



कार्मिक संबंध समूह

नियमित नीति अनुभाग

ग्रीन हिल्स, भूतल, 'ए' विंग, तेल भवन, देहरादून-248003

Employee Relations Group

Corporate Policy Section

Green Hills, Ground Floor, 'A' Wing, Tel Bhavan, Dehradun-248003

As on: 28/03/2025

Subject: Reimbursement of cost of Spectacles/Contact Lenses/Dark Glasses Goggles/Special Vision Equipment

The current instructions on the above subject are as under:-

I. Eligibility:

- a. All regular employees, their spouse and dependent children / Retired employees and their living spouse / Dependent family members (excluding parents) of deceased employees who die in service shall be eligible for reimbursement of cost of spectacles/contact lenses. Visually challenged employees and their dependent shall be eligible for reimbursement of cost of dark glass goggles/special vision equipment.
- b. If the employee and spouse both are employed in ONGC, the reimbursement shall be allowed to either of them, who is currently availing other facilities.
- c. All regular employees will be eligible for reimbursement of spectacle / contact lenses & dark glasses goggles/special vision equipment for visually challenged employees from the date of joining itself.

II. Cost ceiling: Reimbursement towards cost of spectacles / contact lenses in respect of regular / retired employees / dependent of deceased employees who die while in service and the cost ceiling of dark glasses goggles / special vision equipment for visually challenged employees and their dependents will be within the following ceilings:

Level	Ceilings
E-9 & above Level	₹ 40,000/-
E-5 to E-8 Level	₹ 25,000/-
E-0 to E-4 & S Level	₹ 18,000/-
Non-Executive (W& A Level)	₹ 12,000/-

III. Periodicity: The said reimbursement may be availed by the employees/dependants once in a block of two calendar years. An eligible

beneficiary can claim the reimbursement up to the ceiling amount any number of times during the block year of two years, within the prescribed cost ceiling.

IV. General Conditions:

- a. The said reimbursement shall be allowed only in those cases where spectacles/contact lenses are procured on recommendations of an eye specialist.
 - b. The said facility shall not be admissible to the dependant parents of the regular employees.
 - c. If the eligible beneficiary has fully availed reimbursement towards cost of spectacle / contact lenses under regular employees' block year, no reimbursement shall be allowed under retired employees' block year within the span of two years.
 - d. The above cost ceiling will be applicable w.e.f. 01.01.2018.
 - e. The reimbursement is to be claimed through Webice/Bandhan as per the case. Scanned copies of Prescription and Bill from an authorised vendor along with proof of digital payment shall have to be uploaded.
- V. Note: Effective 21.10.2016, penal interest @ 18% per annum shall be charged and recovered in cases where it is decided to recover the amount paid to employees in respect of inadmissible/false/excess claims along with penal interest.

Note: The upgraded employees shall be provided all facilities/benefits at par with the corresponding levels of executives based on the pay scales held by them. The entitlement shall, however, be admissible prospectively, with effect from the date of issue of the office order.

Team – Corporate Policy

This document is for information purpose only.

For further clarity, Consolidated office order No. ONGC/ER/CP/MED/001 may be referred to.