



**GAIL (INDIA) LIMITED
CORPORATE HR DEPARTMENT**

INTER OFFICE MEMO

No.CO/HR/Pol/P-42

12th January 2010

From:

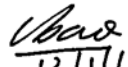
Corporate HR - ER & Policy Group
New Delhi

To:

HR and F&A Incharges of Work Centres/
Zonal Offices

Subject : Regulation of reimbursement of medical expenses for Swine Flu H1N1 Test

1. In terms of GAIL Medical Attendance rules, employees are entitled to reimbursement of medical expenses for Outdoor treatment in GAIL empanelled Hospitals as per actuals. However, if same is undertaken in a non-empanelled Hospital, reimbursement is restricted to rates of State Reference Hospital/ Sir Ganga Ram Hospital, New Delhi.
2. Corporate HR Department is in receipt of queries from Work Centres/ Offices seeking clarification on regulation of reimbursement of expenses for Swine Flu H1N1 Test under Medical Attendance rules, in view of non-availability of rates of Sir Ganga Ram Hospital, New Delhi.
3. The issue has been examined by Corporate HR Department and it has been decided to allow, on the advice of Doctor possessing not less than the professional qualification of MBBS, reimbursement of medical expenses for Swine Flu H1N1 Test upto prevailing rates of Dr. Lal's Path Lab (presently, Rs.4500/-), along with reimbursement of upto Rs.100/-, in case sample is collected from the residence of concerned employee.
4. This issues with the approval of Competent Authority. Pending cases, if any, may also be regulated accordingly.


12/1/10
(M. Baa)
DGM (HR)

Copy to

1. HODs at Corporate Office
2. OICs of Work Centres/ Zonal Offices
3. DGM (HR - ES & Admin.), Corporate Office
4. Notice Boards