



GAIL (India) Limited
Corporate HR Department
New Delhi

No. CO/HR/Pol/P-237

31st May, 2021

Subject: Relief Measures for Dependent Family Members of Deceased Employees

It has been a constant endeavour of GAIL Management to extend assistance to dependent family members of deceased employees through various schemes and benefits in case of any untimely demise. Keeping in view the above spirit, it has been decided to provide following additional relief measures to the dependent family members of the deceased employees: -

2. Relief Measures to meet the educational needs of the wards of the deceased employees

- i. In order to assist the educational needs of first two dependent children of deceased GAIL employees, a grant is being introduced as per the details given below: -

Table-1	
Up to Class 12th	<u>Up to Rs. 2.0 Lakh p.a. for first two dependent children.</u> This will include expenditure towards Tuition Fees, Registration Charges, Admission Fees and Hostel Fees against the submission of receipts/invoices.
For pursuing Graduate/Post-Graduate/Professional Courses after Class 12th	<u>Up to Rs. 30 Lakh total for first two dependent children.</u> This will include expenditure towards:- i. Pursuing Full Time Graduate/Post Graduate/Professional Degree or Professional PG Diploma/MBA/Diploma courses of Universities/Institutions recognized by the applicable governing body viz. UGC, AICTE, MHRD, MCI, etc. <i>OR</i> from a foreign university. ii. Pursuing courses like CA/ICWA/CFA/CS etc. iii. Above will include reimbursement towards expenses under following heads on production of receipts: - <ul style="list-style-type: none">• Admission Fee and Tuition fee.• Hostel/Mess Charges.• Examination/Library/Laboratory fees.• Building Fund/any non-refundable deposit.• Any other expenses/fees against which College/Institution/University issues receipt.
For Coaching of entrance exams for admission in professional courses	<u>Up to Rs. 5 Lakh for first two dependent children</u> to undergo coaching for competitive entrance exams such as JEE, NEET, CLAT, CAT etc. subject to submission of relevant receipts/invoices issued by such coaching centres.

Note: Reimbursement of expenses will be as per actuals within the ceilings prescribed as above.

- ii. In cases where the deceased employee has twins at the second delivery, the grant will be admissible in case of all the three children subject to overall ceilings.
- iii. The ceilings as mentioned in Table-1 shall be reviewed every 5 years.
- iv. The grant once allowed for the eligible cases, will continue till the time the dependent child(ren) completes the course (as per Table-1 above) irrespective of the notional date of superannuation of the deceased employee, provided, the dependent child(ren) should have enrolled/got themselves admitted in the course prior to the notional date of superannuation of the deceased employee.



3. **Relief Measures to meet the medical needs of the dependent family members of the deceased employee**

- i. In case of death of an employee while in service, medical benefits shall be extended to the dependent family members of the deceased employee as per GAIL Medical Attendance Rules till the notional date of superannuation of the employee **OR** till the time the dependent spouse/children/parent(s) continue to fulfill the eligibility/dependency criteria as prescribed under GAIL Medical Attendance Rules, *whichever is earlier*.
- ii. Post notional date of superannuation of the deceased employee, medical benefits will be regulated as per the applicable provisions of Post-Retirement Medical Scheme (PRMS).

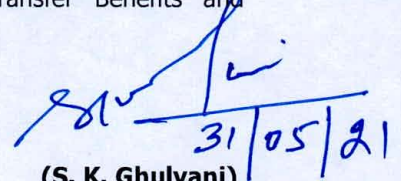
4. **Other Relief Measures**

The family of the deceased employee will be allowed the facility of company owned accommodation in the GAIL's Townships of their choice, subject to the following conditions:-

- i. The aforesaid relief measure will be admissible to such dependents of the deceased employee who don't own a house either in the name of the deceased employee or in the name of the dependents at the location (including contiguous ones) of township where they intend to stay.
- ii. Up to 10% of total number of quarters of each type available in a township will be considered for allotment in such cases. This will be in addition to the 10% of quarters of each type available for allotment on out of turn basis by Director/Executive Director/Chief General Manager (if independent head of office) in terms of the extant provisions of GAIL Residential Accommodation Rules.
- iii. The quarter shall be retained/allotted as per eligibility conditions defined in GAIL Residential Accommodation Rules at the GAIL's township of their choice, subject to the availability. Once the quarter is allotted, no inter-change of location/Township will be allowed. However, quarters up to 'C' type category will only be considered for allotment. Protection will be allowed for existing cases where the deceased employees' dependent family are already residing in 'D' type category and they continue to opt to stay in the same township.
- iv. The dependent family members can reside in the quarter allotted to them for a maximum period of five years or notional date of superannuation of the deceased employee whichever happens earlier.
- v. Once the dependents vacate the quarter, any future request for re-allotment will not be considered, even if it is within the stipulated period as per Sl. No. 4 (iv) above.
- vi. The allottee will be bound by the standard terms & conditions of allotment as applicable for the regular employees.
- vii. License Fee Recovery and electricity charges will be recovered from the allottee at par with serving employees.
- viii. At the time of allotment, the allottee will be required to give an undertaking that on completion of allotment period as per Sl. No. 4 (iv) above, he/she will hand over the peaceful and vacant possession of the quarter and shall clear all the dues towards LFR and electricity charges.



- ix. No HRA or Lease facility shall be admissible under this relaxation.
 - x. The existing provisions regarding vacation of company quarter within the stipulated timeframe after the death of an employee for availing the transfer benefits/travelling allowance etc. by the family of deceased employee shall also stand modified (till the notional date of superannuation of the deceased employee) to the extent mentioned above.
5. The relief measures (i.e. ones mentioned at Sl. Nos. 2, 3, & 4 above) will cover all the existing cases (since inception of the company) where an employee passed away while in service and has still not attained the notional date of superannuation as on date, apart from such cases arising in future.
 6. The relief measure at Sl. No.2 i.e., the grant to meet educational needs of the children of the deceased employees will be applicable from academic session 2021-22 onwards. The relief measures at Sl. Nos. 3 & 4 above shall be admissible from Financial Year 2021-22 onwards. Also, claims towards medical bills/receipts pertaining to the period on or after 01.04.2021 shall only be admissible for reimbursement.
 7. In case of remarriage/gainful employment by the spouse of deceased employee, the relief measures in respect of dependent parents and children of the deceased employee only will continue as per proposed provisions subject to the condition that the similar benefit/facility is not availed by them from any other source.
 8. The beneficiaries will be required to give an undertaking/declaration at the time of availing the above facilities to the effect that they are not drawing the above facilities from any other source.
 9. The relief measures as per above will not be applicable for compassionate appointments (including the ones given in past).
 10. In order to ensure processing of claims in an efficient and transparent manner, necessary changes will be made shortly in the existing portal designated for processing the claims of PRMS beneficiaries.
 11. All other terms and conditions pertaining to GAIL Medical Attendance Rules, Post-Retirement Medical Scheme (PRMS), GAIL Residential Accommodation Rules, Transfer Benefits and Travelling Allowance Rules will remain unaltered.
 12. This is issued with the approval of Competent Authority.


31/05/21
(S. K. Ghulyani)
CGM(HR-P&ER)

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