



संख्या: एनएच/HR-REFC/2025/72

दिनांक: 18/12/2025

### परिपत्र

एनएचपीसी से सेवानिवृत्त कर्मचारियों व उनके परिवार के आश्रित सदस्यों द्वारा ऑनलाइन जीवन प्रमाण पत्र अपलोड करने की प्रक्रिया को सुगम बनाते हुए NHPC Jeevan Praman Patra App विकसित किया गया है।

यद्यपि इस संबंध में सेवानिवृत्त कर्मचारियों / उनके परिवार के आश्रित सदस्यों की सुविधा के लिए 23 जून, 2025 को ज्ञूम मीटिंग की भी व्यवस्था किया गया था।

इसके अतिरिक्त वेब के माध्यम से पूर्व से ही ऑनलाइन जीवन प्रमाण पत्र जमा करने की सुविधा एनएचपीसी इंडिया वैबसाइट के संपर्क/ई-पोर्टल(सेवानिवृत्त कर्मचारियों) पर उपलब्ध है जिसे दिनांक 20/04/2023 को परिपत्र के माध्यम से उनको अवगत कराया गया था।

अतः पुनः जीवन प्रमाण पत्र web & app दोनों के माध्यम से अपलोड करने का User Manuals संलग्न है।

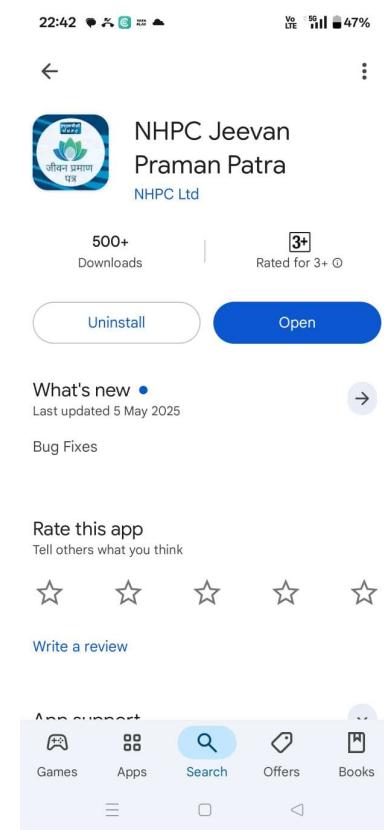
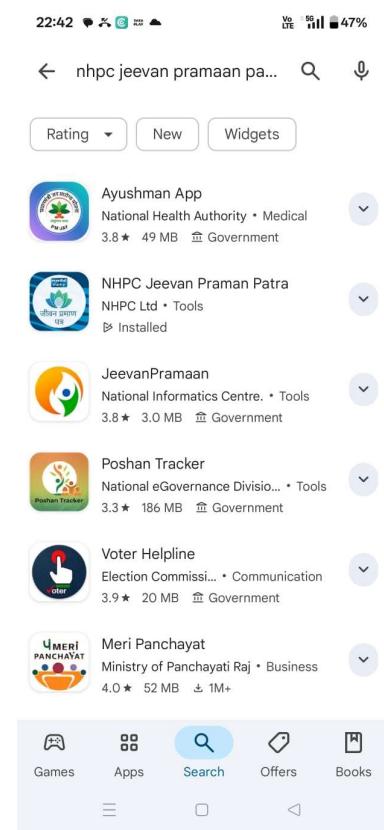
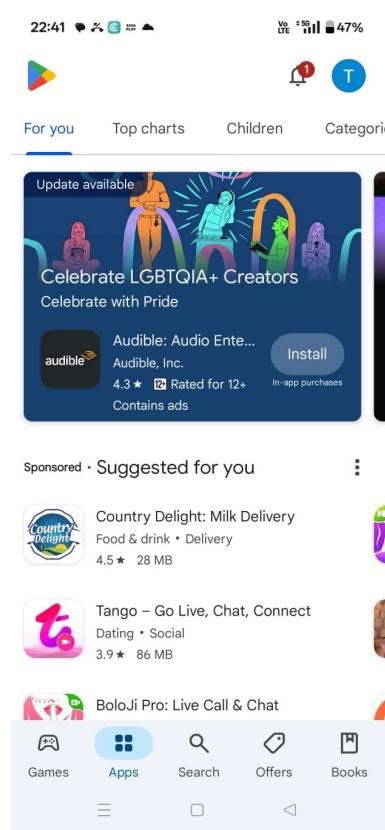
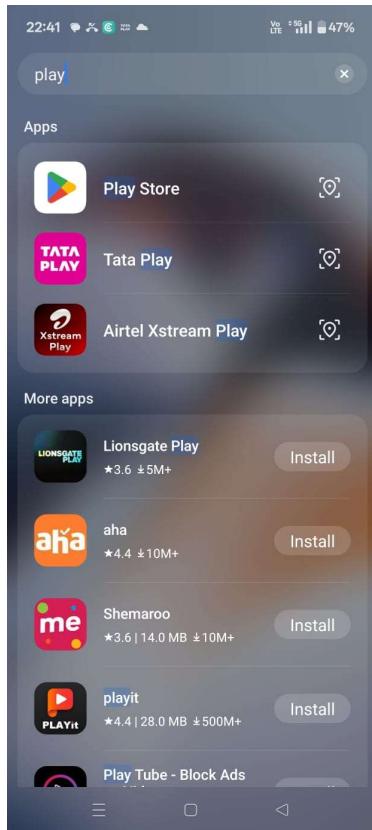
(रुपेश कुमार)

समूह वरिष्ठ प्रबंधक (मानव संसाधन)

वितरण: मानक



# Download and Install “NHPC JEEVAN PRAMAN PATRA”



# Login into the App



**NHPC Limited**  
(A Government of India  
Enterprise)  
India's Premier Hydro Power  
Utility

**Jeevan Praman Patra**  
(For Ex-Employee with valid Online  
REHS Card)

LOGIN

**Jeevan Praman Patra**

**Login**

Ex-Employee with valid Online REHS Card  
can only Login

182761L

.....

[Forgot Password?](#)

4NyEhj

4NyEhj

**NEXT**

**Home**

Welcome KISHORI LAL SHARMA

Jeevan Praman Patra Status

Not Submitted

NEW JEEVAN PRAMAN PATRA

# Creating New Jeevan Praman Patra

← Jeevan Praman Patra

## Details

Please fill the below details

Employee Number

182761L

Employee Name

KISHORI LAL SHARMA

Life Certificate Of

KISHORI LAL SHARMA (Self)

Valid From Date

22-06-2025

Valid To Date

21-06-2026

**Continue to Upload Undertaking**

← Jeevan Praman Patra

## Undertaking

All member/s in the uploaded selfie / video is/are alive as on date.

**Continue**

← Jeevan Praman Patra

## Capture Selfie

Note: Please ensure that the current beneficiaries are appearing and captured in the camera screen

**Take Selfie**

← Jeevan Praman Patra

## Capture Selfie

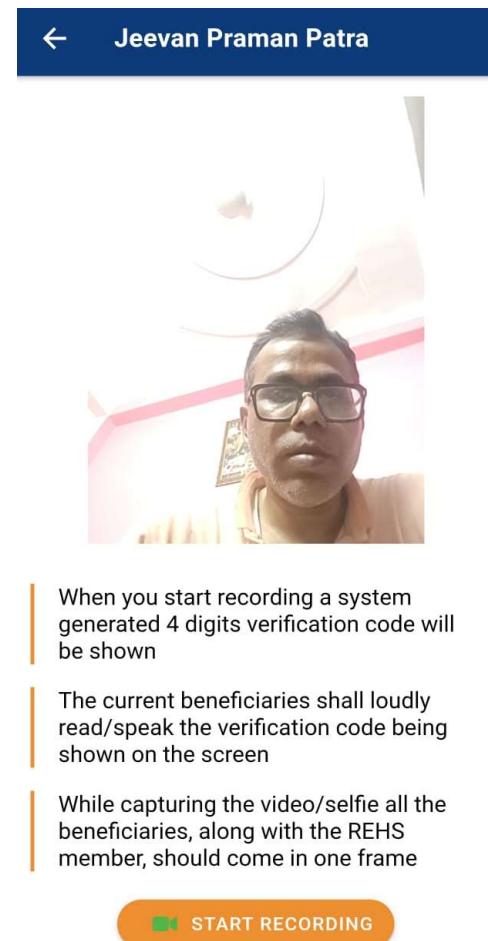
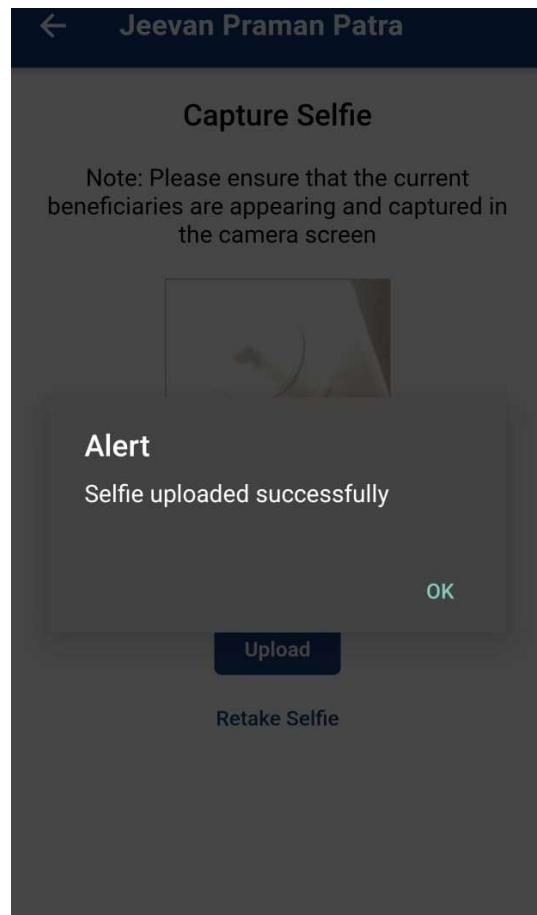
Note: Please ensure that the current beneficiaries are appearing and captured in the camera screen



**Upload**

**Retake Selfie**

# Creating New Jeevan Praman Patra



# Submitting Jeevan Praman Patra

← Jeevan Praman Patra



Video Captured

[PLAY VIDEO](#)

[SUBMIT](#)

[TRY AGAIN](#)

Confirmation



Confirmed

Your Video KYC for Jeevan Praman Patra has been successfully submitted.

[GO TO DASHBOARD](#)

Home

Welcome KISHORI LAL SHARMA

Jeevan Praman Patra Status

 **CONFIRMED**

REHS Card Number  
CRD1051000031

Employee Name  
KISHORI LAL SHARMA (182761L)

Life Certificate Of  
KISHORI LAL SHARMA (SELF)

Period  
22-Jun-2025 to 21-Jun-2026

Submitted On  
22-Jun-2025

## **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:**

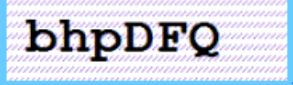
The link for Jeevan Pramaan Patra is available in NHPC Ltd. Website ([nhpcindia.com](http://nhpcindia.com)).

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)***

<i>Employee No</i>	:	
<i>Password</i>	:	<a href="#" style="color: #0070C0; text-decoration: underline;">Forgot Password</a>
<i>Enter Captcha</i>	:	
 <a href="#" style="color: #0070C0; text-decoration: underline;">Refresh</a>		
<a href="#" style="color: #0070C0; text-decoration: underline;">Update Mobile No.</a>		
<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 5px; width: 100px; height: 30px; border-radius: 5px; font-weight: bold; font-size: 10px; font-family: sans-serif; border: 1px solid #0070C0;" type="button" value="Submit"/>		

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



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.

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.

**JEEVAN PRAMAAN PATRA**

**UPLOAD JEEVAN PRAMAAN PATRA**

**Employee No.** : [REDACTED] **Name** : [REDACTED]  
**Relationship** : SELF **Dependent Name** : [REDACTED]  
**Issuing Authority** : --Select-- **Issuing Authority Name** : [REDACTED]

**Jeevan Pramaan Patra V** --Select--

**Valid From** : BANK AUTHORITY  
LIFE CERTIFICATE ISSUED FOR THE PURPOSE OF EPS/LIC PENSIONS ETC.  
ONLINE THROUGH AADHAR  
ANY GOVERNMENT OFFICIAL WITH SEAL

**Upload Jeevan Pramaan Patra**

No file chosen  
Note: Only Pdf upto 5 MB is allowed.

**Save & Confirm** **Back**

*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.

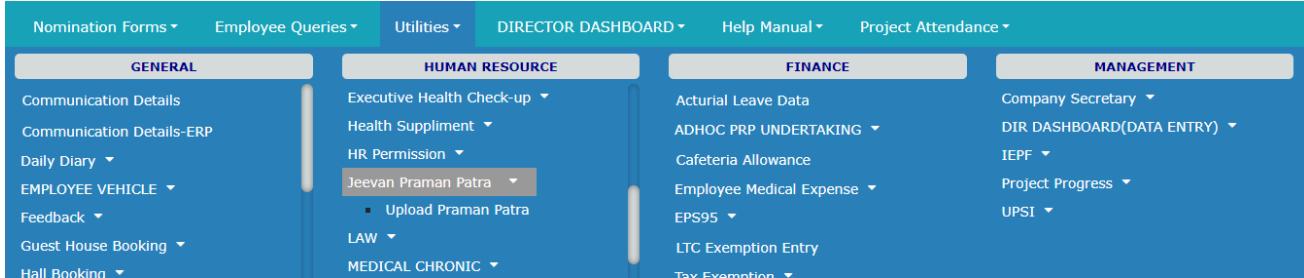
Finally click on **Save & Confirm** button. Once confirmed no changes shall be allowed.

**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.

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

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**

<b>REHS Location :</b>	--Select--	<b>Year :</b>	--All--	<b>Status :</b>	--All--	<b>Ex-Employee No. :</b>	171042F	<b>Search</b>
				<b>Download Format:</b>				
				<b>Status</b>		<b>NHPC Life Certificate</b>	<b>Undertaking</b>	
<b>New</b>	<b>Emp. No.</b>	<b>Emp. Name</b>	<b>Dep. Name</b>	<b>From</b>	<b>To</b>	<b>Certificate</b>	<b>Undertaking</b>	
	[REDACTED]	[REDACTED]	[REDACTED]	01-Jan-2021	31-Dec-2021	Confirmed By: NHPC LIMITED CORPORATE OFFICE	[REDACTED]	[REDACTED]
								<b>Verify</b>
								<b>Reject</b>

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**

<b>Employee No.</b>	[REDACTED]	<b>Name</b>		<b>Valid From</b>	01-Jan-2021	<b>Valid To</b>	31-Dec-2021
<b>Reason:</b>				<b>Date of Pre-Closure:</b>			
				<b>Reject</b>	<b>Back</b>		

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**

<b>REHS Location :</b>	--Select--	<b>Year :</b>	--All--	<b>Status :</b>	--All--	<b>Ex-Employee No. :</b>	171042F	<b>Search</b>
				<b>Download Format:</b>				
				<b>Status</b>		<b>NHPC Life Certificate</b>	<b>Undertaking</b>	
<b>New</b>	<b>Emp. No.</b>	<b>Emp. Name</b>	<b>Dep. Name</b>	<b>From</b>	<b>To</b>	<b>Certificate</b>	<b>Undertaking</b>	
	[REDACTED]	[REDACTED]	[REDACTED]	01-Jan-2021	31-Dec-2021	Verified By: NHPC LIMITED CORPORATE OFFICE	[REDACTED]	[REDACTED]
								<b>Expire</b>

Click on the corresponding Expire button.

### **JEEVAN PRAMAAN PATRA**

<b>Employee No.</b>	[REDACTED]	<b>Name</b>		<b>Valid From</b>	01-Jan-2021	<b>Valid To</b>	31-Dec-2021
<b>Reason:</b>				<b>Date of Pre-Closure:</b>			
				<b>Expire</b>	<b>Back</b>		

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