



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

CIRCULAR

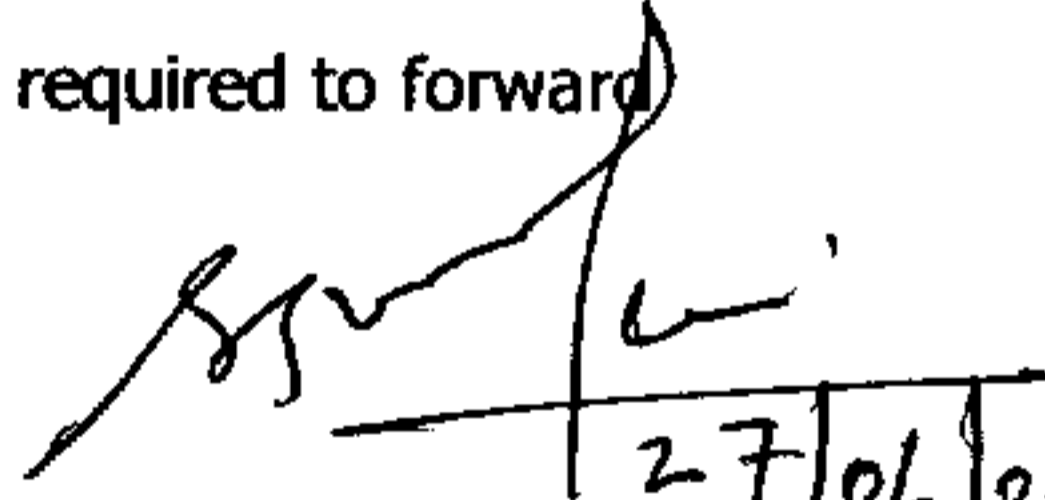
No.CO/HR/Pol/P-42

27th June, 2020

Subject: Preventive measures to contain the spread of COVID-19 in GAIL

Novel Coronavirus Disease (COVID-19) has been declared as Global Pandemic by World Health Organization (WHO) considering its significant outbreak in most of the countries across the World including India. Considering the infectious nature of the said disease, Government of India has been issuing guidelines from time to time to contain the spread of the disease. In the absence of any vaccine or established treatment protocol, there has been rise in number of positive cases in the Country and also in GAIL among the employees and their family members.

- 2) In the above backdrop, and with an objective to address the issue of safety and well-being of employees and their family members during the ongoing COVID-19 pandemic, it has been decided to allow reimbursement towards purchase of any or all of the following items in quantities as required for prevention/protection from COVID-19 as a one-time special measure up to a limit of Rs.5,500/- excluding taxes:
 - i) Mask; (ii) Gloves; (iii) Sanitizer; (iv) Disinfectant solution; (v) Thermometer; (vi) Face Shield; and (vii) Pulse Oximeter
- 3) The reimbursement towards purchase of above items/equipment will be allowed to all regular employees of GAIL including Executive Trainees, Medical Personnel engaged on temporary tenure basis (for full-time duty), Deputationists to GAIL including CVO & Advisor (Security), Consultants/Advisors engaged on contract basis and PRMS members (outside the ceilings for OPD/domiciliary/prolonged treatment).
- 4) No prescription will be required for the aforesaid reimbursement.
- 5) The above reimbursement shall be allowed subject to submission of proper bills/receipts for the aforesaid specific items/equipment purchased only during the FY 2020-2021. Further, it is to be claimed by the regular employees through ESS My Portal under SAP-HR Module and the process flow for the same will be notified separately. Claimants, other than the regular employees may forward their claims to the concerned HR Department for further processing. The claims are to be preferred either in one or maximum of two instances up to 30.04.2021.
- 6) Consultants/Advisors engaged on contract basis who are also PRMS members are required to forward their claims as PRMS members only.
- 7) This is issued with the approval of Competent Authority.


27/06/2020
(S K Ghulyani)
CGM (HR-Policy &ER)

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