarter shall mean a period of three months ending on the last day of March, June, September

or December. (4) The final index figures as published in the Indian Labour Journal or the Gazette of India, whichever publication is available earlier, shall be the index figure which shall be taken for the purpose of calculation of dearness allowance. (5) The revision in dearness allowance corresponding to the change in the current average figure for any particular quarter shall take effect only from the second succeeding month following the end of the quarter. IV. Allowance for Technical Qualifications A confirmed employee who qualifies or has qualified in an examination mentioned below shall be paid with effect from the date of publication of the results of the examination, or the date of commencement of Revision Scheme, 1989 whichever is later, the allowance for Technical qualification mentioned below :- Provided that not more than one qualification allowance shall be permissible to him.

Examination	Qualification Allowance per month
	Rs.
Insurance Institute of India or Chartered	
Insurance Institute:	
(i) Licentiate	40
(ii) Completion of Associateship	120
(iii) Completion of Fellowship Institute	200
of Actuaries :	
(iv) On passing each subject	40
Institute of Chartered Accountants	
or Institute of Cost and Works	
Accountants:	
(v) Completion of Intermediate Examination	80
(vi) Completion of Final Group A or Group B	150
(vii) Completion of Final Group A and Group B	200

The grant of allowance for technical qualifications shall not affect the seniority of the employee concerned. Where the employee has already been given an advance increment or any other recurring monetary benefit for having qualified in any of the said examinations, the amount of qualification allowance shall be suitably reduced or be not admissible depending on the quantum of benefit already received. Such employee in completion of service of one year after reaching the maximum of the scale shall receive the qualification allowance amounting to not less than one-half of the full rate and after a further service of one year, the said qualification allowance shall be paid in full. V. Graduation Allowance (1) Graduation Increments/Allowance to Employees in the Scale of Assistant-

(a) An employee is appointed or promoted to any post in the scale of Assistant and who has qualified as a Graduate of a recognised University on or after the 1 st day of January 1973, and has not reached the maximum of the scale of shall be granted two increments in the scale with effect from the date of publication of results of the examination or the 1 st day of July, 1990, or the date of appointment in the scale of

Assistant, whichever is later, provided he has not already received graduation increments or qualification pay for having qualified as such graduate or any advance increments or qualification pay for having qualified as such graduate or any advance increments on appointment, otherwise than by way of protection of emoluments granted to ex-servicemen: Provided that if an employee entitled to increments for graduation is drawing basic salary of Rs. 2740/-, only one increment for graduation shall be granted to him. (b) An employee in the scale of Assistant who is a graduate of a recognised university and has reached the maximum of the scale shall be paid graduation allowance of Rs. 65/- per month one year after he has reached the maximum of the scale or with effect from the 1 st day of July, 1990, whichever is later and after a further service of one year the said graduation allowance of Rs. 65/- shall be increased to Rs. 130/- per month. Explanation.-For the purpose of this sub-item; (i) "recognised University" shall mean a University recognised by the University Grants Commission. (ii) Graduation allowance payable to employees in the scale of Assistant shall not be treated as part of basic salary : Provided that 60% of the said Graduation allowance shall count for the purpose of House Rent Allowance, Provident Fund, Gratuity and Fitment on promotion to the higher cadre. (2) Graduation Allowance to Record Clerks : An employee in the scale of Record Clerk, who has qualified graduate of a recognised University shall be paid Graduation Allowance of Rs. 80 p.m. with effect from the date of publication of results of the examination or the first day of April, 1989 or the date of promotion as Record Clerk, whichever is later. Note: The Graduation Allowance payable to employees in the scale of Record Clerk shall not be a Special Allowance nor shall it be treated or counted as basic salary for any purpose and it shall be withdrawn on promotion of the employee. VI. House Rent Allowance (1) The House Rent Allowance to the employee shall be payable at the rate of 10 per cent of basic salary subject to a maximum of Rs. 300/- per month. (2) Employees who are allotted residential accommodation/staff quarters, shall not be entitled to any house rent allowance, but they shall pay to the Corporation/Company, for such accommodation, the appropriate licence fee as may be decided by the Board of the Corporation from time to time. Provided that an employee who has been allotted residential accommodation/staff quarters before the 1st day of April, 1983, and who has been in receipt of House Rent Allowance as on date immediately preceding the date of publication of this Scheme in terms of item VI of Fourth Schedule of the said Scheme shall continue to receive such House Rent Allowance so long as he continues to occupy the residential accommodation/ staff quarters allotted by the Corporation/Company. VII. City Compensatory Allowance (1) The scale of City Compensatory Allowance payable to Supervisory, Clerical and Subordinate Staff employees shall be as under :

	Place of posting	Rate
(a)	Cities with population exceeding	7% of Basic Salary subject to a maximum of
	12 lacs, Faridabad, Ghaziabad,	Rs. 150/- p.m.
	NOIDA, Panaji and Marmugao.	
(b)	Cities with population of 5 lacs	4% of Basic Salary subject to maximum of

and above but not exceeding 12	Rs. 100/- p.m. and minimum of Rs. 30/- p.m.
Ics, State capitals with population	for Subordinate staff and Rs. 45/- p.m. for
not exceeding 12 lacs,	employees other than Subordinate staff.
Chandigarh, Mohali, Pondicherry	
& Port Blair.	

Note : (1) On and from 19th day of May, 1988, in clause (a), for the words "Urban Agglomeration of Panaji and Marmugao" the word "any city in the State of Goa" shall be substituted. (2) On and from the date of Notification of Revision Scheme, 1989, in clause (a), after the word "NOIDA", the words "Gurgaon, Vashi, Gandhi Nagar" shall be inserted. (3) On and from the date of Notification of Revision Scheme, 1989, in clause (b), after the word "Mohali", the word "Panchkula" shall be inserted. (4) For the purpose of this paragraph, the population figures shall be those in the 1981 Census Report. (5) Notwithstanding anything contained in Sub-clause (1), any employee in Supervisory, Clerical and Subordinate Staff cadre, in receipt of an amount of Rs. 20 per month as City Compensatory Allowance in terms of clause (2) of item VII of the Fourth Schedule to the said Scheme immediately before the date of fixation in the amended scale of pay and not becoming eligible for City Compensatory Allowance under the Revision Scheme, 1989 shall continue to receive said amount so long as he is posted at the same place and shall be absorbed in future revision. VIII. Hill Station Allowance (1) The scales of Hill Station Allowance payable to employees in Supervisory, Clerical and Subordinate Staff cadre shall be as follows :-

(i)	Posted at places situated at a height	At the rate of 7% of the basic salary, subject
	of 1500 metres and over, above	to maximum of Rs. 150/- per month.
	means sea level.	At the rate of 5% of basic salary, subject to
		maximum of Rs. 125/- per month.
(ii)	Posted at places situated at a height	At the rate of 5 per cent of basic salary
	of 1000 metres and over, but less	subject to a maximum of Rs. 125 per
	than 1500 meters above mean sea	month.
	level, at Mercara and at places.	
	which are specifically declared as	
	"Hill Stations" by Central/State	
	Government for their employees.	
(iii)	Posted at places situated at a height of not less	
	than 750 metres above mean sea level which	

	are surrounded by and accessible only through	
	hills with a height of 1000 meters and above	
	mean sea level.	

IX. Kit Allowance: Employees transferred to any of the hill stations listed in item VIII of the Fifth Schedule shall be paid a Kit Allowance of Rs. 500/- The Kit Allowance shall not be payable on transfer from one hill station to another or if the same was drawn at any time during the preceding three years.

SCHEDULE 6

SCHEDULE

[See paragraph 3 (ad) and (ae)] I. Altered Scales of Pay (Basic Salary):
A. Supervisory and Clerical Staff: (1) Superintendent: (Run-off cadre) * Rs. 3725-215-3940-230-7160. (2) Senior Assistant: Rs. 2725-155-3345-190-3725-215-3940-230-6700. (3) Stenographer : Rs. 2725-155-3345-190-3725-215-3910-230-6700. (4) Assistant, Typist, Telephone Operators, Telex Operators, Receptionist, Punch Card Operator, Unit Record Machine Operators, Comptist and other equivalent posts : Rs. 1950-100-2050-120-2290-135-2830-155-3760-200-3960-210-4170-230-1860-410-5270-230-5500. (5) Record Clerk : Rs. 1830-70-1970-80-2370-100-2670-110-3000-120-3600-130-3990. B. Subordinate Staff: (1) Driver: Rs. 1830-70-1970-80-3010-90-3190-100-3590. (2) Other Subordinate Staff: Rs. 1600-50-1650-70-2490-80-2730-90-2820-100-3020. (1) The basic salary of every employee in service as on the 1st day of August, 1992, and who continuous to be in service after the date of notification of Revisions Scheme, 1996, shall be fixed at the corresponding stage in the respective altered scale of pay with effect from 1st day of August, 1992 or the date of option, whichever is later. (2) The basic salary of every employee appointed after the 1st day of August, 1992 and who continues to be in service after the date of notification of Revision Scheme, 1996, in the Official Gazette, shall be fixed at the corresponding stage in the respective altered scale of pay with effect from the date of his appointment or date of option whichever is later. (3) The basic salary of every employee who was in service on or after 1st day of August, 1992 and who retired or resigned or died on or before the publication of the Revision Scheme, 1996 in the official Gazette, shall be fixed at the corresponding stage in the respective altered scale of pay with effect from 1-8-1992 or the date of his appointment whichever is later. (A) Notwithstanding anything contained in Paragraph (1), (2) or (3) above, or in the Promotion Policy for Supervisory, Clerical and Subordinate Staff when an employee in the scale of pay of Assistant drawing a basic salary of Rs. 5270 or more per month is promoted to the post of Senior Assistant Stenographer on or after 1st day of August, 1992 the basic salary of such employees shall be fixed in the promoted scale as shown the table below:

Table

	Basic Salary in the scale of pay	Basic salary in the scale of pay of Senior Assistant
		Stenographer
	(1)	(2)

(i)	Rs. 5270 per month	Rs. 5320 per month
(ii)	Rs. 5500 per month	Rs. 5550 per month
(iii)	Rs. 5730 per month, was drawn by the	Rs. 5780 per month
	employee for less than one year.	
(iv)	Rs. 5730 per month, was drawn by the	Rs 6910 per month
	employee for one year or more.	
(v)	Rs. 5960 per month, was drawn by the	Rs. 6010 per month
	employee for less than one year.	
(vi)	Rs. 5960 per month, was drawn by the	Rs. 6210 per month
	employee for one year or more.	
(vii)	Rs. 6190 per month, was drawn by the	Rs. 6210 per month
	employee for less than one year.	
(viii)	Rs. 6190 per month, was drawn by the	Rs. 6470 per month
	employee for one year or more.	
(ix)	Rs. 6240 per month, was drawn by the	Rs. 6470 per month
	employee for less than one year.	
(x)	Rs. 6240 month, was drawn by the	Rs. 6700 per month
	employee for one year or more.	

Note: The basic salary mentioned in items (ii) to (x) indicates the basic salary drawn by the employee after grant of increments as referred to in paragraph 7(2). n. Functional Allowance:- For the period between the 1st day of August, 1992 and 31 st July, 1994, the Special Functional allowance shall be paid as per sub-clause (1) of Item II of the Fifth Schedule of the said Scheme. With effect from 1st day of August. 1994, the employees engaged in any of the following functions as their regular and main function shall be paid a Functional allowance as indicated below :-

(i)	Special Functional Allowance :	Rs.100/- p.m.
(a)	Subordinate Staff working as Liftmen, Machine	.
	Operators, Head Peons, Jamadars, Daftaries, A.C.	
	Plant Operators, Heavy Vehicle Drivers, Key	
	Holders or Generator Operators and Subordinate	

	Staff carrying cash to or from Bank where the	
	amount of cash carried during a calendar month	
	is ordinarily Rs. 25,000/- or more.	Rs. 210/- p.m.
(b)	Cashier handling cash in an officer where the total	
	amount of cash transactions during a calendar	
	month is ordinarily Rs. 25,000/- or more.	

SCHEDULE 7

SCHEDULE

(See Paragraph 3 (ea) and (eb)] I. Modified Sales of Pay (Basic Salary):
A. Supervisory and Clerical Staff: (1) Superintendent: (Run-off cadre)* Rs. 6515-360(15)-11915 (2) Senior Assistant: Rs. 4655-285 (4)-5795-360(15)-11195 (3) Stenographer: Rs. 4655-285(4)-5795-360(15)-11195 (4) Assistant, Typist, Telephone Operator, Telex Operator, Receptionist, Punch Card Operator, Unit Record Machine Operator, Comptist and other equivalent posts: Rs.3385-185(1)-3570-205(2)-3980-225(2)-5105-270(2)-5645-300(3)-6545- 325(2)-7195-360(5)-8995 (5) Record Clerk: Rs.3165-120(2)-3405-135(5)-4080-145(1)-4225-165(2)-4555-185(3)-5110- 195(4)5890-210(3)-6520-235(1)-6755 B. Subordinate Staff (1) Driver: Rs. 3165-120(2)-3405-135(15)-5430-165(4)-6090 (2) Other Subordinate Staff: Rs. 2790-110(5)-3340-115(8)-4260-135(4)-4800-165(2)-5130 (1) The basic salary of every employee in services as on the 1st day of August, 1997, and who continues to be in service after the date of publication of this scheme in the Official Gazette, shall be fixed at the corresponding stage in the respective modified scale of pay with effect from 1st day of August, 1997 or the date of option, whichever is later. (2) The Basic Salary of every employee, appointed after the 1st day of August, 1997 and who continues to be in service after the date of publication of this scheme in the Official Gazette, shall be fixed at the corresponding stage in the respective modified scale of pay with effect from the date of his appointment or date of option, whichever is later. (3) The Basic Salary of every employee who was in service on or after 1 st day of August, 1997 and who retired or died on or before the publication of this scheme in the Official Gazette, shall be fixed at the corresponding stage in the respective modified scale of pay with effect from 1.8.1997 or the date of his appointment, whichever is later. II. Functional Allowances: (1) Special Functional Allowance : (a) With effect from 1st day of August, 1997, the employees engaged in any of the following functions as their regular and main function shall be paid a functional allowance as indicated below :- Subordinate Staff working as Liftmen, Machine Operators, Head Peons, Jamadars, Daftaries, A.C. Plant Operators, Heavy Vehicle Drivers, Key Holders or Generator Operators and Subordinate Staff carrying cash to or from Bank where the amount of cash carried during a calendar months is ordinarily Rs. 25,000/- or more. Rs. 165/- p.m. (b) With effect from 1st day of the month following the date of publication of this scheme in the Official Gazette, the employees engaged in any of the following functions as their regular and main function shall be paid a functional allowance as indicated below :- Cashier handling cash in an office where the total amount of cash Trasactions during a Calendar month is ordinarily Rs. 25,000/- or more. Rs. 415/p.m. Note 1: The Entire Special Functional

Allowance payable to Subordinate Staff under sub-clause (a) above will continue to be counted as Basic Salary. Note 2: Special Functional Allowance under sub-clause (b) shall not be treated as part of Basic Salary. The said Special Functional Allowance shall not count for the purpose of any Allowance. However, the revised Special Functional Allowance to the extent of pre-revised Special Functional Allowance of Rs. 210/- per month shall rank for Provident Fund, Pension and fixation on promotion. The said pre-revised Special Functional Allowance of Rs. 210/- p.m. and DA thereon as on the date of publication of this scheme in the Official Gazette as per altered terms shall rank for Gratuity and encashment of earned leave. (2) Other Functional Allowance : With effect from 1st day of August, 1997, the Other Functional Allowance shall be paid as under:

(a)	Telex Operators, Punch Card Operators, Unit Record Machine Operators and Comptists	Rs. 60/- p.m.
(b)	Stenographer to Chairman of the Corporation Managing Directors, Chairman-cum-Managing Directors, General Managers, Assistant General Managers and equivalent positions.	Rs. 75/- p.m. Rs. 240/- p.m.
(c)	Audit Assistants	

Note 1; The number and names of persons eligible to draw the functional allowance shall be determined by the Chairman-cum-Managing Director or the Managing Director or by the officer authorised in this behalf, depending upon the load of work and administrative requirements. Note 2: An employee shall draw only one functional allowance at a time. Note 3 : An employee proceeding on leave shall be paid the functional allowance during his leave period other than periods of extraordinary leave, provided that he resumes work in the same position on the expiry of his leave. Note 4: No employees shall, as a matter of right, claim to be allotted a particular portfolio of work in order to avail of the functional allowance attaching to that position or post. Note 5: No employee shall refuse to work in a position carrying a functional allowance or make it a condition that he be paid such allowance where, because of absence of the incumbent or temporary pressure of work, the employee is assigned such work by the Head of his Office. III. Dearness Allowance: (1) The rate of dearness allowance applicable to the employees shall be determined as under:- Index: All India Average Consumer Price Index Number for Industrial Workers. Base: Index. No. 1740 in the series 1960=100. Rate : For every 4 points in the quarterly average of the All India Consumer Price Index above 1740 points, employees shall be paid dearness allowance at the rate of 0.23% of Basic Salary. Revision of dearness allowance : Revision of dearness allowance may be made on quarterly basis for every 4 points rise or fall. (2) There shall be an upward revision of the dearness allowance payable for every four points rise in the quarterly average (hereinafter referred to as the "current average figure") of the All India Consumer Price Index above 1740 points in the sequence 1740- 1744-1748-1752 and so on; and there shall be downward revision of the dearness allowance payable if the current average figure falls below the index figure in the above sequence with reference to which the dearness allowance has been paid for the last preceding quarter. On the downward revision, the dearness allowance payable

shall correspond to the current average figure if such current average figure is a figure in the above sequence; and if such current average figure is not a figure in the above sequence the dearness allowance payable shall correspond to the figure in the above sequence immediately preceding the current average. (3) The final index figures as published in the Indian Labour Journal or the Gazette of India, whichever publication is available earlier, shall be the index figure which shall be taken for the purpose of calculation of dearness allowance. (4) The revision in dearness allowance corresponding to the changes in the current average figure for any particular quarter shall take effect only from the second succeeding month following the end of the quarter. Explanation:- For the purpose of this item, 'quarter' shall mean a period of three months ending on the last day of the month of March, June, September or December. IV. Allowance for Technical Qualifications: (1) With effect from the 1st day of the month following the date of publication of this scheme in the Official Gazette, the Allowance for Technical Qualifications shall be paid as under; (2) A confirmed employee who qualifies or has qualified in an examination mentioned in column (1) of the table below shall be paid with effect from the date of publication of the results of the examination, or with effect from the date of publication of this scheme in the Official Gazette, whichever is later, the allowance for Technical qualifications mentioned in column (2) of the table below:- Provided that not more than one qualification allowance shall be permissible to him.

Table

Examination	Allowance for Technical Qualification (p.m.)	
	(1)	(2)
	Revised	Pre-revised
Insurance Institute of India or chartered Insurance Institute :		
On completion of :		
(i) Licentiate	Rs. 95/-	Rs. 48/-
(ii) Associateship	Rs. 285/-	Rs. 144/-
(iii) Fellowship	Rs. 475/-	Rs. 240/-
Institute of Actuaries :		
(iv) On passing each subject	Rs. 95/-	Rs. 48/-
Institute of Chartered Accountants or		
Institute of Cost and Works Accounts:		
On completion of :		
(v) Intermediate Examination	Rs. 190/-	Rs. 96/-
(vi) Final Group A or Group B	Rs. 355/-	Rs. 180/-
(vii) Final Group A and Group B	Rs. 475/-	Rs. 240/-
On completion of :		
Master of Business Administration	Rs. 475/-	Rs. 240/-
from a Recognised University		

(3) The grant of allowance for technical qualifications shall not affect the seniority of the employee concerned. (4) Where the employee has already been given an advance increment or any other recurring monetary benefit for having qualified in any of the said examinations, the amount of qualification allowance shall be suitably reduced or be not admissible depending on the quantum of benefit already received. (5) Such employee on completion of service of one year after reaching the maximum of the scale shall receive the qualification allowance amounting to not less than one-half of the full rate and after a further service of one year, the said qualification allowance shall be paid in full. (6) The revised allowance for technical qualification as mentioned in column (2) of the table above shall not count for the purpose of any Allowance, However, the said revised Allowance, shall count to the extent of pre-revised allowance as mentioned in column (3) against each examination, for the purpose of Provident Fund, Pension and fixation on promotion forms Class III to Class I Cadre, The said prerevised allowance along with dearness allowance thereon as on the date of publication of this scheme in the Official Gazette as per altered terms shall count for the purpose of Gratuity and encashment of earned leave. Explanation.-For the purposes of clause (viii) of sub-item (2) "recognised University/ Institute" shall mean a University/Institute recognised by the University Grants Commission. V. Graduation Allowance: (1) Graduation Increments/Allowance to Employees in the Scale of Assistant:- With effect from 1st day following the date of publication of this scheme in the Official Gazette, the Graduation Increments/Allowance to employees in the scale of Assistant shall be paid as under: (a) An employee who is appointed or promoted to any post in the scale of Assistant and who has qualified as a Graduate of a recognised University on or after the 1st day of January, 1973, and has not reached the maximum of the scale shall be granted two increments in the scale with effect from the publication of results of the examination, or 1st day of the month following the publication of this scheme in the Official Gazette, or the date of appointment in the scale of Assistant, whichever is later, provided that he has not already received graduation increment or qualification pay for having qualified as such graduate or any advance increment on appointment, otherwise than by way of protection of emoluments granted to ex-servicemen: Provided that if an employee entitled to increments for graduation is drawing Basic Salary of Rs. 8635/-, only one increment for graduation shall be granted to him. (a) an employee in the scale of Assistant who is a graduate of a recognised University and has reached the maximum of the scale of shall be paid revised graduation allowance with effect from 1st day of the month following the date of publication of this scheme in the Official Gazette, as under :

	Pre-revised Graduation	Revised Graduation
	Allowance per month	Allowance per month
one year after reaching the	Rs. 78/-	Rs. 145/-
maximum of the scale		
Two years after reaching	Rs. 156/-	Rs. 285/-

the maximum of the scale

(c) The revised Graduation allowance as shown above shall not be treated as part of Basic Salary. The revised Graduation allowance shall not count for the purpose of any allowance. However, the revised Graduation Allowance to the extent of pre-revised Graduation Allowance shall count for Provident Fund and Pension and for fitment on promotion. The said pre-revised Graduation Allowance and dearness allowance thereon as on the date of publication of this scheme in the Official Gazette as per altered terms shall count for Gratuity and encashment of earned leave. Explanation :- For the purpose of the above sub-item "recognised university" means a University recognised by the University Grants Commission. (2) Graduation Allowance to Record Clerks : Graduation Allowance to employees in the scale of Record Clerks shall be paid as under: An employee in the scale of Record Clerk, who has qualified as Graduate of a recognised University shall be paid Graduation Allowance of Rs. 96/- p.m. with effect from the date of publication of results of the examination or, from the date of promotion as Record Clerk, whichever is later. Note: The Graduation Allowance payable to employees in the scale of Record Clerk shall not be treated as Special Allowance nor shall it be treated or counted as Basic Salary for any purpose and it shall be withdrawn on promotion of the employee. VI. House Rent Allowance: (1) With effect from 1st day of August, 1997, House Rent Allowance payable to Supervisory, Clerical and Subordinate Staff employees shall be as shown in the Table below :

Table

	Place of posting	Rate per month
(a)	Cities of Mumbai, Navi Mumbai, Calcutta,	11% of pay, subject to maximum of Rs.
	New Delhi, Faridabad, Ghaziabad,	1200/- per month
	NOIDA, Gurgaon and Chennai	
(b)	Cities with population exceeding	9% of pay, subject to maximum of Rs.
	12 lacs, except cities mentioned at	1000/- per month
	(a), Gandhinagar and all cities in the	
	State of Goa;	
(c)	All other places	8% of pay, subject to maximum of Rs.
		950/- per month

Note 1: For the purpose of this item, the population figure shall be those in the latest Census Report. Note 2 : Cities shall include their urban agglomerations. Note 3 : 'pay' means Basic Salary and stagnation increments as per paragraph 7 (2) (2) Employees who are allotted residential accommodation/staff quarters, shall not be entitled to any house rent allowance, but they shall pay to the Corporation or Company, for such accommodation, the appropriate licence fee as may be decided by the Board of the Corporation from time to time. Provided that an employee who has been allotted residential

accommodation/staff quarters before the 1st day of April, 1983, and who has been in receipt of House Rent Allowance as on date immediately preceding the date of publication of this scheme in the Official Gazette in terms of item VI of the Fourth Schedule of the said scheme shall continue to receive such House Rent Allowance so long as he continues to occupy the same residential accommodation/staff quarters allotted by the Corporation or Company. VII. City Compensatory Allowance: With effect from 1st August, 1997, the rate of City Compensatory Allowance payable to Supervisory, Clerical and Subordinate Staff employees shall be as under:

	Place of posting	Rate per month
(a)	Cities of Mumbai, Navi Mumbai,	4% of pay subject to a minimum of Rs.
	Calcutta, New Delhi, Faridabad,	120/- per month and maximum of Rs.
	Ghaziabad, NOIDA, Gurgaon, and Chennai	215/- per month
(b)	Cities with population exceeding 12 lacs,	3% of pay subject to a minimum of Rs.
	except cities mentioned at (a)	100/- per month and maximum of Rs.
	Gandhinagar and all cities in the State	250/- per month
	of Goa;	
(c)	Cities with the population of 5 lacs and	2.5% of pay subject to a maximum of
	above but not exceeding 12 lacs, State	Rs. 75/- per month and maximum of
	capitals with population not exceeding	Rs. 200/- per month.
	12 lacs, Chandigarh, Mohali,	
	Pondicherry, Port Blair, Panchkula.	

Note 1: For the purpose of this item, the population figure shall be those in the latest Census Report. Note 2 : Cities shall include their urban agglomerations. Note 3: 'pay' means Basic Salary and stagnation increments as per paragraph 7 (2). VII. Hill Station Allowance: With effect from 1st day of the month following the date of publication of this scheme in the Official Gazette, the Hill Station Allowance payable to Supervisory, Clerical and Subordinate Staff employees shall be as under : _____

(i)	Posted at places situated at a height	3% of the Basic Salary subject to
	of 1500 metres and over above	maximum of Rs. 180/- per month.
	mean sea level.	
(ii)	Posted at places situated at a height	2.5% of the Basic Salary subject to
	of 1000 metres and over but less	maximum of Rs. 150/- per

	of 1000 metres and over, but less than 1500 metres above mean sea level, at Mercara and at places which are specifically declared as "Hill Stations" by Central/State Government for their employees.	maximum of Rs. 100/- per month.
(iii)	Posted at places situated at a height of not less than 750 meters above mean sea level which are surrounded by and accessible only through hills with a height of 1000 metres and over above mean sea level.	2.5% of Basic Salary subject to a maximum of Rs. 150/- per month.