



**OIL AND NATURAL GAS CORPORATION LIMITED
(CORPORATE POLICY GROUP)
TEL BHAVAN: DEHRADUN**

No. ONGC/ER/CP/ MED/001

Dated: 28th January, 2009

OFFICE ORDER (03/2009)

Sub: REIMBURSEMENT OF COST OF SPECTACLES/CONTACT LENSES TO RETIRED EMPLOYEES & DEPENDENTS OF DECEASED EMPLOYEES WHO DIE WHILE IN SERVICE.

Executive Committee has decided to reimburse the cost of spectacles/contact lenses to retired employees, their living spouse and dependent family members (excluding parents) of deceased employees who die while in service, subject to the following:-

1.1 The retired employees, their spouse, dependant family members (excluding parents) of deceased employee who die while in service may avail reimbursement of actual cost of spectacles/contact lenses within the overall cost ceiling indicated below provided they are members of ONGC Post Retirement Medical Scheme-

Level of employee at the time of retirement/ death	Cost ceiling
W & A level	Rs.1500/-
S level & E-0 to E-4	Rs.2500/-
E-5 to E-8	Rs.3000/-
E-9 & above	Rs.4000/-

1.2 The reimbursement shall be allowed only in those cases where spectacles/contact lenses are purchased on recommendations of an eye specialist.

1.3 The retired employees/dependents of deceased employee will have to submit their claim in annexed format along with necessary prescription of eye specialist and cash memo.

1.4 Necessary entries in regard to said reimbursement shall be made in ICE system by the concerned Incharge, HR-ER/ Senior Citizen Cell to determine subsequent entitlement.

1.5 The said reimbursement is admissible once in a block of two years. The block of two years shall be reckoned from 1st January, 2009.

2. This order shall take effect from 1st January, 2009.


(Amarendra Sahu)^{28.1.2009}
Chief Manager (HR)-Corp. Policy

