



ऑयल एण्ड नैचुरल गैस कॉरपोरेशन लिमिटेड

Oil and Natural Gas Corporation Limited

Department of Employee Relations

Corporate Policy Section

तेल भवन, देहरादून : TEL BHAVAN, DEHRADUN

No. ONGC/ER/CP/MED/026

Dated: 1st June, 2012

OFFICE ORDER (35/2012)

Subject: Policy for reimbursement of expenditure incurred for purchase of life saving respiratory devices for domiciliary use.

EC in its 411th meeting held on 20th, 21st and 22nd March, 2012 approved following policy for regulating the reimbursement of expenditure incurred for purchase of life saving respiratory devices for domiciliary use:-

2. CPAP / BIPAP / Auto-PAP / Oxygen Concentrator:

The individual shall purchase the required device as advised by the two Chest physicians or two medical specialists (in case of non availability of chest physician) based on the sleep lab report and claim reimbursement for the same. The cost of these devices is to be reimbursed as per procedure, financial limits and periodicity prescribed below.

3. Nebulizer :

Nebulizer shall be purchased by the individual based on advice and recommendation of Medical specialists / Pediatric specialist with a certificate that Nebulizer is essential in view of chronic asthmatic or respiratory condition of the patient. The cost of this device is to be reimbursed as per procedure, financial limits and periodicity prescribed below. Replacement shall be permitted after 5 years on the basis of a certificate of condemnation obtained from Medical specialist/Pediatric specialist. No request for reimbursement of another Nebulizer shall be entertained within 5 years from the date of initial purchase.

4. Procedure for claiming reimbursement:

The individual shall submit his claim for reimbursement supported by documents as mentioned for respective devices along with cash memo / invoice indicating the make and serial number and delivery challan. The claim submitted for reimbursement shall be forwarded by the concerned establishment after making necessary entries in the system to the Head//c Medical Services at the location for examination and verification. The


expenditure sanction of the device shall be accorded by L-I executive of the location. In case L-I is not posted at the location, the sanctioning authority shall be L-II executive.

5. **Monetary ceiling and periodicity**

Name of device	Monetary ceiling	Periodicity
CPAP	₹30,000/-	Once in life time
BIPAP	₹85,000/-	Once in life time
Auto-PAP	₹70,000/-	Once in life time
Oxygen Concentrator	₹50,000/-	Once in life time
Nebulizer	₹3,000/-	Once in a period of 5 years

6. The individual shall be responsible for maintenance and upkeep of the devices and no reimbursement on this account shall be considered.

7. This policy shall be effective from the date of issue of office order and shall be reviewed after two years.


(S.K. Tomar)
Chief Manager (HR)-Corp. Policy