



No. NH/HR/REHS/2023/04

Dated: 20.04.2023

CIRULAR

Subject: Submission of Life Certificate under NHPC Retired Employees Health Scheme.

NHPC Management has decided to put in place a proper system for verification of Ex. Employees registered under NHPC Retired Employees Health Scheme so that the actuarial valuation is closer to reality.

This system will be applicable w.e.f **01/06/2023** and all ex. employees registered under Retired Employees Health Scheme will have to compulsorily upload LIFE CERTIFICATE by **20/05/2023**. The Life Certificate will be uploaded through NHPC website. **(Annexure-I)**

The user manual is attached as Annexure -III.

Life certificate issued by the following authorities will be valid:-

- a) Life Certificate issued by the Branch Manager of the Bank.
- b) Life Certificate issued by a Gazetted Officer.
- c) Life Certificate issued by the Head of Gram Panchayat/Member of Legislative Assembly/Member of Parliament.
- d) Certificate issued for EPS/LIC pension.

2. All registered ex.employees will have to submit their **Life Certificate through online mode only**. If a retired employee does not have a certificate issued by any of the above authorities, he/she can obtain the certificate by appearing in person at the HR department of nearest NHPC Location.

3.All registered ex. employees will have to submit online **UNDERTAKING** in the prescribed format for their dependent family members.**(Annexure-II)**

4.The life certificate and undertaking uploaded by the ex.employees will be verified by the REHS location of the ex. employees or by HR Division C.O. If the life certificate is issued by HR department of any other location, then the verification of life certificate will also be done by the same location.

पंजीकृत कार्यालय : एन एच पी सी ऑफिस कॉम्प्लेक्स, सेक्टर - 33, फरीदाबाद - 121003 (हरियाणा)

Regd. Office : NHPC Office Complex, Sector - 33, Faridabad - 121003 (Haryana)

CIN - L40101HR1975GOI032564, website : www.nhpcindia.com

यशोवर्धन



भारत का गंतव्य
भारत का गंतव्य
ONE EARTH - ONE FAMILY - ONE FUTURE



एनएचपीसी लिमिटेड

(भारत सरकार का उद्यम)

NHPC Limited

(A Govt. of India Enterprise)

5. In case of reimbursement by the dependent members, the dependent will have to submit his/her life certificate.
6. After the death of the ex.employee, the Life Certificate will be submitted by the spouse (whoever is the husband/wife). In case of the death of the spouse, the other dependent members will submit their life certificate.
7. The validity of Life Certificate and Undertaking will be only one year from the date of issue.
8. If the ex.employee dies during the validity period of the life certificate, the life certificate submitted by the ex. employee shall cease to be valid and a fresh life certificate shall be submitted by his next dependent member.
9. If there is any change in the list of dependent members during the validity period, it will be necessary to inform the concerned Human Resource Department.
10. In case ex.employee don't submit the Life Certificate and Undertaking for dependent members, Medical claims will not be reimbursed by the Finance Department.

In case of any doubt/problem, please contact on **0129-2278011** or send email at **rehs-co@nhpc.nic.in**.

सैरा लक़रा
20/4/2023

(Seraphina Lakra)

Dy. General Manager (HR)

LIFE CERTIFICATE

(To be submitted by NHPC REHS Beneficiary)

This is to certify that Shri/Smt.....NHPC
Emp. No.....having REHS Card
No.....personally appeared before me and has
signed in my presence dated.....

Paste recent
Passport size
photo and sign
across

(Signature of the beneficiary)

Address:

.....
.....
.....

Mobile No.....

(Signature of the certifying

Authority)

Name

Designation.....

Date:.....

Seal.....

(Note: Life Certificate of the beneficiary must be certified by Manager
of the Bank/MLA/MP/Gazetted officer/NHPC HR Executive)

Undertaking

Year:

I hereby undertake that dependent members as mentioned in REHS card issued to me under REHS scheme by corporation, is/are alive as on date, the detail of them is/are given below:

	Name of Dependent	DOB	Relation with Claimant
1.			
2.			
3.			
4.			
5.			

I understand and agree that any false or misleading information will justify a suspension of REHS membership under the scheme and shall be liable for any recovery with interest & penalty.

(Signature)

Name of Claimant:

Employee No. :

REHS Card No. :

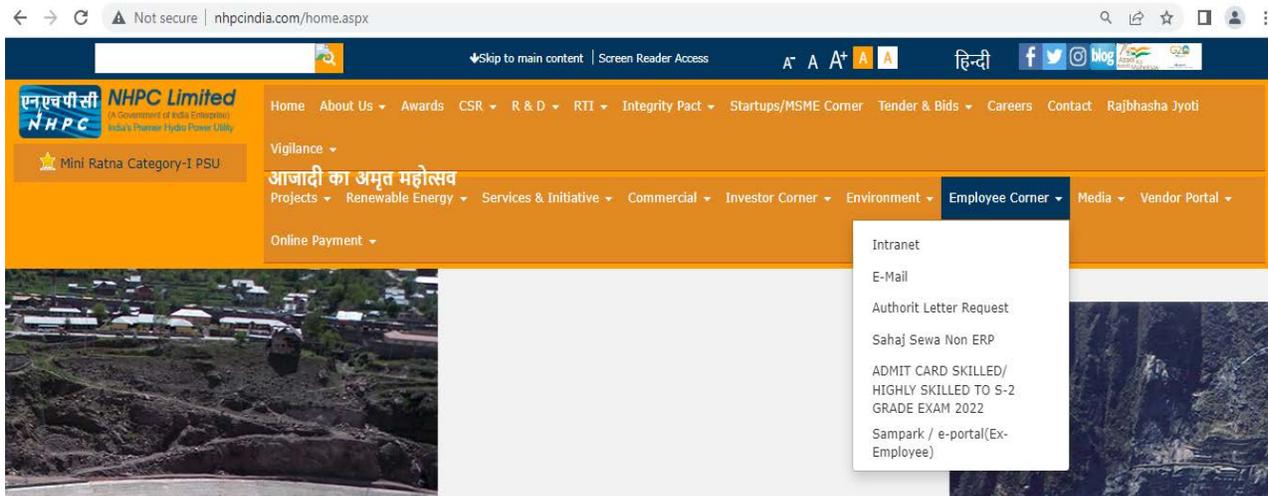
JEEVAN PRAMAAN PATRA **(Portal for online submission of Life Certificate)**

Ex-Employees shall upload the Life Certificate issued by Authorised Government agencies along with the undertaking in respect of all dependent members.

Instruction for Ex-Employee:

The link for Jeevan Pramaan Patra is available in NHPC Ltd. Website (nhpcindia.com).

Open NHPC website **nhpcindia.com** and under menu **Employee Corner**, select option **Sampark/ e-portal (Ex-Employee)**.



The Ex-Employee portal Sampark will open. Select the link **Jeevan Pramaan Patra**. The ex-employee will be required to login.

JEEVAN PRAMAAN PATRA LOGIN
(Ex-Employee with valid Online REHS Card can only Login)

Employee No	:	<input type="text"/>	
Password	:	<input type="password"/>	Forgot Password
Enter Captcha	:	<input type="text"/>	
			Refresh
Update Mobile No.		<input type="button" value="Submit"/>	

Enter the valid credentials to login. After successful login you will be directed to the following screen.

Logout

JEEVAN PRAMAAN PATRA

Download Format: NHPC Life Certificate Undertaking

Emp. No.	Emp. Name	Dep. Name	From	To	Status	Certificate	Undertaking
██████	██████████	██████████	01-Jan-2021	31-Dec-2021	Confirmed By : REGIONAL OFFICE JAMMU		

2 → New button
3 → NHPC Life Certificate button
4 → Undertaking button
1 → Emp. No. cell
5 → Certificate PDF icon
6 → Undertaking PDF icon

1. Already Uploaded Jeevan Pramaan Patra (Life Certificate) will be visible in the grid.
2. Click on **New** button for uploading new Jeevan Pramaan Patra.
3. Format of Life Certificate which shall be issued by HR division of NHPC can be downloaded by clicking on **NHPC Life Certificate** button.
4. Format of undertaking which has to be uploaded along with the life certificate can be downloaded by clicking on **Undertaking** button.
5. The already uploaded **life certificate** can be viewed by clicking on this pdf icon.
6. The already uploaded **Undertaking** can be viewed by clicking on this pdf icon.

Uploading New Life Certificate:

Click on the New button.

Logout

JEEVAN PRAMAAN PATRA

UPLOAD JEEVAN PRAMAAN PATRA

Employee No. : ██████	Name : ██████████
Relationship : SELF	Dependent Name : ██████████
Issuing Authority : --Select--	Issuing Authority Name : _____
Jeevan Pramaan Patra Validity	
Valid From : _____	Valid To : _____
Upload Jeevan Pramaan Patra	
<input type="button" value="Choose File"/> No file chosen <small>Note: Only Pdf upto 5 MB is allowed.</small>	<input type="button" value="Choose File"/> No file chosen <small>Note: Only Pdf upto 5 MB is allowed.</small>

Note: Once Saved and Confirmed NO changes are.

The ex-employee's employee number and name will be reflected automatically.

In case of ex-employee or spouse (as the case may be) the **Relationship** and **Dependent Name** will be selected automatically. If both ex-employee and spouse is not alive then Relationship must be selected from the dropdown.

Select **Issuing Authority** from dropdown.

[Logout](#)

JEEVAN PRAMAAN PATRA

UPLOAD JEEVAN PRAMAAN PATRA

Employee No. :	<input type="text"/>	Name :	<input type="text"/>
Relationship :	SELF	Dependent Name :	<input type="text"/>
Issuing Authority :	--Select--	Issuing Authority Name :	<input type="text"/>
Jeevan Pramaan Patra Validity :	<div style="border: 1px solid black; padding: 2px;"><p>--Select--</p><p>BANK AUTHORITY</p><p>LIFE CERTIFICATE ISSUED FOR THE PURPOSE OF EPS/LIC PENSIONS ETC.</p><p>ONLINE THROUGH AADHAR</p><p>ANY GOVERNMENT OFFICIAL WITH SEAL</p><p>ANY ELECTED AUTHORITY LIKE GRAM PANCHAYAT HEAD/MP/MLA WITH SEAL</p><p>NHPC HR DIVISION</p></div>		
Valid From :	<input type="text"/>	Valid To :	<input type="text"/>
Upload Jeevan Pramaan Patra :	<input type="button" value="Choose File"/> No file chosen <small>Note: Only Pdf upto 5 MB is allowed.</small>		

Note: Once Saved and Confirmed NO changes are allowed.

Enter **Issuing Authority Name**. Select Jeevan Pramaan Patra Validity period (Valid **From** and **Valid To**).

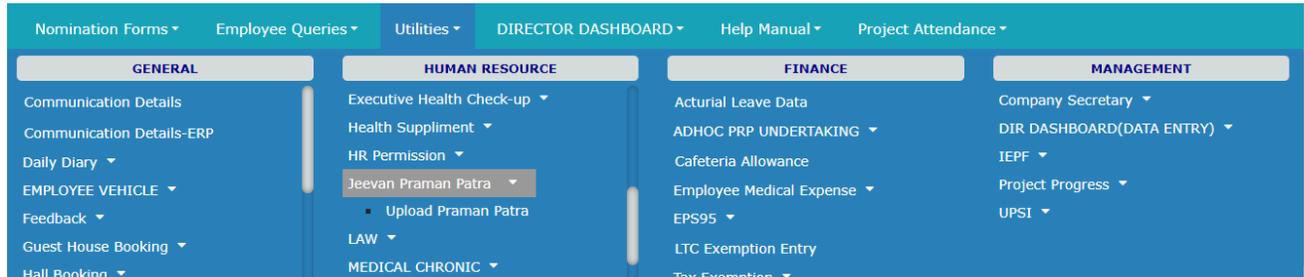
Select Jeevan Pramaan Patra (life certificate) and Undertaking in Pdf format only. The maximum allowed size of pdf shall be 5MB.

Finally click on **Save & Confirm** button. Once confirmed no changes shall be allowed.

- Note:**
- i) If ex-employee is alive then life certificate of ex-employee shall be uploaded.
 - ii) If ex-employee is not alive then life certificate of spouse shall be uploaded.
 - iii) If both ex-employee and spouse is not alive then life certificate of any eligible dependent shall be uploaded.

Instruction for HR Division, NHPC Ltd:

Menu option is available for authorised HR executives in Sahaj Sewa as below:



Utilities→Human Resource→Jeevan Pramaan Patra→Upload Pramaan Patra

- HR could upload the life certificate and undertaking on behalf of ex-employee.
- HR can issue life certificate and then upload the life certificate and undertaking.
- HR should Verify the uploaded life certificate and undertaking.

Following screen shall be used for HR processing.

The screenshot displays the 'JEEVAN PRAMAAN PATRA' search interface. It includes a search bar with fields for 'REHS Location', 'Year', 'Status', and 'Ex-Employee No.', along with a 'Search' button. Below the search bar, there is a 'New' button and a 'Download Format' section with options for 'NHPC Life Certificate' and 'Undertaking'. A table with columns for 'Emp. No.', 'Emp. Name', 'Dep. Name', 'From', 'To', 'Status', 'Certificate', and 'Undertaking' is shown below.

To upload new life certificate click on the **New** button.

The screenshot shows the 'JEEVAN PRAMAAN PATRA' upload form. It contains fields for 'Employee No.', 'Relationship', 'Issuing Authority', 'Jeevan Pramaan Patra Validity', 'Valid From', 'Name', 'Dependent Name', 'Issuing Authority Name', and 'Valid To'. There are also 'Upload Jeevan Pramaan Patra' and 'Upload Undertaking' sections, each with a 'Choose File' button and a note: 'Note: Only Pdf upto 5 MB is allowed.'. At the bottom, there are 'Save & Confirm' and 'Back' buttons, and a note: 'Note: Once Saved and Confirmed NO changes are allowed.'

Here enter the employee number and click on the search icon. The eligible employee details will be populated. In case of ex-employee or spouse (as the case may be) the Relationship and Dependent Name will be selected automatically. If both ex-employee and spouse is not alive then Relationship must be selected from the dropdown.

Rest of the process is same as that for ex-employee.

Verify the Jeevan Pramaan Patra:

The REHS location of ex-employee or HR Division of Corporate Office can verify the life certificate. All the locations of NHPC can upload life certificate for any ex-employee irrespective of their REHS location but the same location or HR Division of Corporate Office shall verify it.

JEEVAN PRAMAAN PATRA

REHS Location : Year : Status : Ex-Employee No. :

Download Format:

Emp. No.	Emp. Name	Dep. Name	From	To	Status	Certificate	Undertaking	
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	01-Jan-2021	31-Dec-2021	Confirmed By : NHPC LIMITED CORPORATE OFFICE			<input type="button" value="Verify"/> <input type="button" value="Reject"/>

Check the uploaded life certificate and undertaking by clicking and opening the corresponding pdf icon. Once satisfied click on the **Verify** button.

If the life certificate is not in order it can be rejected by clicking on the corresponding **Reject** button. You will be prompted to enter the reason for rejection as below.

JEEVAN PRAMAAN PATRA

Employee No.	Name	Valid From	Valid To
XXXXXXXXXX	XXXXXXXXXX	01-Jan-2021	31-Dec-2021

Reason:

Date of Pre-Closure:

Here enter the reason and then click on **Reject** button. The record will be rejected.

❖ The verified record can also be expired before its normal expiry date. (For example: on expiry of ex-employees etc.)

JEEVAN PRAMAAN PATRA

REHS Location : Year : Status : Ex-Employee No. :

Download Format:

Emp. No.	Emp. Name	Dep. Name	From	To	Status	Certificate	Undertaking	
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	01-Jan-2021	31-Dec-2021	Verified By : NHPC LIMITED CORPORATE OFFICE			<input type="button" value="Expire"/>

Click on the corresponding Expire button.

JEEVAN PRAMAAN PATRA

Employee No.	Name	Valid From	Valid To
XXXXXXXXXX	XXXXXXXXXX	01-Jan-2021	31-Dec-2021

Reason:

Date of Pre-Closure:

Here enter the reason and select Date of Pre-closure. After this click on the Expire button.