

Deptt. Circular No.: HO/Pers/04/2025  
Date : 16/05/2025

CMD Secretariat Master Circular No.:  
CMD/SECTT./ /2025-26  
Date :

All CMs at Head Office & its Wings  
All Regional In-Charges, All CBO In-Charges.

### Re: Revision in various Employee Benefits

We have been informed by GIPSA that the Governing Board of GIPSA have approved the revision in the following employee benefits:

- (i) **Revision of Housing Loan**
  - A. Revision in Loan Limits
  - B. Reduction in Rate of Interest on Scheme Loan & Supplementary Loan
- (ii) **Revision in Vehicle Loan Schemes for Employees with Administrative Role**
- (iii) **Revision in Lease Rent Limits for Residential Accommodation (Applicable for Scale VI & VII)**
- (iv) **Revision in Limits of Lodging Charges to employees while on Official Tour**
- (v) **Revision in Out-of-Pocket expenses to Officers for attending Lok Adalat/ Conciliatory Proceedings on Holidays**
- (vi) **Revision in Limit of Reimbursement of Expenses for Transportation of Household Goods on transfer for Employees.**

The matter was placed before the Board of the Company and the revision in various employee benefits have been approved as under:

- (i) **Revision of Housing Loan**
  - A. Revision in Loan Limits
  - B. Reduction in Rate of Interest on Scheme Loan & Supplementary Loan

#### A) Revision in Loan Limits (Rs. in lacs):

Cadre	Existing Loan Limits			Revised Loan Limits		
	Scheme Loan	Suppl. Loan	Total Loan	Scheme Loan	Suppl. Loan	Total Loan
Scale VI & above	36.00	44.00	80.00	43.00	57.00	100.00
Scale IV / V	33.00	37.00	70.00	41.25	46.25	87.50
Scale III	28.75	34.25	63.00	36.00	42.75	78.75
Scale I / II	28.00	32.00	60.00	35.00	40.00	75.00
Dev. Officer Gr-I	21.25	28.75	50.00	26.50	36.00	62.50
Dev. Officer Gr-II	20.75	24.25	45.00	26.00	30.25	56.25
Sr. Asstt. / Steno / Asstt.	20.75	24.25	45.00	26.00	30.25	56.25
Record Clerk	17.25	20.75	38.00	21.50	26.00	47.50
Sub-Staff	13.25	16.75	30.00	16.50	21.00	37.50

नेशनल इन्श्योरेन्स कम्पनी लिमिटेड (भारत सरकार का उपक्रम) पंजीकृत एवं प्रधान कार्यालय प्रिमिसेस नं.18-0374, प्लॉट नं. CBD-81,

नियुत टाउन, कलकता-700156 वेबसाइट : <https://nationalinsurance.nic.co.in>

**National Insurance Company Limited** (A Govt. of India Undertaking) **Registered & Head Office** : Premises No. 18-0374, Plot No. CBD-81,

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CIN : U10200WB1906GOI001713

IRDAI Registration No. 58





\* The cumulative Loan Amounts sanctioned to any employee should not exceed Rs. 1 crore (as per IRDAI (Actuarial, Finance and Investment Function of Insurers) Regulations, 2024) and as per any further Regulations/ modifications issued.

\* As per practice, after a revision in the limits of Housing Loans, conversion of Supplementary Loan into Scheme Loan as per revised limits is also allowed.

**B) Reduction in Rate of Interest on Scheme Loan & Supplementary Loan:**

Particulars	Existing Rate of Interest	Revised Rate of Interest
Scheme Loan	5%	5% (4% for GIC-Re Employees)
Supplementary Loan	7.5%	6.25%

All others terms and conditions remain unaltered.

**(ii) Revision in Vehicle Loan Schemes for Employees with Administrative Role:**

**A) (i) Four-Wheeler Loan:**

Category of Employee	Existing Limits	Revised Limits
Scale III & IV	Loan upto maximum - Rs. 450,000/- Rate of Interest - 5%	Loan upto maximum - Rs. 900,000/- Rate of Interest - 5%
Scale I & II	Loan upto maximum - Rs. 250,000/- Rate of Interest - 5% upto 1st Rs. 100,000/- and 7.5% for the balance amount	Loan upto maximum - Rs. 600,000/- Rate of Interest - 5% upto 1st Rs. 240,000/- and 7.5% for the balance amount

**A) (ii) Two-Wheeler Loan:**

Category of Employee	Existing Limits	Revised Limits
All Officers	Loan upto maximum - Rs. 75,000/- Rate of Interest - 5%	Loan upto maximum - Rs. 200,000/- Rate of Interest - 5%
Class III/IV & Development Officers (Administration)	Loan upto maximum - Rs. 75,000/- Rate of Interest - 5%	Loan upto maximum - Rs. 125,000/- Rate of Interest - 5%

**B) 1% reduction in the rate of interest to incentivize, if employees opt to purchase Electric Vehicles under both four-wheeler and two-wheeler loan schemes.**

**C) 1% reduction in applicable interest rates (as in point A(i), A(ii) & B) for Persons with Benchmark Disabilities (PwBD) employees as a welfare measure.**

All others terms and conditions remain unaltered.



(iii) **Revision in Lease Rent Limits for Residential Accommodation (Applicable for Scale VI & VII):**

Cadre	Mumbai *		Other 07 Metros**		'A' Class Cities		'B' Class Cities		'C' Class Cities	
	Existing	Revised	Existing	Revised	Existing	Revised	Existing	Revised	Existing	Revised
Scale V (Reference Only)	50,000	No Change	33,500	No Change	26,500	No Change	18,500	No Change	15,000	No Change
Scale VI	By CMD (No Limit)	By ED/CMD (Max 200% of Scale V)	By CMD (No Limit)	By ED/CMD (Max 200% of Scale V)	By CMD (Max 125% of Scale V)	By ED/CMD (Max 150% of Scale V)	By CMD (Max 125% of Scale V)	By ED/CMD (Max 150% of Scale V)	By CMD (Max 125% of Scale V)	By ED/CMD (Max 150% of Scale V)
Scale VII	By CMD (No Limit)	By ED/CMD on case to case basis	By CMD (No Limit)	By ED/CMD on case to case basis	By CMD (No Limit)	By ED/CMD on case to case basis	By CMD (No Limit)	By ED/CMD on case to case basis	By CMD (No Limit)	By ED/CMD on case to case basis

\* Mumbai (includes Navi Mumbai)

\*\* Delhi (includes Faridabad, Ghaziabad, Noida & Gurugram), Kolkata, Chennai, Hyderabad, Bengaluru, Ahmedabad and Pune).

All others terms and conditions remain unaltered.

(iv) **Revision in Limits of Lodging Charges to employees while on Official Tour:**

Cadre	Major Cities		Area I		Other Places	
	Existing	Revised	Existing	Revised	Existing	Revised
Scale VII & above	8200	18000	4100	9000	3600	7900
Scale VI	8200	16400	4100	8200	3600	7200
Scale IV & V	4800	9600	2900	5800	2400	4800
Scale II & III	2900	5800	2000	4000	1500	3000
Scale I	2000		1500		1000	
Class II	1800	3600	1350	2700	900	1800
Class III	1600	3200	1200	2400	800	1600
Class IV	1400	2800	1050	2100	700	1400

*Note: Apart from the revised limits, no changes have been made to the existing terms, conditions or guidelines regarding the reimbursement of lodging charges during official tours.*

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**Major Cities:** Ahmedabad, Mumbai, Bengaluru, Kolkata, Delhi, Hyderabad and Chennai.  
**Area I:** Pune, Nagpur, Kanpur, Surat, Jaipur, Lucknow, Vizag, Patna, Vadodara, Kochi, Indore, Bhopal, Ludhiana, Coimbatore, Madurai, Agra and Varanasi.

Additionally, for employees/ officers appointed on contractual basis (such as Actuaries, Additional Actuaries, CTO, CVO, etc.), the reimbursement rules shall be applicable as per the Class and Cadre in which they have been appointed.

(v) **Revision in Out-of-Pocket expenses to Officers for attending Lok Adalat / Conciliatory Proceedings on Holidays:**

Particulars	Existing Limits	Revised Limits
For attending Courts within the municipal bounds of the city	Rs. 1,000 /- per day	Rs. 2,000 /- per day
For attending Courts outside the municipal bounds of the city	Rs. 500 /- per day (plus TE and DHA as per rules)	Rs. 1000 /- per day (plus TE and DHA as per rules)

(vi) **Revision in Limit of Reimbursement of Expenses for Transportation of Household Goods on transfer for Employees:**

I. **TRANSPORTATION CHARGES:**

A. Class-I Officers: The reimbursement of existing transportation charges when the personal effects are transported by **RAILWAYS** are as under:

Category	Existing Limits	Revised Limits
Scale VI & Scale VII	Full 4-wheeler wagon or 60 quintals / 6000 kgs by goods train or 1 double container	Full 4-wheeler wagon or 200 quintals / 20000 kgs by goods train or 1 double container
Scale IV & Scale V	Full 4-wheeler wagon or 60 quintals / 6000 kgs by goods train or 1 single container	Full 4-wheeler wagon or 150 quintals / 15000 kgs by goods train or 1 single container
Scale I to Scale III	40 quintals / 4000 kgs by goods train	75 quintals / 7500 kgs by goods train

B. Class-I Officers: The reimbursement of existing transportation charges when the personal effects are transported by **ROAD** are as under:

Category	Existing Limits	Revised Limits
Scale IV & above	Actual expenses subject to maximum of charges for 120 quintals / 12000 kgs by goods train	Actual expenses subject to maximum of charges for 200 quintals / 20000 kgs by goods train
Scale III & below	Actual expenses subject to maximum of charges for 90 quintals / 9000 kgs by goods train	Actual expenses subject to maximum of charges for 120 quintals / 12000 kgs by goods train

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C. Other than Class I Officers:

Category	Existing Limits	Revised Limits
By Rail	40 quintals by goods train	75 quintals by goods train
By Road	Actual expenses subject to maximum of charges for 60 quintals by goods train	Actual expenses subject to maximum of charges for 100 quintals by goods train

II. REVISION IN ANCILIARY EXPENSES LIKE PACKING, LOADING / UNLOADING (LOCAL TRANSPORTATION CHARGES) AND INCIDENTALS:

A consolidated amount (on reimbursement basis) under the head “Ancillary Expenses on transfer” will be payable at the following scale which shall consist of above 3 expenses i.e., Packing Charges, loading / unloading (local transportation) and incidentals:

Sl. No.	Cadre	Existing Limits	Revised Limits
1	Scale VI & above	Rs. 16,000/-	Rs. 60,000/-
2	Scale IV & V	Rs. 16,000/-	Rs. 45,000/-
3	Scale I, II & III	Rs. 12,000/-	Rs. 30,000/-
4	Other than Class I Officers	Rs. 8,000/-	Rs. 15,000/-

All other conditions governing transportation of personal effects on transfer shall remain unaltered.

All the above revisions come into effect from 01<sup>st</sup> April, 2025.



(P. Saha)  
Deputy General Manager