

# **Financial Assistance Program for purchase of Air Purifiers**

## **Frequently Asked Questions**

**1. Why is this support being provided to staff in the New Delhi office?**

The AQI (Air Quality Index) rises to hazardous levels above 300 in Delhi and surrounding areas for a sustained duration of about 5 months (October to February). This has been a constant over the last few years. The financial assistance is aimed at providing staff access to better air-quality at home.

**2. What is the financial assistance provided under the Program?**

Under the Program, eligible staff can request reimbursement for the purchase of up to 2 air-purifiers for their homes. The maximum reimbursement limit per air purifier is rupee equivalent of USD 450 (INR 37500). This is inclusive of taxes and shipping/transportation.

**3. Who is eligible under this Program?**

All full-time staff mapped to the New Delhi Office on Open-ended, Term and ETC appointments are eligible under this Program. Effective **November 13, 2023**, all existing staff, new hire, and staff transferred to the New Delhi Office will be eligible for reimbursement under this Program.

**4. What happens to the current subsidy of USD 200 that was provided?**

The current subsidy program will be replaced with this Program.

**5. How will the Hazardous level of air-quality be reviewed?**

The air-quality for the period from October of previous year to September next year will be reviewed regularly. Based on the finding's, recommendations will be shared by the Country Director for RVP consultation.

**6. What is the process for claiming the reimbursement for purchase of air-purifiers?**

Eligible staff should raise an epayables request charging the amount to cost center 347 referring the 'Expense Type' as "Miscellaneous General Supplies". The following enclosures to be attached:

1. An invoice for the purchase of air-purifier
2. Receipt / Proof of payment for purchase of air-purifier. It should be dated on or after November 13, 2023.
3. The Invoice should be in the name of staff.

The request will be routed to NDO RM (BPS) team through workflow for review. On approval of the request, the reimbursement will be processed through payroll. Staff should expect reimbursement within the next two pay periods. Refer **annex** for step-by-step instructions to raise epayables request.

**7. As a new staff or staff relocating from another location, can I be eligible for reimbursement?**

Yes, as a new staff or as a staff on transfer, you will be eligible for the reimbursement if the program is valid on the day, you join or report for duty in the New Delhi Office.

**8. I already purchased an air-purifier last year, will I be eligible for a claim now?**

No. The program is effective from November 13, 2023. If the purchase made on or after November 13, 2023, will be eligible for reimbursement.

**9. Can I buy multiple (beyond 2) air -purifiers for the maximum limit of USD 900?**

No, eligible staff will be reimbursed for the purchase of only two air purifiers up to a maximum of USD 450 per piece. The program is designed to provide quality purifiers for staff. Staff are encouraged to purchase purifiers that meet the safety standards prescribed by HSD.

**10. Can I buy one purifier at the maximum limit of USD 900?**

The maximum reimbursement for each air-purifier is up to USD 450. Though staff can purchase products that are costlier, the reimbursement will be capped at USD 450 per purifier.

**11. Can staff use this amount to service air-purifiers/buy filters at regular intervals?**

No, the reimbursement is only for the purchase of air-purifiers. Any associated maintenance costs will not be covered under this program. However, during the subsequent yearly review exercises, the CMU may recommend for any additional support for filters only.

**12. Is there any recommended specification for a quality air-purifier?**

Yes, refer to the HSD page on [Air Quality](#). The [Quick guide](#) will also provide more information.

**13. Will staff on temporary assignments like STA (Short-Term Assignment) or Developmental Assignment be covered under this program?**

The staff who have an assignment for a year and above will be eligible. Other requests will be reviewed on case-to-case basis. Recommendation will be made by the Operations Manager and approved by the Country Director.