



दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड

(भारत सरकार का उपक्रम)

**THE NEW INDIA ASSURANCE COMPANY LTD.**

(Govt. of India Undertaking)

पंजीकृत एवं प्रधान कार्यालय : न्यू इन्डिया एश्योरन्स बिल्डिंग, 87, महात्मा गांधी मार्ग, फोर्ट, मुंबई - 400 001.

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Ref. WR-2026/ADMN INST/CORP:HRM/CL.I CELL

February 18, 2026

**Re: Administrative Instructions for Implementation of General Insurance (Rationalization of Pay Scales and Other Conditions of Service of Officers) Amendment Scheme, 2026 & DFS Approved Revision of Allowances / Benefits.**

The scale of pay and allowances of officers have been revised as below:

**A. REVISION OF SCALE OF PAY AND ALLOWANCES VIDE AMENDMENT SCHEME, 2026:**

General Insurance (Rationalisation of Pay Scales and Other Conditions of Service of Officers) Amendment Scheme 2026 (hereinafter referred as 'the Amendment Scheme 2026') published vide Gazette Notification **S.O. 716(E) on 11<sup>th</sup> February, 2026** has amended the principal Scheme, i.e., General Insurance (Rationalisation of Pay Scales and Other Conditions of Service of Officers) Scheme, 1975, with effect from 01.08.2022 save as otherwise provided therein. Accordingly, the scale of pay and allowances of Officers have been revised.

**B. REVISION OF OTHER ALLOWANCES & BENEFITS APPROVED BY DFS:**

Besides revision of scale of pay and allowances vide the Amendment Scheme 2026, revision of certain other allowances and benefits has been approved by the Department of Financial Services (DFS), Ministry of Finance.

The following Administrative Instructions are issued for implementation of provisions of the Amendment Scheme 2026 and DFS approved revision of allowances & benefits.

**1. ELIGIBILITY:**

1.1 In terms of paragraph 1 (3) of the Amendment Scheme 2026, the Scheme applies, save as otherwise provided, to all Class I Officers, who: -

- (i) were in service as on 1<sup>st</sup> August, 2022 and continue to be in service as on the date of publication of the Amendment Scheme 2026; or
- (ii) were in service as on 1<sup>st</sup> August, 2022, and have died, or retired on reaching the age of superannuation, or opted for voluntary retirement; or
- (iii) were appointed on any date after 1<sup>st</sup> August, 2022.

1.2 In terms of the proviso to paragraph 1(3) of the Amendment Scheme, 2026, the Officers whose resignations had been accepted or whose services had been terminated during the period from 01.08.2022 to the date of publication of the Amendment Scheme, 2026, will not be eligible for arrears on account of revision under the Amendment Scheme 2026.

1.3 Further, it is clarified that the Amendment Scheme, 2026 will not apply to officers who have been appointed on contractual basis and to whom the General Insurance (Rationalization of Pay Scales and Other Conditions of Service of Officers) Scheme, 1975 does not apply.

**2. EFFECTIVE DATE:**

The revised scale of pay and various allowances will come into effect from the date mentioned against them as below:

*[Handwritten signatures]*





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Item	Effective Date
Scale of Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Fixed Personal Allowance, Transport Allowance, Mid-Term Academic Allowance, Special Area Allowance, Contribution to Provident Fund & New Pension Fund, Transfer Grant, Leave Encashment & Gratuity	01.08.2022
Hill Station Allowance, Kit Allowance, Paradeep Port Allowance, Functional Allowance [Internal Audit Officers & Investigation (Vigilance) Officers] & Entertainment Allowance (Business Office I/Cs)	01.03.2026
Lump-sum Medical	01.08.2022

**3. OPTION FOR FIXATION OF BASIC PAY IN REVISED SCALE OF PAY:**

- The officers who are in the service of the Company on the date of publication of the Amendment Scheme, 2026, will have an option to seek fixation of basic pay under the Amendment Scheme, 2026 from any date between 01.08.2022 and the date of publication of the Amendment Scheme, 2026 (both days inclusive). They will not be eligible for the arrears on account of revision of pay and other allowances up to the date so opted for fixation of pay.
- If an officer who is in service as on 01.08.2022 fails to exercise the above option for fixation of pay, his pay fixation in the revised scale of pay under the Amendment Scheme 2026 will be carried out with reference to his basic pay as on 01.08.2022 in the pre-revised scale of pay, with effect from 01.08.2022.
- In the case of an officer who was appointed between 01.08.2022 and the date of publication of the Amendment Scheme, 2026, and who fails to exercise his option for fixation of pay, his pay fixation in the revised scale of pay under the Amendment Scheme 2026 will be carried out with reference to his basic pay in the pre-revised scale of pay on the date of his appointment.
- In the case of officers who have retired on reaching the age of superannuation or opted for voluntary retirement or have died between 01.08.2022 and the date of publication of the Amendment Scheme 2026, fixation of pay in the revised scale as per the Amendment Scheme 2026 will be done w.e.f. 01.08.2022 or the date of appointment, whichever is later.
- The officers who are appointed after the date of publication of Amendment Scheme 2026 will be governed by the revised scale of pay as per the Amendment Scheme 2026.
- Option for fixation of pay in the revised pay scales is to be exercised within 30 days from the date of publication of the Amendment Scheme 2026.** Option once exercised will be final.
- Option is to be exercised in the prescribed form enclosed herewith – Annexure - 'A'.

**4. METHOD OF FIXATION OF PAY:**

**Eighteenth Schedule** has been inserted in the principal Scheme of 1975 vide Amendment Scheme 2026. On and from the 1st day of August, 2022, the basic pay and allowances of every Officer will be in accordance with **Eighteenth Schedule**. The basic pay of every Officer who was





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in service on 1st day of August, 2022 or was appointed thereafter, will be fixed in accordance with **Item I of Eighteenth Schedule**, with effect from the 1st day of August, 2022 or the date of appointment, whichever is later. Fixation of basic pay would be carried out on stage-to-stage basis, as per **Table A under Item II of the Eighteenth Schedule**.

**5. FIXATION OF PAY IN THE CASE OF PROMOTION:**

An employee who was promoted from Class III or Class II to Scale I or a Class I officer who was promoted from one cadre to another cadre in Class I and whose fixation in the existing scale of the cadre to which he was promoted was due on or after the 01.08.2022 but before the date of publication of Amendment Scheme 2026, his basic pay will first be fixed in the revised scales of pay in the pre-promotional cadre and thereafter fixation of basic pay on promotion in the revised scales of pay will be carried out as per the rules of fixation of pay on promotion.

**6. RE-EXERCISE OF OPTION FOR FIXATION OF PAY ON PROMOTION:**

An officer who was promoted from Class III or Class II to Scale I or a Class I Officer who was promoted from one cadre to another cadre in Class I and whose salary on promotion was fixed in the pre-revised scale of pay applicable to the cadre to which he was promoted on or after 01.08.2022 but before the date of publication of Amendment Scheme 2026, will be allowed to re-exercise option for the date of fixation of pay on promotion, if he applies for the same, as per **Annexure – 'B'**, within 90 days from the date of these administrative instructions and such re-exercise of option will be final.

Where such re-fixation is required to be done, the basic pay of the officer will first be fixed in the revised scales of pay in the pre-promotion cadre and thereafter his basic pay will be re-fixed in the revised scales of pay on promotion in accordance with these instructions.

**7. STAGNATION INCREMENTS:**

There is no change in the provisions governing grant of Stagnation Increments.

**8. COMPONENTS FOR PAYS LIP ARREARS:**

**8.1 Basic Pay:**

The revised scales of basic pay for all the cadres of Class I Officers have been incorporated in **Item I of Eighteenth Schedule**. The fixation of basic pay will be at the appropriate stages as per the fixation tables under **Item II of Eighteenth Schedule**.

**8.2 Dearness Allowance:**

**Item III of Eighteenth Schedule** provides that the Dearness Allowance will be payable on the revised scales of pay with reference to All India Average Consumer Price Index for Industrial Workers with base at index number **8456** in the series 1960=100. The rate of Dearness Allowance stands revised and it would now be payable, for every slab of 4 points in the quarterly average over **8456** points, at the rate of **0.06%** of the revised basic pay. Further, revision of Dearness Allowance will be on a quarterly basis for every four points rise/fall in the quarterly average of All India Consumer Price Index for Industrial Workers over 8456 points. The other provisions regarding payment of Dearness Allowance remain unchanged. The number of slabs for which the Dearness Allowance becomes payable as per the pre-revised and revised rates w.e.f. 01.08.2022, are as shown in the **Annexure – 'C'**.

**8.3 House Rent Allowance (HRA):**

In terms of **Item IV of Eighteenth Schedule**, rate and maximum limit of House Rent Allowance for different classes of cities have been revised with effect from 01.08.2022, as below:



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Sl. No.	Place of posting	Rate
1	Cities of Mumbai, Navi Mumbai, Kolkata, New Delhi, Chennai, Ahmedabad, Bengaluru, Hyderabad, Pune, Faridabad, Ghaziabad, Noida and Gurgaon	10% of pay subject to maximum of Rs.13,000/- per month
2	Cities with population exceeding 12 lacs, except the cities mentioned at serial number 1, and all cities in the State of Goa	8% of pay subject to maximum of Rs.11,000/- per month
3	All other places	7% of pay subject to maximum of Rs.10,500/- per month

- Note: (1) For the purposes of this item, the population figures will be as per the latest Census Report.  
(2) Cities shall include their Urban Agglomeration.  
(3) 'Pay' means Basic Pay and Stagnation increments.

Officers who are allotted residential accommodation by the Company, either by way of staff quarters or by way of leased accommodation, will not be paid house rent allowance. Besides, such officers will pay such licence fee as may be decided by the Company from time to time. At present, the licence fee is being deducted @ 0.50% of the minimum of the scale. The revised rate of licence fee will be 0.38% of the minimum of the revised Scale with effect from 01.03.2026. Up to 28.02.2026, the amount of licence fee which is being deducted at present on the basis of pre-revised basic and pre-revised rate will continue.

8.4 City Compensatory Allowance (CCA):

In terms of **Item V of Eighteenth Schedule**, rate and maximum limit of City Compensatory Allowance for different classes of cities have been revised with effect from 01.08.2022, as below:

Sl. No.	Place of posting	Rate
1	Metro Cities: Mumbai, Navi Mumbai, Kolkata, New Delhi, Chennai, Ahmedabad, Bengaluru, Hyderabad, Pune, Faridabad, Ghaziabad, Noida and Gurgaon	3% of pay subject to a maximum of Rs.3,300/- per month
2	A Class: Cities with population exceeding 12 lacs, except cities mentioned in serial number 1, and all cities in the State of Goa	2.5% of pay subject to a maximum of Rs.3,100/- per month
3	B Class: Cities with population of 5 lacs and above but not exceeding 12 lacs, State capitals with population not exceeding 12 lacs, Chandigarh, Mohali, Panchkula, Pondicherry, Port Blair	2% of pay subject to a maximum of Rs.2,400/- per month
4	C Class: All other Cities	Nil

- Note: (1) For the purposes of this item, the population figures will be as per the latest Census Report.  
(2) Cities will include their Urban Agglomeration.  
(3) 'Pay' means Basic Pay and Stagnation increments.

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8.5 Fixed Personal Allowance (FPA):

In terms of **Item VIII of Eighteenth Schedule**, Fixed Personal Allowance for different cadres of Class I officers has been revised with effect from 01.08.2022 as below:

Sl. No.	Officers in the scale of pay of, as on 01.11.1993	Revised Fixed Personal Allowance (FPA) - (per month)
1	Scale VII	Rs. 8215
2	Scale VI	Rs. 6755
3	Scale V	Rs. 6515
4	Scale IV	Rs. 5785
5	Scale III	Rs. 5785
6	Scale II	Rs. 4390
7	Scale I	Rs. 4390

The entire amount of revised Fixed Personal Allowance (FPA) will reckon as Basic Pay for the purpose of House Rent Allowance, Provident Fund, Pension, Gratuity and Encashment of Earned Leave.

8.6 Transport Allowance:

In terms of **Item IX of the Eighteenth Schedule**, Transport Allowance has been revised with effect from 01.08.2022 to Rs. 3,300/- per month. The rules regarding eligibility for the Transport Allowance to an Officer will remain unchanged, i.e., an Officer who is in receipt of any other Conveyance Allowance / Transport Allowance or reimbursement of Conveyance / Transport Expenses under any of the Conveyance Schemes, will not be paid the Transport Allowance under this head.

(There is no change in the amount of additional Conveyance Allowance for Differently abled (Physically Handicap) employees and the same will continue to be paid at the uniform rate of Rs. 600/- per month to eligible employees in all Classes of Employees).

8.7 Mid Academic Year Allowance (Not A Part of the Amendment Scheme 2026):

With effect from 01.08.2022, the mid academic year allowance has been revised from Rs. 1,625/- per month to Rs. 2,715/- per month. The other terms and conditions in this regard remain unchanged. The difference on account of such revision will be paid to eligible officers with effect from 01.08.2022.

8.8 Special Area Allowance (Not A Part of the Amendment Scheme 2026):

Special Area Allowance has also been revised for all classes of employees posted in special areas w.e.f. 01.08.2022. A communication giving complete details in this regard has already been sent.

8.9 Non- Practicing Allowance for Doctors: (Applicable only for those officers who are currently drawing the said allowance)

Non-Practicing Allowance (NPA) is paid to the Medical Officers recruited by the Company @ 25% of the Basic Pay subject to the condition that the Basic Pay plus NPA does not exceed the ultimate Basic Pay of a Scale IV Officer. Consequent upon revision of scales of pay w.e.f. 01.08.2022, Non-Practicing Allowance for Doctors paid to an officer for any period after 01.08.2022 up to revision of scale of pay will be re-calculated as per the revised scale of pay and the difference between the amount so re-calculated and the amount paid on this account will be released to the officer concerned.



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8.10 Deputation Allowance:

Deputation Allowance paid to an officer for any period after 01.08.2022 up to revision of scale of pay will be re-calculated as per the revised scale of pay and the difference between the amount so re-calculated and the amount paid on this account will be released to the officer concerned.

8.11 Employee's Contribution to Provident Fund:

Officers who are covered under the Contributory Provident Fund Scheme (joined the service before 01.04.2010) are required to contribute 10% of the Basic Pay to the Provident Fund Account. Accordingly, recovery of contribution towards Provident Fund Account from such officers will be made @ 10% of difference between the Revised Basic Pay and the Existing Basic Pay for the period from 01.08.2022 onwards. Personal pay and FPA are reckoned as Basic Pay for the purpose of recovery of Provident Fund contribution.

8.12 Employee's Contribution to New Pension Scheme Fund:

Officers who are covered under the New Pension Scheme Fund (joined the service on or after 01.04.2010) are required to contribute 10% of the Basic Pay and Dearness Allowance to the New Pension Scheme Fund. Accordingly, recovery of contribution towards Fund for New Pension Scheme from such officers will be made @ 10% of difference between the Revised Basic Pay and Dearness Allowance thereon and the Existing Basic Pay and Dearness Allowance thereon for the period from 01.08.2022 onwards.

9. **HILL STATION ALLOWANCE:**

In terms of **Item VI of Eighteenth Schedule**, rate and maximum limit of Hill Station Allowance to Officers have been revised with effect from 01.03.2026, as below:

Sl. No.	Height of Place of Posting (Above Mean Sea Level)	Rate
1	1500 meters and over	2.5% of the Basic Salary subject to maximum of Rs.2,055/- per month
2	1000 meters and over but less than 1500 meters, Mercara and places which are specifically declared as "Hill Stations" by Central/ State Governments for their employees	2% of the Basic Salary subject to maximum of Rs.1,650/- per month
3	Not less than 750 meters and surrounded by and accessible only through hills with a height of 1000 meters and over	2% of Basic Salary subject to a maximum of Rs.1,650/- per month

10. **KIT ALLOWANCE:**

In terms of **Item VII of Eighteenth Schedule**, Kit Allowance to an officer transferred to a hill station for which Hill Station Allowance is payable has been revised with effect from 01.03.2026, to Rs.14,800/-.

11. **PARADEEP PORT ALLOWANCE:**

In terms of **Item X of Eighteenth Schedule**, Paradeep Port Allowance for every confirmed Officer posted in the office of the Company in Paradeep Port has been revised with effect from 01.03.2026 to Rs. 440/- per month so long as he is posted in that office.

12. **ENTERTAINMENT ALLOWANCE TO OFFICERS IN CHARGE OF Business Office (NOT A PART OF THE AMENDMENT SCHEME 2026):**

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With effect from 01.03.2026, the Entertainment allowance payable to Officer In-charge of a Business Office has been revised as under: -

Designation	Existing Amount (Rs. Per month)	Revised amount (Rs. Per month)
Officer of Business Office	1,770/-	3,450/-
	2,120/-	

Not applicable for officers working as Micro office/Business Centre/one-man office In-charge  
The other terms and conditions governing payment of the above allowance will remain unaltered.

**13. FUNCTIONAL ALLOWANCE TO OFFICERS IN INTERNAL AUDIT DEPARTMENT AND INVESTIGATION OFFICERS IN VIGILANCE DEPARTMENT (NOT A PART OF THE AMENDMENT SCHEME 2026):**

With effect from 01.03.2026, the functional allowance to Officers in Internal Audit Department and Investigation Officers in Vigilance Department has been revised from Rs. 1,625/- per month to Rs. 3,300/- per month. The eligibility would continue to be determined as per the existing norms.

**14. TRANSFER GRANT:**

Transfer Grant at the rate of one-month Basic Pay and FPA is payable to officers on transfer to another centre. The difference in the amount of transfer grant as a result of revision in Basic Pay and FPA will be released to the officers who were paid Transfer Grant earlier for transfers that took place after 01.08.2022.

**15. ENCASHMENT OF EARNED LEAVE:**

In all such cases where Encashment of Earned Leave was availed on or after 01.08.2022, the amount of encashment will be recalculated on the basis of revised scale of pay and the difference will be released.

**16. GRATUITY:**

There is no change in the rules governing payment of gratuity. However, consequent upon revision of pay scales, the revised basic pay will be taken into account from the date of fixation of basic pay in the revised scale. The revised FPA will reckon as Basic Pay for the purpose of calculating gratuity. In all such cases where gratuity became payable on or after 01.08.2022, the amount of gratuity will be recalculated on the basis of revised scales of pay and the difference between the gross amount of gratuity so recalculated and the gross amount of gratuity paid earlier will be released.

**17. LUMP-SUM DOMICILIARY MEDICAL BENEFITS (NOT A PART OF THE AMENDMENT SCHEME 2026):**

The limit of reimbursement of domiciliary medical expenses to Officers by way of annual lump-sum payment has been revised, along with the eligibility criteria linked to the revised basic pay, with effect from 01.08.2022, as given below: -

Revised Basic pay	Maximum amount reimbursable per annum
Above Rs. 1,47,965/-	Rs. 48,500/-
Up to Rs. 1,47,965/-	Rs. 32,400/-

In respect of Officers who actually incurred medical expenses in excess of the pre-revised limits for the year 01.01.2022 to 31.12.2022 (difference on proportionate basis to be paid w.e.f. 01.08.2022 to 31.12.2022) ; 01.01.2023 to 31.12.2023; 01.01.2024 to 31.12.2024 and 01.01.2025

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to 31.12.2025 but restricted their declaration to the pre-revised limits applicable to them and were reimbursed accordingly, the excess over such reimbursed amount up to the difference between the revised limit and the pre-revised limit may now be reimbursed subject to their submitting requisite declaration to that effect as per **Annexure – 'D'**.

**18. EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND / PENSION FUND / NEW PENSION SCHEME FUND:**

The Company is required to contribute to the Provident Fund or Pension Fund or New Pension Scheme Fund, as the case may be, in respect of each employee as per employee's membership of the respective Fund and his Basic Pay (for PF Fund and Pension Fund) or Basic Pay and Dearness Allowance (for New Pension Fund). Accordingly, the additional contribution in respect of each employee due to revision of pay scales will be made to the respective Fund by the Company for the period from 01.08.2022.

**Provided w.e.f. 01.08.2022, contribution by the Company, to the Fund for the New Pension Scheme, shall be 14% of the Basic salary plus Dearness Allowance.**

**19. DEDUCTION TOWARDS STRIKE, WALKOUT, LEAVE ON LOSS OF PAY, HALF-PAY LEAVE ETC.:**

In respect of officers who participated in any Strike, Walkouts etc. during the period **1.8.2022** till date, appropriate additional deduction towards strike / walkout on the basis of revised salary will be made from arrears payable. Similar deduction on account of Extraordinary Leave on Loss of Pay or Sick Leave on Half Pay availed during the period **1.8.2022** till date will also be made.

**20. OFFICERS WITH INTER-COMPANY TRANSFERS:**

For Officers transferred from one Company to another, the Company / Companies where they have worked in the past in the period commencing from 01.08.2022 till date, will work out the arrears for the period the Officer worked with them and share the working with the Company where the Officer is currently posted to enable the present Company to release the consolidated arrears for the entire period from 01.08.2022 (or the date opted) till February, 2026. The present Company also has to take care of the overall Income Tax impact. In case of Officers who have since retired / died, after such Inter-Company transfers, the Company from where he retired / exited due to death will remit the arrears after collecting the necessary details from the previous Company.

The present Company may claim the amount of arrears pertaining to the period of service in the previous Company from the previous Company, either through inter-company accounting entry or direct payment.

**21. OFFICERS UNDER SUSPENSION:**

Officers who have been placed under suspension will be allowed fixation of their salary under the revised scales and arrears of salary and / or subsistence allowance will be paid to them.

**22. TAX DEDUCTIONS:**

Necessary deduction on account of Income Tax, Professional Tax and any other statutory deduction will appropriately be made from arrears payable. The Accounts Department will issue necessary instructions for employees to claim relief under section 89(1) of the Income Tax Act, 1961.

**23. PAYMENT OF ARREARS:**

The arrears in respect of serving officers will be calculated up to the month of January, 2026 and shall be released by 27<sup>th</sup> February, 2026. The arrears in respect of retired / deceased officers up to





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the period of exit, encashment of earned leave and gratuity will be calculated and shall be paid as early as possible after 11<sup>th</sup> March but latest by 18<sup>th</sup> March, 2026.

**24. SALARY FOR THE MONTH OF February 2026:**

Salary for the month of February, 2026 and onwards will be paid as per the revised scale of pay and allowances.

**25. STATEMENT OF ARREARS:**

After the arrears are paid, data statements giving year-wise information of amount paid to Officers for the following pay components will be prepared: -

Basic Pay, Stagnation increment  
Fixed Personal Allowance  
DA Recovery  
House Rent Allowance at the 3 Classes of Centres separately.  
City Compensatory Allowance at the 3 Classes of Centres separately.  
Transport Allowance  
All Other Allowances – Hill Station Allowance, Paradeep Port Allowance etc.  
Difference on account of Encashment of Earned Leave/Gratuity/Transfer Grant  
Provident Fund/Pension/NPS (Company's contribution)

**26. REDETERMINATION OF BASIC PAY RANGE FOR DIFFERENT CATEGORIES UNDER GSLI & GTIS:**

Consequent upon revision in scale of pay, the revised basic pay range for different categories of grouping of employees under Group Saving Linked Insurance Scheme (GSLI) and Group Term Insurance Scheme (GTIS) will be as under:-

Category	Existing basic pay range (Rs.)	Revised basic pay range (Rs.)
I	1,46,676 and above	2,37,616 and above
II	1,05,756 to 1,46,675	1,71,311 to 2,37,615
III	75,351 to 1,05,755	1,22,076 to 1,71,310
IV	50,925 to 75,350	82,485 to 1,22,075

There is no change in the amount of premium to be deducted under the above Schemes.

**27. REDETERMINATION OF BASIC PAY RANGE FOR DIFFERENT CATEGORIES OF ELIGIBLE SUM INSURED UNDER STAFF GMC:**

Consequent upon revision in scale of pay, the revised basic pay range for different categories of Eligible Sum Insured under Staff Group Mediclaim Policy will be as under:-

Eligible Sum Insured	Existing basic pay range (Rs.)	Revised basic pay range (Rs.)
Rs. 8,00,000/-	Less than 67,265	Less than 1,08,965
Rs. 10,00,000/-	Between 67,265 to 85,925	Between 1,08,965 to 1,39,185
Rs. 15,00,000/-	Above 85,925	Above 1,39,185

There is no change in the amount of premium to be deducted under the above Schemes.

**28. INTERPRETATION:**

Where any doubt or difficulty arises as to the interpretation of these instructions, it will be referred to the Chairman-cum-Managing Director for his decision, which will be final.

(Jayashree Nair)  
General Manager





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ANNEXURE - A

To

Officer In-charge,

Sir,

**Re: Exercise of Option for Fixation of Basic Pay under General Insurance  
(Rationalization of Pay Scales and Other Conditions of Service of Officers)  
Amendment Scheme, 2026.**

In accordance with sub-paragraph (13) of paragraph 4 of the General Insurance (Rationalization of Pay Scales and Other Conditions of Service of Officers) Scheme, 1975, as inserted by the General Insurance (Rationalization of Pay Scales and Other Conditions of Service of Officers) Amendment Scheme, 2026, I hereby choose the \_\_\_\_\_ day of \_\_\_\_\_ 2022/2023/2024/2025/2026 as the date from which my basic pay may be fixed in terms of the **Eighteenth Schedule** to the aforesaid Scheme.

I hereby understand and agree that no arrears will be paid to me for the period from 01.08.2022 to \_\_\_\_\_ on account of the Amendment Scheme, 2026.

Yours faithfully,

\_\_\_\_\_  
(Signature)

Place: \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_\_

Designation : \_\_\_\_\_

Salary Roll No. : \_\_\_\_\_

Office : \_\_\_\_\_

Address : \_\_\_\_\_

*[Handwritten signature]*





दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड, मुंबई (प्र.का.)  
THE NEW INDIA ASSURANCE CO. LTD. MUMBAI (H.O.)



ANNEXURE - 'B'

To

Officer In-charge,

\_\_\_\_\_

Sir,

**Re: Re-exercising Option for Fixation of Pay on Promotion**

I was promoted from the cadre of \_\_\_\_\_ to the cadre of \_\_\_\_\_ on \_\_\_\_\_ and I opted for fitment of salary in the promoted cadre from \_\_\_\_\_.

Now, consequent upon revision of pay scales w.e.f. 01.08.2022, I hereby request you to re-fix my salary in the promoted cadre from \_\_\_\_\_.

Yours faithfully,

\_\_\_\_\_  
(Signature)

Place: \_\_\_\_\_

Date : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Salary Roll No. : \_\_\_\_\_

Office : \_\_\_\_\_

Address : \_\_\_\_\_

*[Handwritten signature]*





दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड, मुंबई (प्र.का.)  
THE NEW INDIA ASSURANCE CO. LTD. MUMBAI (H.O.)



**ANNEXURE - 'C'**

**NO. OF SLABS FOR WHICH DEARNESS ALLOWANCE PAYABLE AS PER THE  
PRE-REVISED AND REVISED SCALES**

PERIOD	AS PER THE PRE-REVISED SCALES (LINKED TO 6352 POINTS)	AS PER THE REVISED SCALES (LINKED TO 8456 POINTS)
August 2022 to October 2022	526	0
November 2022 to January 2023	556	30
February 2023 to April 2023	588	62
May 2023 to July 2023	596	70
August 2023 to October 2023	632	106
November 2023 to January 2024	693	167
February 2024 to April 2024	692	166
May 2024 to July 2024	696	170
August 2024 to October 2024	716	190
November 2024 to January 2025	759	233
February 2025 to April 2025	782	256
May 2025 to July 2025	762	236
August 2025 to October 2025	781	255
November 2025 to January 2026	827	301
February 2026 to April 2026	844	318

*[Handwritten signature]*



दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड, मुंबई (प्र.का.)  
THE NEW INDIA ASSURANCE CO. LTD. MUMBAI (H.O.)



ANNEXURE – 'D'

To

Officer In-charge,

Sir,

**Re: Lump Sum Payment for Domiciliary Treatment for Officers**

The limit of reimbursement of domiciliary medical expenses for Officers by way of annual lump-sum payment has been revised retrospectively with effect from 01.08.2022, as below:

Pre-revised		Revised	
Basic pay range	Limit of Reimbursement	Basic pay range	Limit of Reimbursement
Up to & including Rs. 91,345/-	Rs. 19,600/-	Up to & including Rs. 1,47,965/-	Rs. 32,400/-
Above Rs. 91,345/-	Rs. 29,400/-	Above Rs. 1,47,965/-	Rs. 48,500/-

I hereby declare that domiciliary medical expenses incurred by me for treatment of myself / my dependent family members during calendar years 2022; 2023; 2024 and 2025 remained unreimbursed or unclaimed due to the then existing limit of reimbursement, as per details given below:-

(Amount in Rs.)

Calendar Year	Basic Pay as on 1 <sup>st</sup> January	Pre-revised limit	Revised Limit	Total Incurred	Reimbursement Received	Claimed Now
2022						
2023						
2024						
2025						
Total:						

You are requested to reimburse me the above domiciliary medical expenses of Rs. \_\_\_\_\_.

Yours faithfully,

\_\_\_\_\_  
(Signature)

Place: \_\_\_\_\_

Date : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Salary Roll No. : \_\_\_\_\_

Office : \_\_\_\_\_

Address : \_\_\_\_\_

*[Handwritten signature]*