



दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड.

THE NEW INDIA ASSURANCE COMPANY LTD.

पंजीकृत एवं प्रधान कार्यालय : न्यू इन्डिया एश्योरन्स बिल्डिंग, 87, महात्मा गांधी मार्ग, फोर्ट, मुंबई - 400001
Regd. & Head Office : New India Assurance Bldg., 87, M.G. Road, Fort, Mumbai - 400001

Phone : 022-22708100
22708400
Fax : 022-22700470
Telegram : NIASURANCE
Website : www.newindia.co.in

CORP.HRM.CL-III/IV CELL: 2010
22nd November, 2010

ALL REGIONAL OFFICES

KIND ATTENTION: REGIONAL INCHARGES

Re:- **Change in Leave Rules**

Consequent upon approval by the Company's Board of the amendment in the General Insurance (Rationalization of Pay Scales & Other Conditions) Scheme, the following changes will be effective for all classes of employees;-

1. Leave Rules :-

- (a) With effect from 01/01/2011 the Competent Authority, on not more than six times in a calendar year, can allow an employee to avail of casual leave either for the forenoon only or for the afternoon only and the period of leave taken in this manner shall be treated as half day.
- (b) With effect from 01/01/2011 Saturday, Sunday, Restricted Holidays and Holidays, whether intervening, prefixed or suffixed, shall not be counted as Casual Leave.
- (c) The provision of minimum earned leave will be replaced by the provision of Minimum of E.L for 6 days w.e.f. 01.01.2011

2. Leave Encashment:-

- (a) The requirement of availing earned leave for minimum of continuous 15 days **will be dispensed with** while seeking encashment of a maximum of 15 days EL in a block of 2 years during service for all classes of employees w.e.f. **01.12.2010**.
- (b) The HRA is to be included, as a part of salary while calculating amount of encashment of earned leave during service for Class III & IV employees **also** with effect from 01.12.2010.

Kindly advise all the offices under your jurisdiction.


(ATUL SAHAI)
CHIEF MANAGER