



GAIL (India) Limited
Corporate HR Department
New Delhi

Inter Office Memo

CO/HR/Pol/P-102

23rd Jan. 2004

From : Gen. Manager (HR) Corporate Office	To: (i) OIC's of all work center/ZOs (ii) HR Incharge of all work centers/ZOs (iii) F&A Incharges of all work centers/ZOs (iv) DGM(F&A), CO (v) CM(HR-Maint.), CO
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Subject: Post Retirement Medical Scheme (PRMS)

This has reference to Circular of even number dated 22nd June 1993, even number IoM dated 4th June 1996 and IoM dated 16th Feb. 2000 on the above subject.

2. With a view to facilitate medical related amenities/ reimbursement to retired employees under Post Retirement Medical Scheme (PRMS), Board of Directors at its 191st Meeting held on 30th April, 2003 has approved certain amendments to the Scheme.

3. Enclosed is the updated PRMS for further needful. HR Incharges are requested to circulate this to all such retired employees/beneficiaries who have opted to seek reimbursement from their work centers. For ready reference, amendments in the revised scheme are reflected below:

- i. Coverage of Physically/ Mentally challenged children (maximum upto two) (Reference: Note under para 3.i).
- ii. Enhancement in the ceiling for Hospitalization Charges (Reference: Note under para 3.iii.)
- iii. Enhancement in the ceiling for Domiciliary treatment (Reference: Note under para 3.iv)
- iv. Enlargement of list of serious diseases (Reference: Note under para 3.v)
- v. Enlargement of scope of cases in which reimbursement will be inadmissible (Reference: Note under para 3.ix)
- vi. Continuation of benefit available vide Note under para 3.i after the retiree and his/her spouse till the children attain age of 30 years (Reference: Note under para 3.xii)

(Continued....)

- vii. List of Designated Officers to regulate various provisions of PRMS (Reference: para 4.ix)
- viii. Quarterly inspection of implementation of the scheme by a team of two officers; one each from F&A and HR Deptt. (Reference: para 4.xvi.c).
- ix. Additional measures for Prevention of Misuse of facilities under the scheme (Reference: para 4.xvi)
- x. Internal Audit of PRMS claims and submission of report biannually (Reference: para 4.xvi.a)
- xi. Additional one time contribution to the extent of 50% of one time contribution to be paid for availing of the benefits. (Reference: para 2.ii)

4. The revised PRMS have taken effect from 1st May 2003 and shall also apply to all employees who have already retired and opted for the scheme. Pending claims, if any, would be settled in terms of above. However, settled cases will not be reopened


(S. L. Raina)

Cc:

- DGM (CS) to CMD
- CEA to Director (Planning)
- SEA to Dir.(Finance)/ Dir.(Proj.)/ Dir.(HR)
- ES to CVO
- ED (HR)/ ED (F&A)/ED (IA)
- HoDs at CO



GAIL (India) Limited
Corporate HR Department

Post Retirement Medical Scheme (PRMS)

Scheme for provision of facility of reimbursement up to limits as specified hereunder towards medical treatment after retirement. The scheme shall apply to all regular employees of the Company subject to conditions specified below:

1. ELIGIBILITY

The following categories of Company's regular employees will be eligible on a contributory and voluntary basis:

- (i) Those who retire after attaining the prescribed age of superannuation subject to rendering minimum service of 10 years service in GAIL. In the case of Directors/CMD the eligibility condition of ten year service can be taken to have been satisfied if they have completed more than 10 years continuous service in GAIL and other PSUs/ Govt. and further subject to the condition that they should have worked in GAIL continuously for at least five years.
- (ii) Those who prematurely retire from the service of the Company in terms of any scheme as in vogue subject to rendering minimum service of 10 years in GAIL. However, employees who may leave the Company under Voluntary Retirement Scheme, as may be evolved by the Company, shall not be eligible.
- (iii) Those who resign from service with specific consent of the Company after attaining age of 50 years subject to rendering minimum service of 20 years in the Govt./ Public Sector inclusive of at least 10 years service in GAIL.

2. CONTRIBUTION

- (i) A one time lump-sum contribution will be payable in advance by the employees as indicated below :

Non-Executives:

Category	Grade	One-time Contribution (Rs.)
A	S-0, S-1, S-2	3500
B	S-3, S-4, S-5	3750
C	S-6, S-7	4000

Executives:

Category	Grade	One-time Contribution (Rs.)
I	E-1, E-2	4250
II	E-3, E-4, E-5	4750
III	E-6, E-7, E-8	5500
IV	E-9 & above	7500

- (ii) Employees desirous of availing of the benefit under this Scheme should deposit the contribution within one calendar month of retirement/separation from the Company. The contribution once paid shall not be refundable.

Note: For availing of benefits for Physically/Mentally challenged children as mentioned in note under para 3.i below, the one time contribution will be equivalent to 50% of one time lump sum contribution payable by the employee within the said period of one month.

3. BENEFITS

- (i) The benefit of medical treatment will be admissible only to the retired employee and his/ her spouse. In the event of the death of either, the benefit will continue to apply to the surviving spouse subject to his/her contribution till death or date of re-marriage.

Note: Under the revised scheme, these benefits will also be admissible to Physically/Mentally Challenged children (maximum up to two) till the age of 30 years or they become independent, whichever is earlier (the income ceiling of Rs. 3000/- p.m. for determining the dependency of parents shall also be applicable in such case). For purposes of determining disability, stated below, the definition/guidelines as contained in The Persons with Disabilities (Equal Opportunities, Protection of Rights and full participation) Act, 1995 shall apply:

- (a) Blindness
- (b) Low Vision
- (c) Leprosy-Cured
- (d) Hearing impairment
- (e) Locomotor disability
- (f) Mental retardation
- (g) Mental illness
- (h) Cerebral Palsy

- (ii) The reimbursable ceiling limits for consultation fees, charges for various tests and investigations as also the system of medicine i.e. allopathy, homeopathy etc. shall be the same as are applicable from time to time under the Medical Rules of the Company to the serving employees of similar grade held at the time of retirement subject to the annual limits as given below. The rates for reimbursement will be as applicable at the place where the employee resides after retirement. The reimbursement will be made for every block of 2 calendar years. The first block started from 1993-94.

Note:

The term for every block of 2 calendar years is intended to facilitate carry forward of any unavailed amount within the prescribed maximum limit in the first year to the next year in the block.

- (iii) The reimbursement of medical expenses incurred during hospitalization including the room charges in hospitals approved as recognized hospitals will be made in terms of para (ii) above subject to the following limits per calendar year:



Non-Executives:

Category	Grade	Existing Ceiling (Rs.)	Revised Ceiling (Rs.)
A	S-0, S-1, S-2	7500	8125
B	S-3, S-4, S-5	10000	10000
C	S-6, S-7	12500	12500

Executives:

Category	Grade	Existing Ceiling (Rs.)	Revised Ceiling (Rs.)
I	E-1, E-2	15000	15000
II	E-3, E-4, E-5	22500	22500
III	E-6, E-7, E-8	30000	30000
IV	E-9	36000	36000
V	Functional Directors and CMD	36000	45000

The above limits for reimbursement of medical expenses shall operate as the combined limit for the employee, his/her spouse and Physically/mentally challenged children.

- (iv) In case of domiciliary medical attendance i.e. medical attendance received otherwise than during hospitalization, the reimbursement will be made in terms of para (ii) above limited to the following maximum limits per calendar year:

Non-Executives:

Category	Grade	Existing Ceiling (Rs.)	Revised Ceiling (Rs.)
A	S-0, S-1, S-2	1750	2350
B	S-3, S-4, S-5	2500	2500
C	S-6, S-7	3000	3000

Executives:

Category	Grade	Existing Ceiling (Rs.)	Revised Ceiling (Rs.)
I	E-1, E-2	5000	6250
II	E-3, E-4, E-5	7500	9375
III	E-6, E-7, E-8	10000	12500
IV	E-9	15000	15000
V	Functional Directors and CMD	15000	18750*

* **Note:** In addition, one routine annual health checkup within a monetary ceiling of Rs. 3000/- per person in an empanelled hospital for the retired Functional Directors and CMD and his/her spouse will be admissible.

The above limits for reimbursement of expenses on domiciliary medical attendance will operate within the overall limit for reimbursement of expenses during hospitalization as mentioned in para (iii) above.

- (v) Reimbursement of medical expenses incurred during hospitalization for certain serious sickness (as specified in the list enclosed at **Annexure - I** during hospitalization) in the hospitals as recognized by the Company will be made in terms of para (ii) above without applying the ceiling laid down in para (iii) above; and for other ailments, reimbursement will be restricted to 75% of the admissible expenditure if the expenditure incurred is beyond the applicable financial ceiling limits as at para (iii) above.
- (vi) Medical expenses incurred for treatment outside the country shall not be reimbursable.
- (vii) No outstation travel facility will be admissible for taking treatment without obtaining prior approval of the Company.
- (viii) The ceiling as proposed in para 3(iii) and 3(iv) as also the contribution (para 2) above may be considered for review every three years in relation to the general increase in medical expenses.
- (ix) The Company shall not consider requests for reimbursement in either of the following cases:
 - (a) Diseases attributable to alcoholism; or
 - (b) Stay in sanatorium or similar institutions for convalescence.

Note: Under the revised scheme any of the following cases will also not be considered for reimbursement:

- (c) Intentional self injury
 - (d) Attempt to commit suicide
 - (e) Cosmetic Surgery
 - (f) Sexually transmitted diseases
- (x) The benefits under the scheme for a part of calendar year will be on pro-rata basis in the calendar year in which the employee becomes eligible for the scheme.
 - (xi) In case the spouse or the employee is eligible for such benefit and avails of the medical facility or treatment from some other source, employee or the spouse will not get any benefit/relief from GAIL. In cases where the employee only avails of the benefit from GAIL, the extent of reimbursement and the contribution by the employee will be reduced to 50%. Any arrangement once entered into will not be altered/ modified in any manner.
 - (xii) In case of death or separation of the spouse, the extent of reimbursement/ contribution for the employee will be reduced to 50%.

Note: Under the revised scheme, in the event of death of retired employee, the PRMS benefit will continue to apply to the surviving spouse till her/his death or date of remarriage and regardless of other parent's death or



remarriage, to physically/mentally challenged children within the conditions specified above.

4. GENERAL

- (i) Reimbursement of the medical expenses incurred for OPD treatment shall be made on a quarterly basis. In respect of indoor treatment, claims may be made on a monthly basis.
- (ii) No advance will generally be admissible. However, only on production of certificate from the concerned hospital, advance may be sanctioned on merits as per limits obtaining for such purpose at that time.
- (iii) In case of hospitalization, intimation should be given by the retired employee or spouse, as the case may be, to the Company at the earliest.
- (iv) This Scheme is introduced as a welfare measure under which reimbursement will be claimed not as a matter of right but at the sole discretion of the company and shall not be deemed to form a contract or term/condition of employment and/or separation.
- (v) The Company may withdraw the benefits and the contribution made will stand forfeited, in case of evidence of any misuse of the facility by way of wrong/false claims, malpractices, misrepresentations and similar practices. The decision regarding withdrawing such benefits and forfeiting the contribution will be taken only at the Corporate Office.
- (vi) The Company may at its sole discretion, at any time, discontinue, alter or amend this Scheme.
- (vii) An eligible employee desirous of availing of the benefits under the Scheme shall make a formal application in the enclosed proforma (Annexure-II) prior to cessation of the service in the Company.
- (viii) The option to join the scheme will not be available once the employee ceases to be in the service of the Company.
- (ix) An employee should apply to the designated officer at the place of last posting for enrolment in the Scheme. However, an employee may choose a location other than his last place of posting for administration of his claims under the scheme provided such an arrangement is convenient to the administrative unit. Due to a change of the residence, an employee may seek change in the Administrative Office which may be accepted from the succeeding block of financial years from the time of application, at the discretion of the designated officer. The decision of the designated officer to allow enrolment/change would be final.
Note: In continuation to CO HR Office Order of even No. dated 21st March 2002, placed at Annexure **III** is the list of Designated Officers to regulate the various provision of the scheme.
- (x) Applications for reimbursement of expenses shall be entertained only in the form prescribed from time to time and after the vacant possession of the Company owned accommodation allotted to the employee, if any, is handed over and all dues settled.

- (xi) In case, where claim bills are not considered to be genuine, designated officer may refer the bills to the Company's Medical Officer/nominated Doctor of the Company for a second opinion and if a claim is doubted in any manner, considered to be inflated or not genuine by CMO/nominated Doctor, the claim shall be rejected in part or its entirety and the membership terminated, without prejudice to any other action(s) as deemed fit by the Management.
- (xii) In case the designated officer has reason to believe that the reimbursement claimed by an eligible employee/spouse for treatment taken from a particular doctor or medicines purchased from a particular Chemist is not tenable or not genuine, he may insist on the employee's/spouse's obtaining treatment from a doctor nominated by the Company and/or obtaining medicines either from a Chemist nominated by the Company or from the super bazaar or some other Government stores as may be specified for the purpose and such a requirement must be complied with to be eligible for the benefit.
- (xiii) In case of any disagreement or doubt with regard to interpretation of any of the rules and regulation of the Scheme, the decision of the Corporate Office of GAIL under due authority shall be final.
- (xiv) The designated officer for the purpose of his Scheme at any work center will be intimated from time to time.
- (xv) The Scheme effective from 24.9.1992 and the benefits under Scheme shall be available to eligible employees on attaining the age of superannuation on or after this date.
- (xvi) Prevention of Misuse: In addition to the existing provisions of misuse the following provisions will also form part of the revised Post Retirement Medical Scheme:
 - a. The Internal Audit Department of the company will also audit PRMS claims as per the prescribed procedure and report in their regular biannual reports.
 - b. The membership of a retired employee to PRMS may be terminated and the benefits withdrawn after giving him due opportunity by issuing show cause notice to explain his actions and to defend himself, if;
 - i. A major misconduct committed by an employee during active service is detected after his retirement and the Competent Authority is satisfied on the basis of evidence of record that the said major misconduct was committed by the member and proved.
 - ii. It is established that the member is working against the interests of GAIL viz. the member has made public statements or done acts to tarnish the image and reputation of GAIL or the member has divulged Company's business strategies, secrets and procedures to the detriment of its interests or the member by virtue of his earlier standing and contacts in GAIL has exercised or attempted to exercise undue influence etc.
 - c. A team of executives from Finance and HR Deptt. will be constituted at Corporate Office to act as watch-dogs and monitor reimbursements and report

the deviances, if any, for appropriate action. For this they would undertake random checks of PRMS claims for verification etc at lease once in a quarter.

A handwritten signature in black ink, appearing to be the initials 'AR'.



LIST OF SERIOUS DISEASES

1. Tuberculosis incapacitating from work
2. Cancer/ Malignancy of any form
3. Leprosy
 - (a) Lepromatous
 - (b) Dimorphic
 - (c) Any type incapacitating from work
4. Acute Mental Disorders
 - (a) Schizophrenia
 - (b) Maniac Depressive Psychosis
 - (c) Acute Endogenous depression with suicidal tendency
5. Heart Disease
 - (a) Myocardial Infraction
 - (b) Chronic Congestive Cardiac Failure
 - (c) Chronic Constrictive Pericarditis
 - (d) Complete Heart block/Sick Sinus Syndrome leading to pacemaker implanation
6. Brain Diseases
 - (a) Brain Tumour
 - (b) Presinile dementia
 - (c) Venous Sinus Thromobosis
 - (d) Parkinsons Syndrome incapacitation from work
7. Paralysis
 - (a) Acute Infective Plyhneurities & Landary's type of ascending Paralysis
 - (b) Motor Neurone disease
 - (c) Paralysis of working limb following cerebral thrombosis/cerebral injuries
 - (d) Multiple Sclerosis
 - (e) Spinal injuries causing paralysis
8. Chronic Renal Failure
9. Chirrrosis of liver with established portal Hypertension

Note: Under the revised scheme following diseases are also included in the list of serious diseases:

10. Cardiovascular diseases:
 - (a) Severe Hypertension with papillodema
 - (b) Heart Surgery/Angioplasty/Heart Disease requiring surgical intervention (invasive or non-invasive)

11. Neurological Diseases:
 - (a) Brain Tumor/Space Occupying lesion
 - (b) Presenile & Semile dementis
 - (c) Venous sinus thrombosis
 - (d) Parkinson's syndrome incapacitation from work
 - (e) Head injury causing paralysis
 - (f) P&D causing neurological complications
 - (g) Epilepsy

12. Chronic Renal failure:
 - (a) Dialysis
 - (b) Renal transplant

13. Certain diseases of old age:
 - (a) Enlarged prostate gland requiring surgical intervention
 - (b) Cataract requiring surgical intervention
 - (c) Surgical removal of Uterus or adenoxa
 - (d) Haemorrhoids needing surgical intervention
 - (e) Glaucoma
 - (f) Joint Diseases requiring Surgical intervention/prosthesis
 - (g) Gangrene
 - (h) Artificial limb
 - (i) Accidents involving surgery
 - (j) Burns injury requiring hospitalization
 - (k) Different endoscopic interventions diagnostic or therapeutic
 - (l) Hepatitis B and Acute Fulminant Hepatic Failure
 - (m) Meningitis
 - (n) Retinal detachment
 - (o) Encephelopathy
 - (p) Pulmonary embolism
 - (q) Dengue
 - (r) AIDS
 - (s) Cerebral Malaria

14. Any Sickness/ailment leading to death during hospitalization in an empanelled hospital.





Annexure - II

The Designated Officer
GAIL (India) Limited

Dear Sir,

Subject : Option to avail of the benefits under the Post-Retirement Medical Scheme

1. I would like to avail the benefits under the Company's Scheme for Post-Retirement Medical Scheme.

I enclose Cheque/ Demand Draft No. _____ dated _____ for Rs. _____ (only) being the initial contribution for the financial years _____ required to be paid by me.

Relevant service details and the other particular to facilitate administration of the benefits under the Scheme are given below:

Name : _____ Designation: _____

Emp. No. : _____ Department: _____

Unit : _____ Grade : _____

Scale : _____ Basic Pay : _____

Address for Correspondence: _____

2. Details of continuous employment in GAIL:

S.No	Name and Address of the Unit/ Region	Period of Employment	
		From	To
1.			
2.			
3.			
4.			
5.			

3. Reasons for separation from GAIL:

Resignation

Premature retirement

Superannuation

Relinquishment of Charge

(*) Strike out whichever is not applicable

With effect from Date (dd/mm/yyyy): ____/____/____

4. **Details of beneficiaries:**

S.No.	Name	Relation	Date of Birth	If availing medical benefits from any other source (Yes/No)
1.				
2.				
3.				
4.				

5. Copy of the approval obtained for availing benefits in terms of Integrated Welfare Scheme for Physically/ Mentally Challenged Children enclosed: (Yes/ No)
4. I am not claiming/ receiving medical reimbursement from any other source either for self/ spouse/ Physically or Mentally Challenged Children.
5. In case any fee/ reimbursable medical attendance facility is received in respect of self /spouse/ Physically or Mentally Challenged Children from any other source, I shall make a prompt disclosure of the same of the Company.
6. Whenever there is a change in the dependency status of my Physically/Mentally Challenged Child, I shall make a prompt disclosure of the same of the Company.
7. I agree that the Company is entitled to prevent misuse of the benefits under PRMS and may take corrective measures as detailed in the scheme.

Date : _____

(Signature of Applicant)

Name : _____

Station : _____





Annexure III

List of Designated Officers to regulate PRMS

	Work Center	Designated Officer
i)	Noida and GTI	HR Incharge, NOIDA
ii)	Pata/ Auraiya/ Dibiapur	HR Incharge, Pata
iii)	Mumbai/ Usar	HR Incharge, Mumbai
iv)	Vadodara/ Hazira/ Ahmedabad/ Vaghodia/ Gandhar/ Bharuch/GREP	HR Incharge, Vadodara
v)	Vijaipur/ Khera	HR Incharge, Vijaipur
vi)	Jabhua	HR Incharge, Jhabua
vii)	Lakwa/ Agartala/ NE Sites	HR Incharge, Lakwa
viii)	Jaipur/ Jamnagar/ Samakhiali/ Abu road/ Ajmer/ Loni	HR Incharge, Jaipur
ix)	Rajahmundry/ Vijaywada/ Hyderabad/ Vizag	HR Incharge, Rajahmundry
x)	Other sites and Corporate Office	CO HR-A&C Group Incharge

All the designated officers as mentioned above will be required to maintain a database related to retired employees in their region and their PRMS claims. They will also be required to forward PRMS expenditure report/details to Group Incharge CO HR A&C on quarterly basis.
