For internal circulation in GAIL

GAIL (India) Limited
Corporate HR Department

CIRCULAR

No.CO/HR/Pol/P-42 20th June, 2025

Subject: Review of entitlement for Spectacles/Contact lenses reimbursement under GAIL Medical Attendance Rules

This has reference to Corporate HR Circular of even number dated 16.08.2018 notifying existing entitlements for reimbursement of cost of spectacles/contact lenses under GAIL Medical Attendance Rules.

2. Consequent upon a review, it has been decided to revise grade-wise entitlement for reimbursement of cost of spectacles/contact lenses as under:

Grade	Existing Entitlement in a block of two financial years (Rs.)	Revised Entitlement per financial year (Rs.)
E-9 & above	40,000	25,000
E-7 to E-8	35,000	
E-5 to E-6	33,000	20,000
E-2 to E-4	25,000	
E-0 to E-1	22,000	15,000
S-5 to S-7	20,000	
S-0 to S-4	18,000	

3. Further, employees may be allowed reimbursement of cost of Spectacles/Contact lenses by utilizing the entitlement of one financial year along with that of another financial year in an overall block of 2 financial years commencing w.e.f. the current block of 2024-26 (i.e. for FY 2024-25 & FY 2025-26). Accordingly, employees who have utilized part or full of the pre-revised entitlement for the current block of 2024-26 will be allowed to claim the differential amount by way of reimbursement of already incurred expenditure/additional claim(s) subject to maximum of twice the aforesaid revised entitlement per financial year.

   For example, an employee in E-3 grade who had already purchased Spectacles/Contact Lenses of a value (say Rs.42,000/-) exceeding the pre-revised ceiling (Rs.25,000/-) in 2024-26 block, may be allowed to claim reimbursement of difference of revised ceilings for 2 FYs viz. Rs.40,000/- (Rs.20,000/- x 2) and pre-revised ceilings viz. Rs.25,000/- i.e. up to Rs.15,000/-. Similarly, an employee in E-5 grade, who has utilized Rs.18,000/- in 2024-26 block, may claim reimbursement of difference of revised ceilings for 2 FYs viz. Rs.40,000/- (Rs.20,000/- x 2) minus the utilized amount of Rs.18,000/- i.e. Rs.22,000/-.

4. Other terms and conditions for admissibility/regulation of facility of reimbursement towards cost of Spectacles/Contact lenses under GAIL Medical Attendance Rules shall remain unaltered.

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

20/06/2025

(Hirdesh Kumar)
ED (HR)

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