

MEDICAL REIMBURSEMENT SCHEME

- 1.0 Employees will be eligible from the date of joining to claim reimbursement of expenses incurred by them in connection with medical treatment of themselves and their family. "Family" for this purpose will include the employee, his/her spouse, dependent parents and dependent children.
- 2.0 Employee will be entitled for medical reimbursement up to an amount as mentioned in the Appointment letter. It will not be reckoned for any salary related benefits such as Provident Fund, Gratuity etc. It will be subject to income tax, unless vouchers for actual expenses incurred for self & family, towards domiciliary treatment are submitted to F&A Department.
- 3.0 The entitlement of employees for medical reimbursement is 8.33% of the Basic Salary per month.
- 4.0 General guidelines for medical reimbursement:
 - Year for the purpose of Medical reimbursement is April to March.
 - Original bills only will be entertained for the purpose of allowing any Income Tax exemption as per Rules.
- 5.0 The items of expenditure covered under domiciliary treatment are as under: Consultation fees / Cost of Drugs / Medicines / Dressing Materials / Physiotherapy/Pregnancy & related conditions / Dental Treatment /Dentures /Orthopedic Appliances /Ophthalmic Treatment / Optical Aids.
The cost of protein foods, cosmetics, beauty treatment etc will not be reimbursed by The Company.
- 6.0 Employees will have to submit a statement of medical expenses incurred by them, in the prescribed form along with the medical bills /vouchers etc to the HR Department in order to be eligible for income tax rebate as per the prevailing rules.
- 7.0 The difference between the medical reimbursement payment made to the employee and the exemption allowed as per the Income Tax Rules will be taxable in the hands of the employee.

End of Document

For HIGHBAR TECHNOCRAT LTD.



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