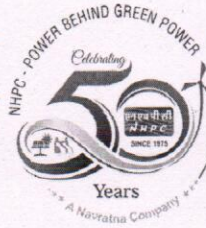




एन एच पी सी लिमिटेड
(भारत सरकार का एक नवोत्पन्न उद्यम)
NHPC Limited
(A Government of India Navratna Enterprise)
CIN: L40101HR1975GOI032564



HR Division
NHPC Corporate Office
Sector-33, Faridabad, Haryana
मानव संसाधन विभाग
एनएचपीसी निगम मुख्यालय
सैक्टर-33, फरीदाबाद, हरियाणा
फोन/Phone: 0129-XXXXXXX
ईमेल/Email: sec-co@nhpc.nic.in

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 जूम मीटिंग की भी व्यवस्था किया गया था।

इसके अतिरिक्त वेब के माध्यम से पूर्व से ही ऑनलाइन जीवन प्रमाण पत्र जमा करने की सुविधा एनएच पीसी इंडिया वेबसाइट 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।

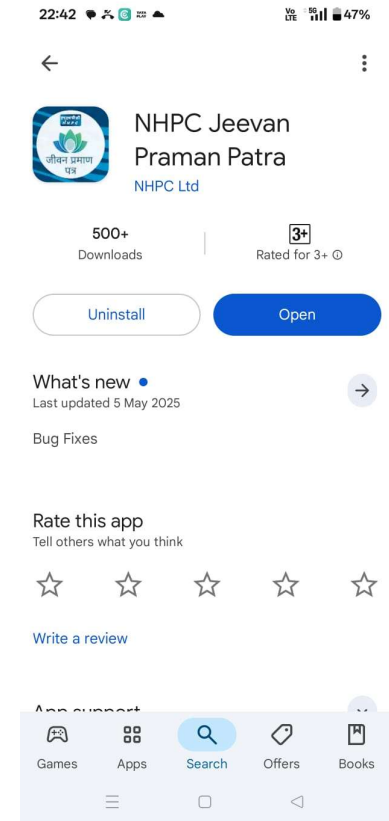
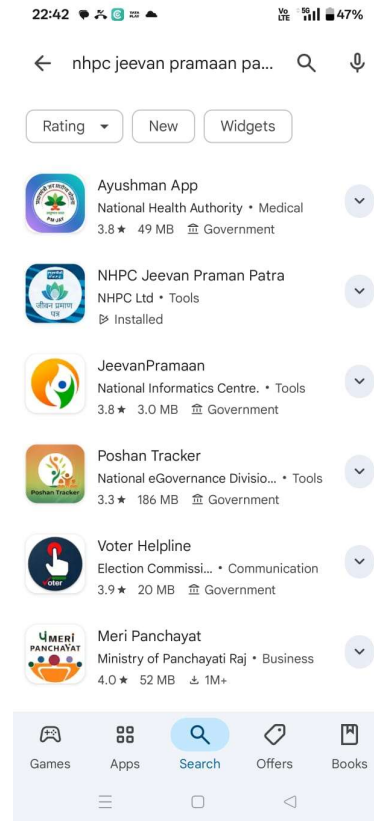
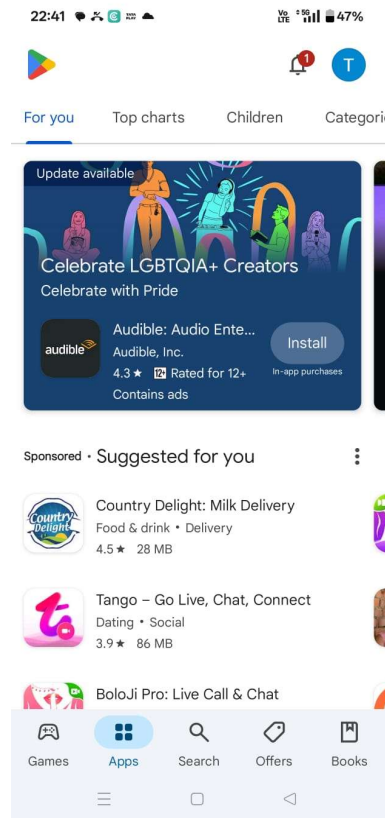
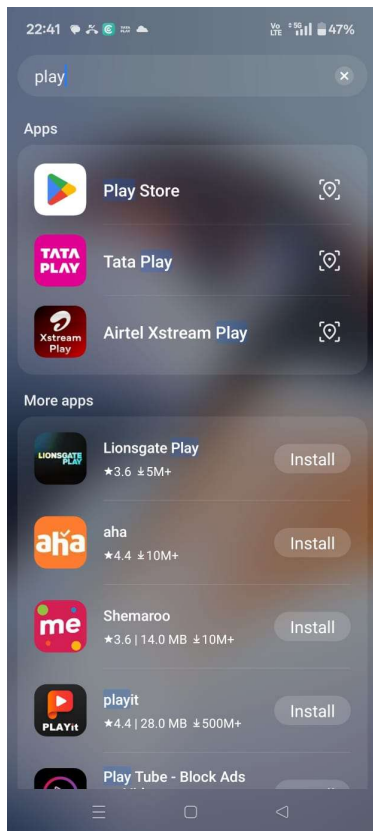

(रूपेश कुमार)

समूह वरिष्ठ प्रबंधक (मानव संसाधन)

वितरण: मानक

Power Behind Green Power

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

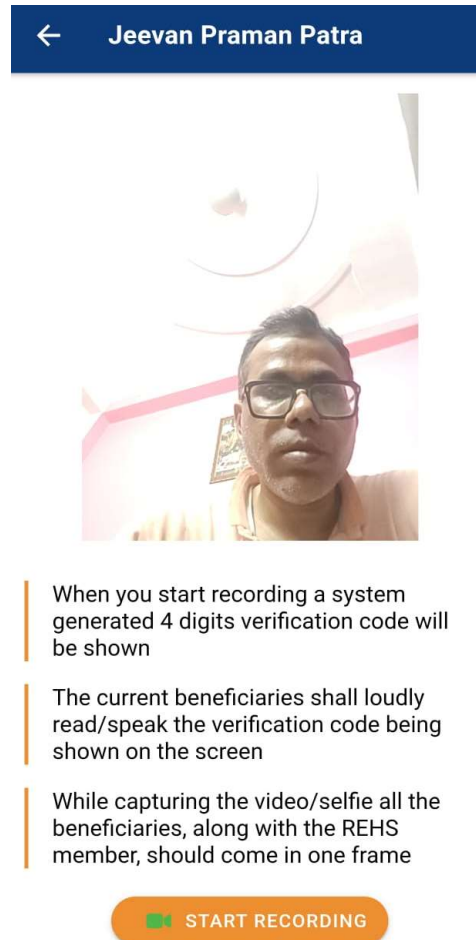
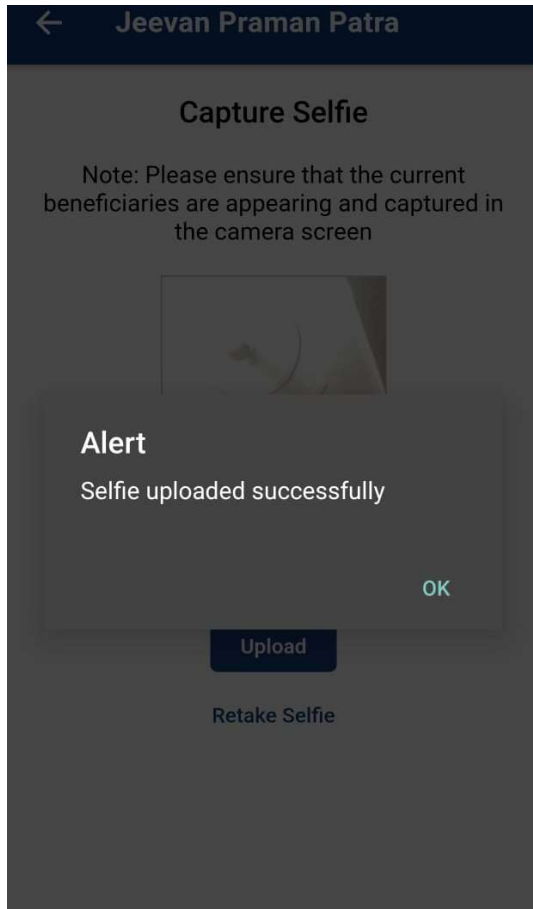
Note: Please ensure that the current beneficiaries are appearing and captured in the camera screen



Upload

Retake Selfie

Creating New Jeevan Praman Patra



Submitting Jeevan Praman Patra

← Jeevan Praman Patra

Video KYC



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).

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.

A screenshot of the 'JEEVAN PRAMAAN PATRA LOGIN' form. The header is blue with white text: 'JEEVAN PRAMAAN PATRA LOGIN' and '(Ex-Employee with valid Online REHS Card can only Login)'. The form has a light blue background. It contains three input fields: 'Employee No', 'Password', and 'Enter Captcha'. To the right of the Password field is a red link 'Forgot Password'. Below the Captcha field is a CAPTCHA image showing the text 'bhpDFQ' and a blue link 'Refresh'. At the bottom left is a red link 'Update Mobile No.' and at the bottom center is an orange 'Submit' button.

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

JEEVAN PRAMAAN PATRA

[Logout](#)

2

[New](#)



3

Download Format:

4

[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		

1

5

6

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. : ██████

Relationship : SELF

Issuing Authority : --Select--

Jeevan Pramaan Patra Validity

Valid From :

Upload Jeevan Pramaan Patra

[Choose File](#) No file chosen

Note: Only Pdf upto 5 MB is allowed.

Name : ██████

Dependent Name : ██████

Issuing Authority Name :

Valid To :

Upload Undertaking

[Choose File](#) No file chosen

Note: Only Pdf upto 5 MB is allowed.

[Save & Confirm](#)
[Back](#)

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><div>--Select--</div><div>BANK AUTHORITY</div><div>LIFE CERTIFICATE ISSUED FOR THE PURPOSE OF EPS/LIC PENSIONS ETC.</div><div>ONLINE THROUGH AADHAR</div><div>ANY GOVERNMENT OFFICIAL WITH SEAL</div><div>ANY ELECTED AUTHORITY LIKE GRAM PANCHAYAT HEAD/MP/MLA WITH SEAL</div><div>NHPC HR DIVISION</div></div>		
Valid From :	<input type="text"/>	Valid To :	<input type="text"/>
Upload Jeevan Pramaan Patra :	<div><div>Choose File</div><div>No file chosen</div><div>Note: Only Pdf upto 5 MB is allowed.</div></div>		

[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**).

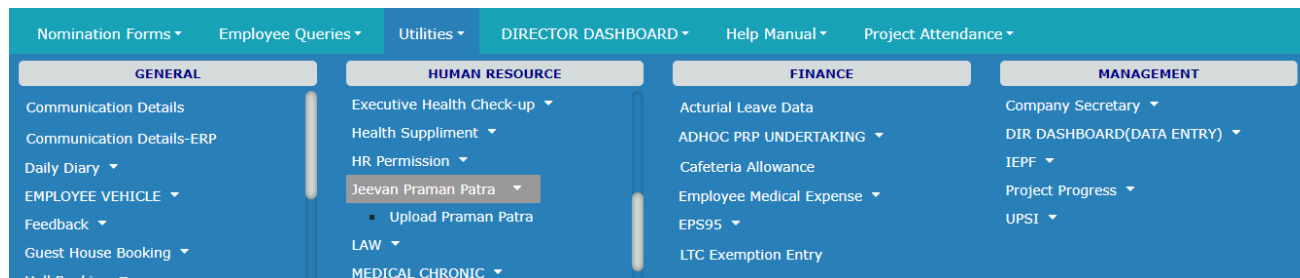
Select Jeevan Pramaan Patra (life certificate) and Undertaking in Pdf format only. The maximum allowed size of pdf shall be 5MB.

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.

The screenshot shows the 'JEEVAN PRAMAAN PATRA' interface. At the top, there is a navigation bar with options: Nomination Forms, Employee Queries, Utilities, DIRECTOR DASHBOARD, Help Manual, and Project Attendance. Below this, there is a search bar with fields for 'REHS Location', 'Year', 'Status', and 'Ex-Employee No.', and 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'. Below this, there is a table with columns: Emp. No., Emp. Name, Dep. Name, From, To, Status, Certificate, and Undertaking.

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

The screenshot shows the 'JEEVAN PRAMAAN PATRA' upload form. At the top, there is a navigation bar with options: Nomination Forms, Employee Queries, Utilities, DIRECTOR DASHBOARD, Help Manual, and Project Attendance. Below this, there is a section titled 'JEEVAN PRAMAAN PATRA' and a sub-section titled 'UPLOAD JEEVAN PRAMAAN PATRA'. The form contains fields for 'Employee No.', 'Relationship', 'Issuing Authority', 'Jeevan Pramaan Patra Validity', 'Valid From', 'Name', 'Dependent Name', 'Issuing Authority Name', 'Valid To', 'Upload Jeevan Pramaan Patra', and 'Upload Undertaking'. There are also 'Choose File' buttons for each upload section, with a note: 'No file chosen. 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		
171042F	171042F	171042F	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
171042F	171042F	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		
171042F	171042F	171042F	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
171042F	171042F	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.