



GAIL (INDIA) LIMITED
CORPORATE HR DEPARTMENT

CIRCULAR

No.CO/HR/Pol/P-42

13th August 2010

Subject : Review of GAIL Medical Attendance Rules

In terms of extant GAIL Medical Attendance Rules, employees are eligible for availing of various benefits/ facilities for Indoor/ Outdoor treatment in respect of self, spouse and dependent family members subject to entitlements/ terms and conditions specified therein.


2. Based on the deliberations held during the exercise of *Review of HR policies* keeping in view various contextual factors, it been decided to incorporate following modifications in the GAIL Medical Attendance Rules:

	Existing	Revised
(a) Regulation of dependency of parents in respect of working couples	In case both husband and wife are employed in GAIL, only one of them can avail medical benefits for his/her dependent parents.	Each one of them can avail medical benefits for respective parents subject to other terms and conditions.
(b) Periodicity for revision of Medical Consultation charges under Allopathic system	There is no defined periodicity for their review.	Rates of Medical Consultation charges under Allopathic system will be reviewed once in 2 years beginning from 1.1.2011 based on assessment by a committee of executives from HR and F&A; and recommendations of CMO, Corporate Office, keeping in view various factors.
(c) Regulation of reimbursement of cost of medicines	<ul style="list-style-type: none">▪ Medicines prescribed by AMA but not purchased within 3 days from date of prescription are not reimbursed.▪ Cost of items which are primarily food, tonic, disinfectant or toilet preparations is not reimbursed.	<ul style="list-style-type: none">▪ 7 days▪ Reimbursement of mouthwash, etc. may be allowed in case of treatment of serious diseases like Cancer etc., if prescribed by AMA.
(d) Procedure for submission of claim for medical reimbursement	Normally, on submission of original prescription.	Reimbursement will also be allowed on submission of self-certified photocopy in case prescription is needed for further treatment.
(e) Consultation Fee for Indian/ Homeopathic system	<ul style="list-style-type: none">▪ First Consultation – Rs.75/-▪ Subsequent consultation – Rs.50/- each	<ul style="list-style-type: none">▪ Rs.100/-▪ Rs.75/- each
(f) Reimbursement for administering Injections	<ul style="list-style-type: none">▪ Intravenous injections/ infusions - Rs.5/- per injection▪ Intramuscular/ subcutaneous injections - Rs.3/- per injection▪ Number of injections for which fee will be reimbursed limited to 10.	<ul style="list-style-type: none">▪ GAIL empanelled hospitals : Actuals.▪ Other hospitals, clinics, etc. : Upto Rs.20/- per injection▪ No limit

	Existing	Revised
(g) Medical Advance	Medical advance is admissible upto Rs.2000/-. Higher advance allowed for treatment in GAIL empanelled hospitals with the approval of Competent Authority.	Medical advance will be allowed on submission of estimates and with the approval of Competent Authority as under: <ul style="list-style-type: none"> ▪ GAIL empanelled (including Govt.) hospitals - as per actual estimates, if credit facility not available under the empanelment arrangement ▪ Non-empanelled hospitals - upto Rs.50000/-
(h) Time-limit for submission of medical claims	<ul style="list-style-type: none"> ▪ To be claimed within 3 months from the date of prescription of the last consultation/ treatment undertaken. ▪ If the claim is submitted after 3 months but before 6 months, approval of concerned GM is required. ▪ If the claim is submitted after 6 months, approval of Director (HR) is required. 	<ul style="list-style-type: none"> ▪ Within 6 months ▪ Delay of upto 3 months may be condoned by Controlling Officer not below CM. ▪ Further delay of upto 3 months may be condoned by concerned Controlling Officer not below ED/ GM. ▪ In case of further delay for reasons to be recorded in writing by HR Department, approval of Director (HR) will be required.

4. Other terms and conditions regulating GAIL Medical Attendance Rules shall remain unchanged.

5. This issues with the approval of the Competent Authority.

 13/08/17

(A.K. Rudra)

Executive Director (Law & HR)

Distribution

1. CMD and officiating Dir.(BD)/ Dir.(Fin.)/ Dir.(Projs.)/ Dir.(HR)/ Dir.(Mktg.)/ CVO
2. HODs at Corporate Office
3. OICs/ ZOICs
4. ED (BIS & CR), NOIDA – with a request to effect requisite changes in SAP-HR modules
5. HR and F&A Incharges of Work Centres/ Zonal Offices
6. Chief Manager (MS), Corporate Office
7. All employees (*through e-mail*)