

## EXECUTIVE HEALTH CHECK-UP

### 1.0 Objective

To help the Executives to identify the potential health problems, if any, the Company has introduced the Executive Health Check-Up Scheme.

### 2.0 Tie - Up

For health check up, the COS department will make tie-ups with some reputed hospitals/clinics and inform employees on a periodic basis.

### 3.0 Eligibility

Sr.	Bands	Who are Eligible	Plans
1	VII & above	Self and Spouse	Comprehensive health Plan with 2D Echo or Stress test
2	VI	Self only	Same as above

Any test other than those included in the above plan, will need to be paid for by the concerned Executive.

Those who are on full time contract for a year or more are also eligible for the above 'Health Check Up' depending on the Band they are placed in.

### 4.0 Period

As per the eligibility mentioned hereinabove, the executives will undergo the Health Check Up once in a year. The year considered for this purpose is from April to March.

### 5.0 Procedure for taking An Appointment

5.1 For Executives at HO and branches in Mumbai: Concerned Executive will take an appointment with the notified Hospital and will ask for the 'Appointment No.' After getting the 'Appointment No.', the executive will inform the COS / Administration Department at HO about the same. The COS / Administration Department will issue a letter to the hospital confirming the appointment with a copy to the concerned Executive. The COS / Administration Department will also issue the necessary 'Collection Kit' to the Executive.

5.2 For Executives stationed outside Mumbai: Those Executives who are stationed outside Mumbai, but visit Mumbai for official work should plan the appointment during their official visits. The HO-COS/Administration Department will assist these Executives for appointments. Alternatively, these executives can conduct similar check up locally and send the doctor's detailed report along with the bills to HO - HR

Department. The bills will be reimbursed up to the limits mentioned above.

## 6.0 Time Off

The Hospital will send the bills directly to the Company. If there are bills for any tests, consultation etc., other than those specified above, then the cost of the same will be recovered from the concerned Executives. Travel cost etc., will not be reimbursed.

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## 8.0 Cancellation Of Appointment

As per the present rules of the Hospital, cancellation of appointment must be intimated at least four days in advance or else cancellation charges, as levied by the hospital, will be recovered from the respective Executive.

## 9.0 Rules & Regulations Of the Hospital

All Executives are advised to follow the Rules & Regulations of the Hospital for Health Check Up. While taking appointment, Executives should enquire about the prevailing rules & regulations with the hospital or with HO COS / Administration Department.

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For HIGHBAR TECHNOCRAT LTD.



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