

**GAIL (INDIA) LIMITED,  
CORPORATE HR DEPARTMENT,  
NEW DELHI**

**Office Order**

GAIL/CO/HR/PoI/P-102

17.06.2014

**Subject: Administration of claims under Post-Retirement Medical Scheme**

Superannuated Employees and Nominees of deceased employees were submitting their OPD Claims under PRMS to the Designated Officers at ten Locations.

With a view to facilitate medical related amenities/reimbursement to superannuated/retired employees/nominees, who are members under Post-Retirement Medical Scheme (PRMS), it has been decided to authorize HR In-charges of all work centers to process claims under PRMS in respect of the superannuated/retired employees/nominees who are residing within their jurisdiction.

For effective management and to keep the beneficiaries account in line with entitlement, a module in SAP-HR has been developed in consultation with Finance & HR- BIS.

All HR In-charges henceforth will receive the claims of the Superannuated/Retired Employees/nominees residing within their jurisdiction and process claims under PRMS through SAP-HR module and maintain all relevant details/records in SAP System.

This issues with the approval of Competent Authority.

  
(Rajeev Singhal)

**Executive Director (LAW & HR)**

**Distribution:**

1. CMD/ Dir.(HR)/ Dir.(Fin.)/ Dir.(Projs.)/ Dir.(BD)/ Dir.(Mktg.)/ CVO
2. Executive Director (F&A)
3. HODs at Corporate Office/ OICs of Work Centres/ Zonal Offices
4. GM (BIS), NOIDA -with a request to provide Authorization to respective HR & Finance Executive for processing and Payment through SAP module
5. HR and F&A Incharges of Work Centres/ Zonal Offices
6. All employees (through e-mail)
7. Notice Boards