

Ref: CO/Mktg./ZD/A/17/2020

Date: 20.05.2020

All Zonal Managers (I/C), Regional Managers (Mktg.)
Sr./ Divisional Managers (I/C), MDC, ZTCs, STCs,
Audit and Inspection Centers.

**Reg : Concession by way of Extension of Stipendiary period for all Career Agents
(CCA / RCA / UCA)**

In view of complete lockdown in the country, which has restricted the movement of the agents in the field, it has been decided by the Competent Authority to give concession by extending the Stipendiary period of the career agents to fulfill the performance norms. Career Agents (CCA/RCA/UCA) whose agency year (stipendiary period) ending is in March 20, April 20 and May 20, are given an additional time of 4 months to complete the shortfall in the required performance norms, if any, in their New Business, for the respective stipendiary period ending month. The table below shows the position:

STIPENDIARY PERIOD ENDING IN	EXTENSION AVAILABLE UPTO
March 2020	July 2020
April 2020	August 2020
May 2020	September 2020

Though a period of four months is given as concession for fulfilling the norms, the **stipend will be payable for 12 months period only** and will be paid once the norms are fulfilled. Any excess New Business completed during the extended period over and above the short fall will be counted for the next stipendiary period. Even if the agent has not done any business during the regular stipendiary period, then also the agent will be eligible for extension of time to fulfill the norms to become eligible for getting the stipend. **However, there will be no change in either Agency Year or Stipendiary period.**

1) CCA Scheme:

As CCA is a one year scheme, for example: CCA period (agency year) ending on 31.05.2020, the agent will get extension up to 30.09.2020 (i.e. for 4 months) to complete the shortfall in performance norms and to earn stipend for 12 months period only. There will be no change in the second agency year.

2) RCA Scheme:

All those agents, whose either first or second stipendiary period ends in March 20, April 20 and May 20, will be given an extension of time of four months to complete their short fall in performance norms required to get eligibility for payment of stipend.

Illustration: for RCA agents who are in their first and second stipendiary year

	Agents in their First agency Year/ Stipendiary period	Agent in their Second agency year/Stipendiary period
Date of Appointment	01.04.2019	01.06.2018
Agency Ending/stipendiary period ending	31.03.2020	31.05.2020
Status of Agency	In Force	In Force
Extension for completion of shortfall allowed up to	31.07.2020	30.09.2020
Next Agency year will start from	01.04.2020	01.06.2020
Next Stipendiary period will start from / to	01.04.2020 to 30.04.2021	NA

3) UCA Scheme:

Presently there are two UCA schemes, UCA 1997 and UCA 2019.

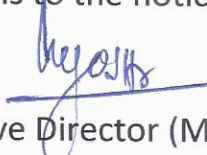
I) UCA 2019: Recruitment under revised UCAs scheme started from June 2019. As such all agents appointed are in their first agency year which will end on 30.06.2020. All these agents will get extension of four months i.e. up to 31.10.2020 to complete the shortfall if any, in their performance norms to become eligible for getting the stipend.

II) UCA 1997: This is a scheme for three years period. All agents whose either first, second or third stipendiary period ends in the month of March 20, April 20 and May 20, will be given an extension of 4 months to complete the short fall in performance norms required to become eligible for payment of stipend.

Illustration: for UCAs 1997 agents who are in their first, second and third stipendiary year

	Agents in their First Agency year/Stipendiary period	Agents in their Second Agency year/Stipendiary period	Agents in their Third Agency year/Stipendiary period
Date of Appointment	01.04.2019	01.05.2018	01.06.2017
Agency year/Stipendiary period	1.4.2019 to 31.03.2020	1.5.2019 to 30.04.2020	1.6.2019 to 31.05.2020
Status of Agency	In Force	In Force	In Force
Extended period for completion of shortfall	31.07.2020	31.08.2020	30.09.2020
Next Agency year & Stipendiary period	01.04.2020 to 31.3.2021	01.05.2020 to 30.4.2021	01.06.2020 to 31.5.2021
Next Stipendiary period will start from / to	01.04.2020 to 31.03.2021	01.05.2020 to 30.04.2021	NA

All other terms and conditions of the schemes will remain unchanged. You are requested to bring this to the notice of all the offices under your jurisdiction.


Executive Director (Marketing/PD/SBA)