

New Age ERP in NHPC

End User Training Document

Jeevan Praman Patra

Document Control Information

Document Information

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Document Name	End User Training Document – Jeevan Praman Patra
Project Name	NEW AGE ERP in NHPC
Client	NHPC
Document Author	Tanu Jain
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Applicable Business Roles

Business Role ID	Business Role Description
ESS	This role will be assigned to eligible employees and enable them to upload Jeevan Praman Patra.

Document History

Revision History			
Date	Document version	Document description	revision
01.08.2026	V0.1	Draft	Tanu Jain
18.08.2026	V0.2	Peer reviewed	Puja Sharma

Reviewed and approved by			
Name	Date	Title	Approved

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1. Document Overview

This training document provides step by step instructions to update Jeevan Praman Patra.

Process Name: Jeevan Praman Patra

Prerequisites:

- Active REHS Card

2. Process Description

Retired employees should submit Jeevan Praman Patra every year to get their REHS Reimbursement.

3. Step by step process to submit Jeevan Praman Parta

3.1 Step 1 - Login

Enter employee id and password. Default password will be shared with users. User needs to enter the default password and login. Click on Continue button to login.



Sign In

Email or User Name

Password



☐ Keep me signed in

[Forgot password?](#)



Continue

User can reset their password by clicking on '**Forgot Password**' button. They can check their email for further instructions to reset their password.



Sign In

Email or User Name

Password



☐ Keep me signed in



[Forgot password?](#)

Continue

3.2 Step 2 – Access Jeevan Praman Patra app.

After successful login, click on 'Request Initiation' → 'Jeevan Praman Patra' tile.



3.3 Step 3 – Jeevan Praman Patra Dashboard

During first year of REHS Card creation, there is no need to submit Jeevan Praman Patra. So status will appear as 'Active' by default.


Jeevan Praman Patra

Ex-Employee Number:

Employee Name:

REHS Card:

REHS Location:

Validity Period:

Status:

Go
Adapt Filters

Jeevan Praman Patra (1)

Download Life Certificate
Download Undertaking
Download Report

Request Number	REHS Location	REHS Card	Primary Person	Validity From	Validity To	Actual Date of Issue	Status
	CHAMERA-I POWER STATION			01.10.2026	30.09.2027		Active

3.4 Step 4 – Download templates for Life Certificate and Undertaking.

User can download templates for 'Life Certificate' and 'Life Certificate Undertaking' using below buttons.

User needs to upload signed copy of the certificates while submitting request for Jeevan Praman Patra

Jeevan Praman Patra (1)							
Download Life Certificate Download Undertaking Download Report							
Request Number	REHS Location	REHS Card	Primary Person	Validity From	Validity To	Actual Date of Issue	Status

3.5 Step 5 – Identify pending Jeevan Praman Patra entry on dashboard

If Jeevan Praman Patra is pending for a given year, status will appear as 'Pending'. User will be allowed to upload Jeevan Praman Patra starting one month before 'Validity From' date.

User needs to click on the 'Pending' entry.

Jeevan Praman Patra (3)							Download Life Certificate	Download Undertaking	Download
Request Number	REHS Location	REHS Card	Primary Person	Validity From	Validity To	Actual Date of Submission	Status		
0000071	CORPORATE OFFICE			22.09.2025	21.09.2026	13.08.2026	→ Pending		

3.6 Step 6 – Review personal details

When user clicks on the record, their personal details will appear automatically based stored master data.


Jeevan Praman Patra

D


Jeevan Praman Patra
 Status: Active Card Status: Issued

Card Number: [REDACTED]	Name: [REDACTED]	Location: CORPORATE OFFICE	DOJ NHPC: 01.04.2000
Card Type: REHS	Employee Number: [REDACTED]	Grade: E05	Phone number: [REDACTED]
Validity From: 01.10.2026	Designation: Manager	Gender: Male	Email Id: [REDACTED]
Validity To: 31.12.9999	Department: Domestic Finance Section	Date of Birth: 14.04.1952	Basic & Pay Scale : [REDACTED]

3.7 Step 7 – Review Dependent details

User can see only REHS Card Nominated dependents in this section. For Self, user needs to submit 'Life Certificate'. For dependents, user needs to submit 'Life Certificate undertaking'.

[Dependent Details](#)
[Issuing Authority Details](#)
[Upload Attachments](#)
[Remarks](#)

Dependent Details

Dependents (3)

☒	Relation	Primary Member	Card Number	Name	Gender	Blood Group	Date of Birth	Alive Status	Remarks
☒	Self	☒			Male	A+	14.04.1952	Yes	
☒	Mother	☐			Female	A+	01.01.1968	Yes	
☒	Son	☐			Male	A-	29.12.2004	Yes	

3.8 Step 8 – Issuing Authority Details

User should enter the Issuing Authority Details in below section.

- Issuing Authority – Please enter the authority who has issued the Jeevan Praman Patra
- Name of Issuing Authority – Please enter name of the person who has issued the Jeevan Praman Patra
- Actual Date of Issue – Please enter the date when Jeevan Praman Patra was issued
- Validity From – This will appear by default. User does not need to enter anything here
- Validity To – This will appear by default. User does not need to enter anything here

Issuing Authority Details

Issuing Authority: *

Manager of the Bank

Name of Issuing Authority: *

Ashutosh Rana

Actual Date of Issue: *

22.10.2026

Validity From:

01.10.2026

Validity To:

30.09.2027

3.9 Step 9 – Upload Life Certificates

User should attach 'Life Certificate' for primary member and 'Life Certificate Undertaking' for Dependents. Click on 'Document Type' drop down to select Life Certificate or Life Certificate Undertaking. Click on Upload button to upload the documents.


Status: **Active** Card Status: **Issued**

Dependent Details

Issuing Authority Details

Upload Attachments

Remarks

Document Type

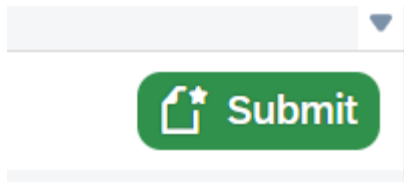
▼

Upload

File Name	File Type	Document Type	Uploaded By	Uploaded On
 DRAFT REHS CARD_00100102_0000614 (1).PDF	application/pdf	Life Certificate	del_tst_rhs1@nhpc.nic.in	10.08.2026
 DRAFT REHS CARD_00100102_0000614.pdf	application/pdf	Life Certificate Undertaking	del_tst_rhs1@nhpc.nic.in	10.08.2026

3.10 Step 10 – Submit request

Once all details are updated, user should click on 'Submit' button at the bottom of screen. Once submitted, user will not be able to change any information.



Upon Submission, the request will be automatically triggered for approval.

***** Thank You *****