

Ref: CO/Mktg/DO/6 (5)

Date: 06.12.2023

To,
All Zonal Managers,
Regional Managers (Mktg.),
Sr./Divisional Manager (I/C)

Dear Sir/Madam

Re: Timely Appraisals of the Development officers

As provided in the Life Insurance Corporation of India Development Officers (Revision of Certain Terms and Conditions of Service) Rules, 2009 as amended from time to time, every Development officer of the Corporation has to be appraised (Business performance review) after the end of every Appraisal Year, in terms of the Prescribed Cost Ratio. Subsequently, appropriate action, as applicable, has to be taken either for the payment of Incentive Bonus under the prevailing Scheme of the Corporation, (presntly GOIB 2022), or imposition of disincentives, as provided in Rule 6(1) of the Special Rules, 2009 as amended from time to time.

It is observed that there is inordinate delay in settlement of appraisals, resulting in delay in imposition of the disincentives and in the termination action of the Development officers under the Rule 6(2) or 6(8) of the Special Rules 2009 as amended from time to time, wherever applicable,. The delay in one Appraisal year has an impact on the review of succeeding Appraisal years.

It is, therefore, necessary to ensure that appraisals are settled in time, as and when they are due to avoid adverse situations and the Corporation being dragged into litigations later. The Competent Authority for deciding the disincentives is thr Senior Divisional Manager in the cases, where the Development officers attract disincentive/ termination. Such cases are to be placed before the Competent Authority and to be decided within a reasonable period of 30 days after the end of the relevant Appraisal Year. The decision of imposing disincentive should be informed to the concerned Development officer through his/her Branch office in the appropriate format applicable, i.e. Annexures I & I-A/II & II -A. In case, the Development officer attracts termination from the services of the Corporation, the Annexures



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III, III-A, III-B, III-C and III-D/IV, wherever applicable has to be issued. (Ref: CO Circular Dt. 23.04.2016 -Mktg/ZD/08/2016.)

While issuing these Annexures, utmost care has to be taken by the concerned offices for strictly adhering to the timelines, as mentioned in those Annexures.

Rule 7 (2) of Special Rules, 2009 as amended from time to time, provides the Development Officer an opportunity for Appeal to the Zonal Manager against the termination. Such Appeals are to be decided at the concerned Zonal office within a reasonable period of two months from the date of receipt of their Appeal.

You are requested to sensitize all the offices under your jurisdiction to finalize the appraisals and the resultant payment of incentive or imposition of disincentive/ termination in time, i.e. not later than 30 days from the due date of the Appraisal.

Yours faithfully,

Executive Director (Marketing/PD) & CMO