

I-CARE

INDORE- EMERGENCY (REVISED POLICY)

Chairperson – Mrs. Neena Sanghvi

Co-chairman – Mr. Vishal Jain

Regional Members:

1. Mr. Neeraj Gour (Pithampur)
2. Mr. Upendra Roy (Ambernath)
3. Mr. Sonu Patil (Umbergaon)
4. Mr. Dattaprasd (Mumbai, HO)
5. Mrs. Rhimou Barhoumi (Tangier)

PURPOSE

To provide help in terms of monetary funds to eligible employees in case of an emergency.

SCOPE

Medical Emergency, Accidental Emergency, Emergency due to natural disaster calamities etc.

However, Pre-planned Medical Treatments are not considered in the Emergency.

ELIGIBILITY

- All on-roll employees, FTE, and Gross Salary up to 5.0 Lac PA.
- Tangier –
All on-roll employees, FTE, and Gross Salary up to 1,20,000 MAD PA.
- Employee must complete minimum **1 year from Date of joining (Not Applicable for FTE)** in the Indore Group.
- Employee Family – Employee's wife or husband and their children and dependent persons.



GUIDELINES ON APPLICATION AND APPROVAL PROCESS

- Employees need to submit applications to I-Emergency members at their respective location. (Accepted in digital form also.) **keeping regional HR in cc.**
- I-Emergency regional members will review & verify the application as per eligibility criteria within **1 working day.**
- If employee eligible for benefit, then application will be forwarded to Co-Chairmen.
- Co-Chairmen will discuss with the employee and propose the Fund to Chairmen for approval.
- Chairmen will review the request and approve the Fund on email or text.
- In case, the reason or purpose is not considerable, Application can be rejected and same will be informed within **2 working days.**
- All above process must be finished within **3 working days** from the receipt of application.
- After final approval Payment request sent to Accounts department for **payment through HRMS Claim page, I-CARE section.**
- Account department need to transfer fund within **2 Working days** in Employee's account from I-Emergency Fund.

APPLICABLE BENEFITS OF THE PROGRAM

- Fund for I-Emergency – **3 Lacs INR PA** (For all Locations).
- Indore will reimburse an amount not more than INR 60,000 or 60% of Bill amount- **whichever is lower.** In case of emergency where submission of bill is not possible on immediate basis Co-chairman & Chairman will decide the fund to be allocated case to case basis.
- **For quick support,** Temporary fund can be issued & released in case, if ESIC or Medclaim is taking longer time or not having cash-less facility. The same amount shall be returned to I-Care once the amount is sourced.
- For Tangier Conversion Rate at the time of application applicable.
- Employees need to submit Bills & Medical reports.
- Employees can avail benefit one time in a **12 Month span.**

Compiled/Revised By:

Vishal Jain

Date: 11th May -23

Approved & Authorized By:

Neena Sanghvi
