



OIL AND NATURAL GAS CORPORATION LIMITED

Office of Chief-ER

Corporate Policy Section
II Floor, B. S. Negi Bhavan
Tel Bhavan, Dehradun – 248003

O.O.No. ONGC/ER/CP/MED/020

Dated: 29th August, 2008

OFFICE ORDER (MED-20)

Sub: Reimbursement of cost of hearing aid.

The Executive Committee in 326th meeting held on 11.07.2008 has decided that the reimbursement of cost of hearing aid shall be regulated as under:

a. Actual cost of one sided and bilateral conventional hearing aid will be reimbursed within the ceiling of Rs.10, 000/- and Rs.20, 000/-respectively. In special circumstances, the cost of digital hearing aid would also be reimbursed within the cost ceiling as indicated hereunder on recommendations of Chief-Medical Services:

- i. One sided hearing aid- Rs.30, 000/-
- ii. Bilateral hearing aid - Rs.60, 000/-

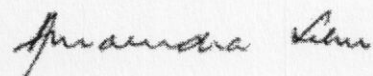
b. Hearing aid device shall be allowed on recommendations of the following –

Conventional hearing aid	Incharge, Medical Services at the work center or empanelled ENT specialist, supported by audiometric evidences.
Digital hearing aid	Two ENT specialists and Chief Medical Services, supported by audiometric evidences.

c. The individual shall purchase the recommended hearing aid and will claim reimbursement subsequently. The cost of hearing aid including digital would be reimbursed on submission of cash-memo or invoice along with the delivery challan, duly verified by the Incharge, Medical Services at the location. Incharge-Medical Services will verify the bill/invoice only after physical verification of the procured hearing aid. Incharge-HR/ER will arrange the said reimbursement after making necessary entries in the ICE system (other module).

d. Average life of hearing aid device is fixed **five years**. Aurally deficient employees, their dependents and retired employees (including spouse) may claim reimbursement of cost of conventional hearing aid after a period of five years. However, the replacement of digital hearing aid would be permitted after five years based on condemnation certificate from ENT specialist and authorized service center of the manufacture.

- e. The retired employees and their spouse, who are covered under ONGC Post Retirement Medical Scheme, may be allowed this reimbursement maximum twice, after retirement.
- f. Level-1/ HR-1 will be the approving authority for said reimbursement
2. This order shall take effect from the date of issue and will supersede all previous instructions on reimbursement of hearing aid.



(Amarendra Sahu)
Chief Manager (HR) - Corp. Policy