

Ref: CO/Mktg./ZD/A/23/2025

Dated: 05.08.2025

All HODs of Central Office  
All Zonal Offices,  
All Divisional Offices,  
All Branch Offices & Satellite Offices  
Audit & Inspection Departments

**Re: Payment of Office Allowance to Club Member Agents.**

It has been decided by the Competent Authority to allow payment of Office Allowance/Business Procurement Expenses on the basis of declaration to all Club Member Agents i.e. ELITE/Corporate/Club Galaxy/Chairman's/Zonal Manager's/Divisional Manager's Club Member agents, for Membership Year 2024-25 and onwards subject to:

1. Inspection of Office by the person authorized.
2. Training at the institutes approved by LIC of India from time to time.

In view of the above, the procedure of payment of Office Allowance/Business Procurement Expenses has been revamped as follows:

- The process for calculation of Office Allowance to Club Member Agents has been automated.
- Before initiating the process for calculation of Office Allowance, the Branch Office shall ensure that :
  - Training details of Club Member Agents has been updated by using the option: **Agency Module >>>> Master Maintenance options >>>> Update Agency Training Details.**
  - Spouse's Agency details of Club Member Agents have been updated by using the option: **Agency Module >>>> Master Maintenance Options.**
- The Option for payment will be available as under:
  - **Agency Module >>>> Payment Options >>>> Office Allowance Payments.**
  - A list of club agents provisionally eligible for office allowance will be generated through module including those Club Member Agents who are having a valid "Office Master" and have undergone training in the last four years and having otherwise satisfied the eligibility conditions for office allowance.
  - Club Member Agent has to submit duly signed declaration of expenses incurred during Membership Year in the enclosed format as **Annexure-I**. This Annexure-I has to be scanned and preserved for future records in EDMS.

- Sales personnel of Branch Office has to key in the details of Annexure-I and submit the same through module. On submission of Annexure-I, the calculation sheet will be generated which is to be checked before submission. The Sales personnel will key in the eligible amount or amount claimed, whichever is less and submit the form.
  - Branch In-charge/person authorized by Branch In-charge in the cadre of AO and above has to complete the office Inspection Report enclosed as **Annexure-II** through the module only.
  - On recommendation in the module by the Branch In-charge/person authorized by Branch In-charge, the records will be available for validation by the Manager (Sales) at Divisional Office. **It is needless to add that there will be no physical movement of paper/documents from the Branch Office to Divisional Office and back for approval as per the prevailing procedure.**
  - Once the record is validated by Manager(Sales) , Branch shall proceed with the creation of voucher pertaining to Basic Office allowance, Additional Office Allowance, Telephone Allowance and Sales Promotional Gift reimbursements etc. using the following option:  
**General payment >>>> Refund >>>> Miscellaneous Payment/Refund >>>> Miscellaneous Payment >>>> Voucher Creation.**
- If the Club Member is not appearing in the provisional list of eligible agents, the Branch Office has to check the following:-
- a) Whether the agent is a regular club member in the club membership year, for which office allowance payment is being claimed.
  - b) Whether "Office Master" has been created for the concerned agent. If not, the same may be created by using the option **Agency Module >>>> Payment Options >>>> Office Allowance Payments >>>> Office Master Maintenance**
  - c) Whether Training information of the agent is available. If not, the same may be updated by using the option: **Agency Module >>>> Master Maintenance options >>>> Update Agency Training Details.**

**All other provisions regarding eligibility for payment of Office Allowance/ Business Procurement Expenses shall remain unchanged.**



Executive Director (Marketing/PD)