

Applicability: All Employees

Reviewed By Corporate HR

Recommended By CHRO

Approved By CEO

HR Policy No: 2	
Key area : Annual Health Check-up	Annual Health Check-up Policy

1.0 OBJECTIVE:

The policy intends to entitle all employees to health check-up in order to facilitate their well-being and provides the guidelines for the health check-up for employees across grades.

2.0 SCOPE:

This policy shall apply to all employees of in India.

3.0 ELIGIBILITY:

The Company sponsored Health Check-up is regulated as under for employees who have completed six months of service with the company:

Grade	Age limit	Frequency	Limit
E11 & above	No limit	Once in a year	Rs.5100
E09 & E10	No limit	Once in a year	Rs.3100
E06/D06 to E08/D08	Up to 35 years	Once in a year	Rs.1200
	= & > 36 years	Once in a year	Rs.1900
E01/D01 to E05/D05	Up to 35 years	Once in 2 years	Rs.1200
	= & > 36 years	Once in a year	Rs.1900

4.0 PROCESS:

- Any eligible employee who wishes to go for the health check-up should approach the HR department for authorization.
- The HR department shall direct the eligible employee to an authorized hospital/ laboratory based on the employee's location and settles the expenses directly with the hospital.
- However, in case an eligible employee wishes to get his/ her health check-up done by any hospital which is not in the authorized list, he/ she may proceed for the check-up only after getting the same authorized by the HR department and then claim for a reimbursement.
- He/ she shall be reimbursed to the extent of the eligibility amount, or the actual expense incurred, whichever is lower.