GAIL (INDIA) LIMITED
CORPORATE HR DEPARTMENT

CIRCULAR

No.CO/HR/Pol/P-42 16th August 2018

Subject: Spectacles/Contact lenses under GAIL Medical Attendance Rules

This has reference to Corporate HR Department's Circular No.CO/HR/Pol/P-42 dated 14.08.2016 notifying thereby existing ceilings in respect of reimbursement of cost towards Spectacles/Contact lenses including consultation charges under GAIL Medical Attendance Rules to employees for self, spouse, two dependent children and dependent parents on financial year basis.

2. Consequent upon review, it has been decided to allow employees to claim reimbursement towards cost of Spectacles/Contact lenses under GAIL Medical Attendance Rules as under:

a) Employees will be allowed to claim reimbursement towards cost of spectacles/contact lenses in a block of two years. The block of 2 years shall be reckoned from FY 2018-2019 to FY 2019-2020 and so on.

b) The ceilings for each block of 2 years will be as under:

Grade	**Revised Cost ceilings w.e.f. Block commencing from FY 2018-2019 to FY 2019-2020 (in Rs.)**
E9 & above	40,000/-
E7 to E8	35,000/-
E5 to E6	33,000/-
E2 to E4	25,000/-
E0 to E1	22,000/-
S5 to S7	20,000/-
S0 to S4	18,000/-

c) Further, aforesaid revision of ceilings for reimbursement towards cost of Spectacles/Contact lenses under GAIL Medical Attendance Rules will be regulated in the following manner in respect of current block i.e. FY 2018-2019 to FY 2019-2020:

i) Employees, who have already purchased Spectacles/Contact Lenses of a value exceeding the pre-revised ceilings, may be allowed to claim reimbursement of difference of actual cost and pre-revised ceilings subject to limiting actual cost to revised ceilings. For example, an employee in E2 to E4 grade who has already purchased Spectacles/Contact Lenses of a value (say Rs.15,000/-) exceeding the pre-revised ceilings (Rs.11,250/-) during the current block (i.e. FY 2018-19 to FY 2019-2020), may be allowed to claim reimbursement of difference of actual cost viz. Rs.15,000/- and pre-revised ceilings viz. Rs.11,250/- i.e. up to Rs.3,750/-. The employee can also claim the remaining amount of his/her entitlement during the current block.

ii) Further, in case of employees who have already utilised part value of the present ceilings towards reimbursement of the cost of Spectacles/Contact lenses, the remaining amount of the revised ceilings can be claimed by such employees. For example, an employee in E2 to E4 grade who has utilized Rs.11,250/- or a lesser amount can claim the differential of the revised ceilings minus the previous utilized amount.

3. Other terms & conditions for admissibility/regulation of facility of reimbursement of expenses for purchase of Spectacles/Contact Lenses under GAIL Medical Attendance Rules as notified from time to time will remain unchanged.

4. This is issued with the approval of the Competent Authority.

16/08/18

(S K Ghulyani)
CGM (HR-Policy & ER)

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