

New Age ERP in NHPC

End User Training Document

REHS Card

Document Control Information

Document Information

Document Identification	MED-REHS-001
Document Name	End User Training Document – REHS Card
Project Name	NEW AGE ERP in NHPC
Client	NHPC
Document Author	Tanu Jain
Document Version	V1.0
Document Status	Released
Date Released	18.08.2026

Applicable Business Roles

Business Role ID	Business Role Description
ESS	This role will be assigned to eligible employees and enable them to raise REHS Card

Document History

Revision History				
Date	Document version	Document description	revision	Author
19.02.2026	V0.1	Draft		Tanu Jain
17.08.2026	V0.2	Peer review		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 create REHS Card.

Process Name: Raise request to Create REHS Card

Prerequisites:

- REHS Card is applicable for retired employees only.
- Employee master data should be correctly maintained in backend SAP system. Any changes to master data should be requested through My Profile application.

2. Process Description

Employee has an option to:

1. Create New REHS Card
2. Update details in existing REHS Card or Renew existing REHS Card

Please follow step by step instruction as detailed below.

2.1 Steps to Create New REHS Card:

2.1.1 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

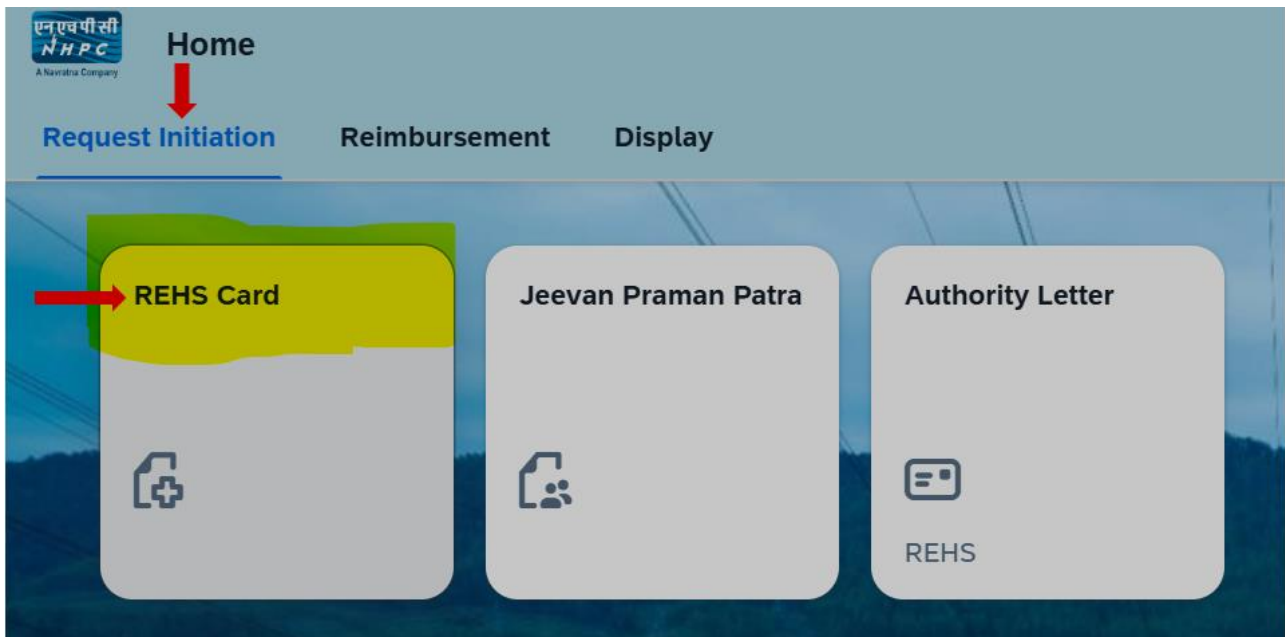


[Forgot password?](#)

Continue

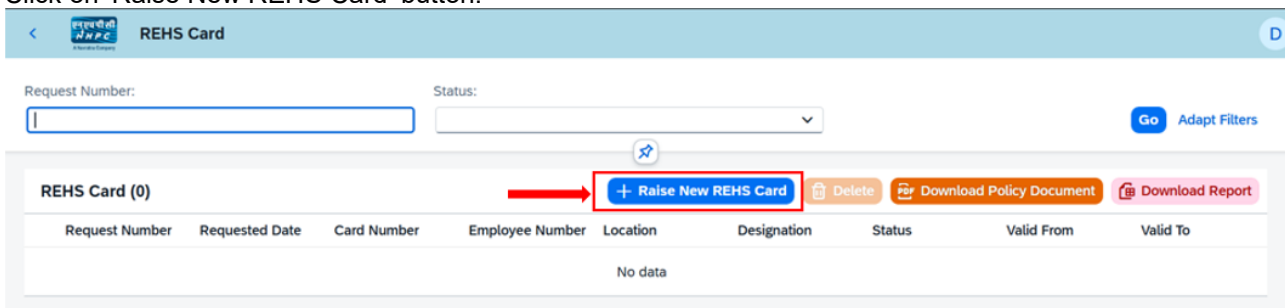
2.1.2 Step 2 - Go to REHS Card

After successful login, click 'Request Initiation' → 'REHS Card'.



2.1.3 Step 3 - Raise New REHS Card

Click on 'Raise New REHS Card' button.



2.1.4 Step 4 – Review employee master data

Employee's personal details will appear automatically based on stored master data.



2.1.5 Step 5 – Select REHS Location.

User should update REHS location shown below. It is a mandatory field.

Header

REHS Location: * CHAMERA-I POWER STATION

Date of Retirement: 30.09.2026

Leaving Date: 30.09.2026

Leaving Reason: Retirement

To select REHS location, user should click on the button shown below.

Header

[Header](#)
[Self & Dependents Details](#)
[Address](#)
[Fee Details](#)
[Bank Details](#) | v

REHS Location: *

User should select REHS Location from where they will raise re-imbursement requests.

Select REHS Location

CORPORATE OFFICE

BAIRASIUL POWER STATION

LOKTAK POWER STATION

SALAL POWER STATION

TANAKPUR POWER STATION

CHAMERA-I POWER STATION

URI-I POWER STATION

RANGIT POWER STATION

CHAMERA-II POWER STATION

DULHASTI POWER STATION

DHAULIGANGA POWER STATION

TEESTA-V POWER STATION

PARBATI-II PROJECT

SEWA-II POWER STATION

TEESTA LOW DAM-III POWER STN

Cancel

2.1.6 Step 6 – Review Self and Dependent Information

Employee can see all Self and Dependent Information who all are eligible for REHS Card.

Self & Dependents Details

Asterisk mark () next to name indicates that the child is specially abled*

Dependent Details (3)

☒	Relation	Primary Member	Card Number	Name	Gender	Blood Group	Date of Birth	Alive Status	Date of Death	Attachment
☒	Self	☒	10010211	S P Goel	Male	A+	14.04.1952	Yes		
☒	Son	☐	10010236	* Demo normal Goel	Male	A-	29.12.2004	Yes		
☒	Mother	☐	10010242	Mother Goel	Female	A+	01.01.1968	Yes		

Employee should upload Photo and Signature for all Self and Dependents by clicking on Attachment button. This is mandatory step.

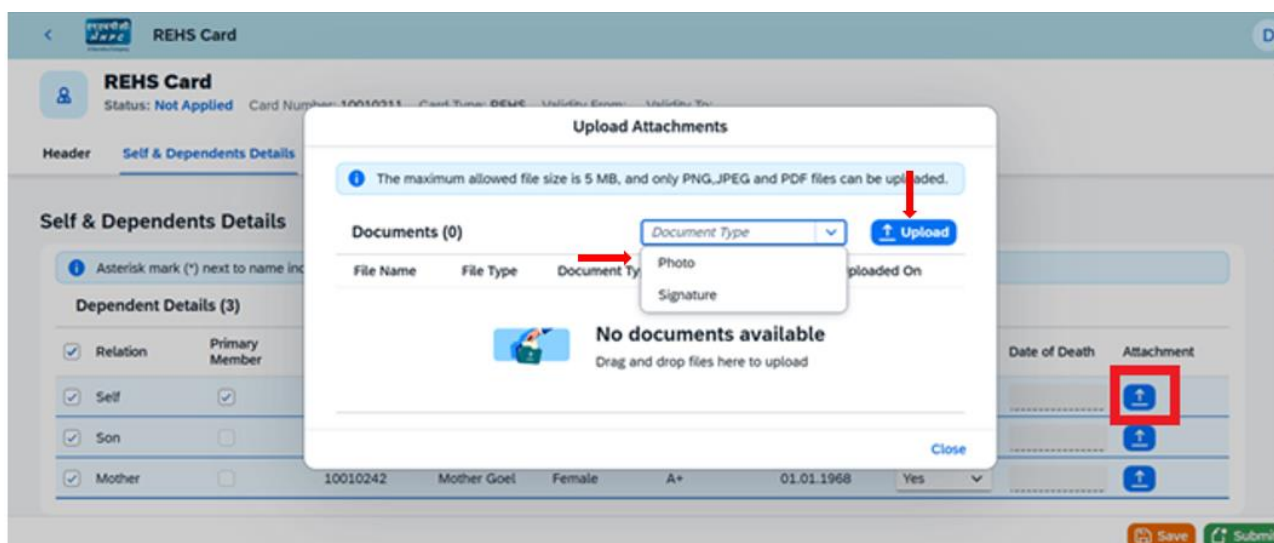
Self & Dependents Details

Asterisk mark (*) next to name indicates that the child is specially abled

Dependent Details (3)

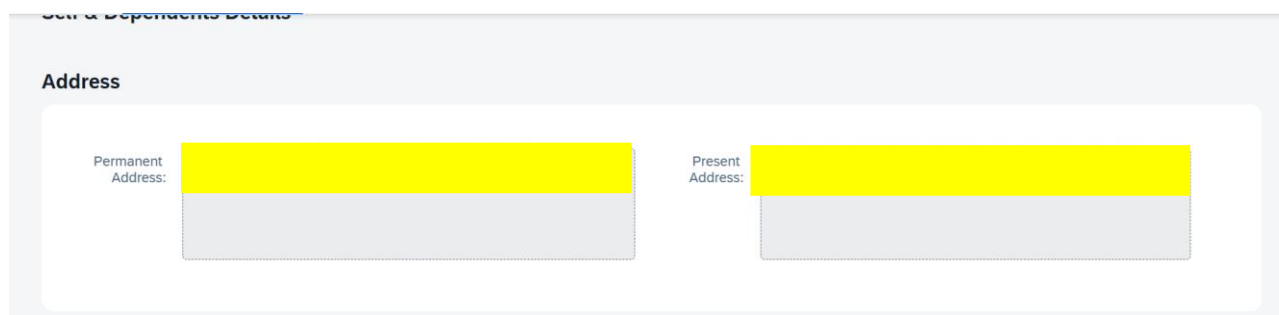
☒	Relation	Primary Member	Card Number	Name	Gender	Blood Group	Date of Birth	Alive Status	Date of Death	Attachment
☒	Self	☒	10010211	S P Goel	Male	A+	14.04.1952	Yes		
☒	Son	☐	10010236	* Demo normal Goel	Male	A-	29.12.2004	Yes		
☒	Mother	☐	10010242	Mother Goel	Female	A+	01.01.1968	Yes		

Select Photo / Signature and click on Upload button.



2.1.7 Step 9 – Review Address Information

Address will be reflected automatically based on information saved in Employee Master. If any change is required to Present address, it can be made using My Profile application.



2.1.8 Step 10 – Fee Payment

When employee is requesting for an REHS Card for the first time, they need to pay the required fees. Fee needs to be paid only once by the employee. Paid fees will be validated by Finance team before approving REHS Card request.

Details of fees paid should be mentioned in below 'Fee Details' section. It is mandatory to provide details in all fields.

- Payment Instrument – Please mention mode of payment
- Instrument No/UTR No – Please mention transaction details
- Amount – Please mention fee amount
- Bank – Please mention Bank details
- Date – Please mention date of transaction

Fee Details

Payment Instrument: * NEFT
Instrument No/UTR No: *

Amount: * 96,000 INR
Bank: * ABN AMRO BANK
Date: * 10.08.2026

2.1.9 Step 11 – Review Bank Details

Bank details will be reflected automatically based on information saved in Employee Master. Employee should review the same.

Bank Details

Primary Bank Details

Bank: ORIENTAL BANK OF COMMERCE
Branch:
IFSC:

Account Holder:
Account Number:

2.1.10 Step 12 – Saving Draft request.

Employee has an option to 'Save' the filled information. REHS Card will be saved in 'Draft' status. Request will not be processed in Draft status. User needs to 'Submit' a request for further processing.

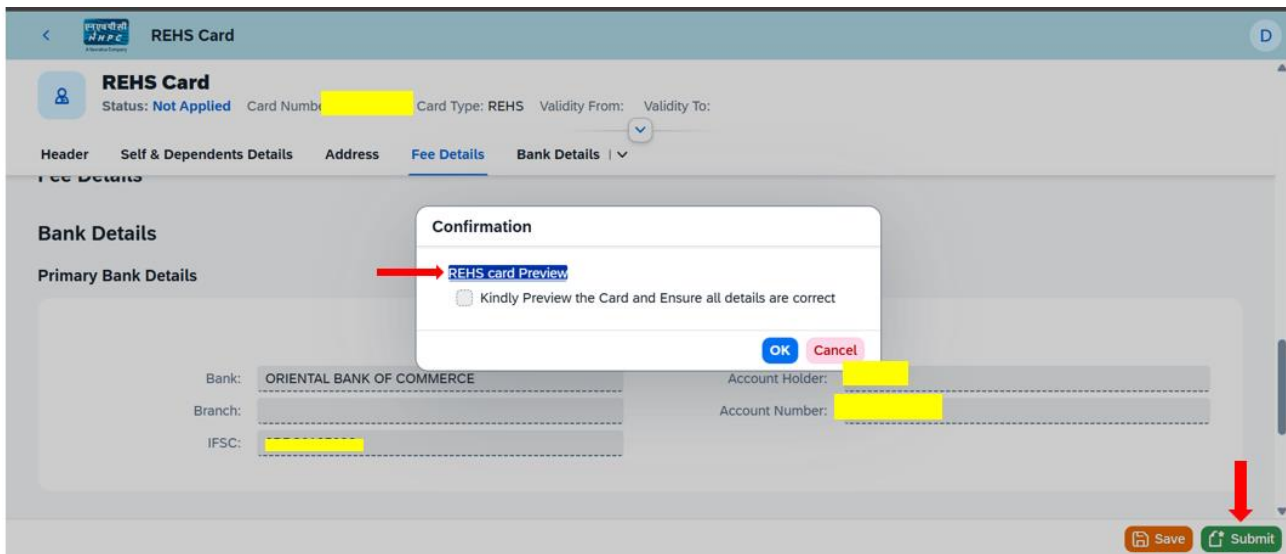
Save

Submit

2.1.11 Step 13 – Submitting REHS Card request

When employee is ready to submit, they should click on 'Submit' button. Once submitted, employee will not be able to change any information.

Click on Submit. Then click on 'REHS Card Preview'.



2.1.12 Step 14 – Preview REHS Card.

Employee can see Draft Version of the REHS Card before Submitting to make sure all details are correct.

DRAFT REHS CARD

REHS Card No : [REDACTED] Employee Name : [REDACTED] Employee No. : [REDACTED] Post Last Held : Manager Grade Code : E05 PAN : [REDACTED] Basic & Pay Scale at Retirement : [REDACTED] Date of Separation : 30.09.2026 Separation Reason : Retirement Last Posting Location : CORPORATE OFFICE REHS Claim Location : CHAMERA-I POWER STATION Date of Birth : 14.04.1952 Present Residential Address : [REDACTED] Mobile No. : [REDACTED] Email ID : [REDACTED]	Date of Issue : Valid From : Valid Upto : Photo Of Employee Blood Group : A+
---	---

Details of Dependent Beneficiaries

SL No.	Sub Card No. Name	D.O.B	Relation	Blood Group	Valid From Valid Upto	Photo	Signature
1	[REDACTED]	29.12.2004	Son	A-			
2	[REDACTED]	01.01.1968	Mother	A+			

Signature of Employee 

Issued By:

If the employee confirms that all the information is correct, they should tick the “Kindly Preview” checkbox and click “OK.”

Confirmation

REHS card Preview

☒ Kindly Preview the Card and Ensure all details are correct

OK
Cancel

COMMERCE

Account Holder:

Request will be created with status 'Requested'. Request will be directed automatically to the approving authorities. Once approved, REHS Card will be issued to the employee.

<

REHS Card
D

Request Number:
Status:
Go Adapt Filters

REHS Card (1)

Delete
Download Policy Document
Download Report

Request Number	Requested Date	Card Number	Employee Number	Location	Designation	Status	Valid From	Valid To
☐ 0000834	10.08.2026			CORPORATE OFFICE	Manager	Requested		

3.1 Steps to request REHS Card with updated information or Renew existing REHS Card.

3.1.1 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

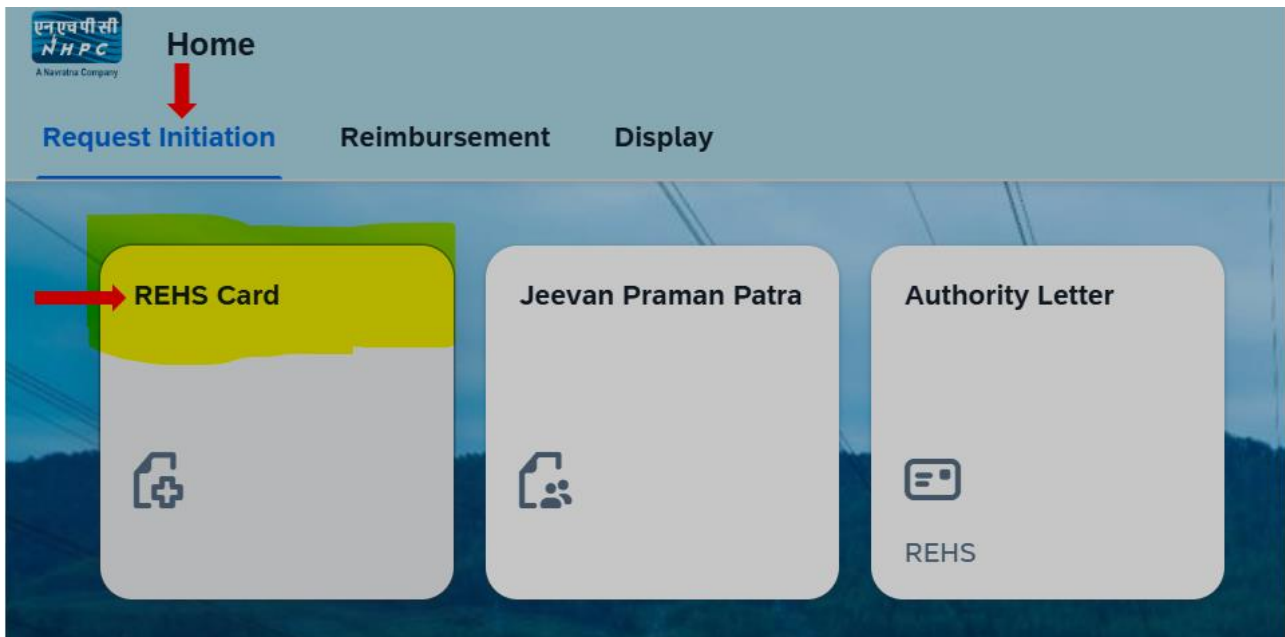


[Forgot password?](#)

Continue

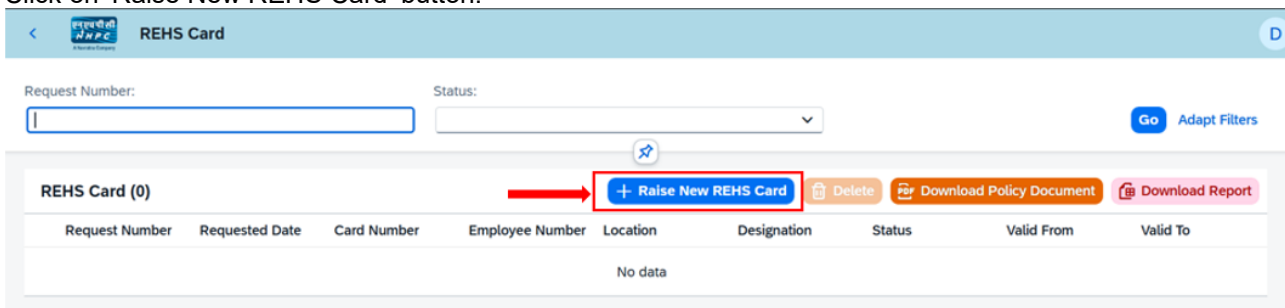
3.1.2 Step 2 - Go to REHS Card

After successful login, click 'Request Initiation' → 'REHS Card'.



3.1.3 Step 3 - Raise New REHS Card

Click on 'Raise New REHS Card' button.



3.1.4 Step 4 – Review employee master data

Employee's personal details will appear automatically based on stored master data.



3.1.5 Step 5 – Select REHS Location.

User should update REHS location shown below. It is a mandatory field.

Header

REHS Location: * CHAMERA-I POWER STATION

Date of Retirement: 30.09.2026

Leaving Date: 30.09.2026

Leaving Reason: Retirement

To select REHS location, user should click on the button shown below.

Header

Header Self & Dependents Details Address Fee Details Bank Details | v

REHS Location: *

User should select REHS Location from where they will raise re-imbursement requests.

Select REHS Location

CORPORATE OFFICE

BAIRASIUL POWER STATION

LOKTAK POWER STATION

SALAL POWER STATION

TANAKPUR POWER STATION

CHAMERA-I POWER STATION

URI-I POWER STATION

RANGIT POWER STATION

CHAMERA-II POWER STATION

DULHASTI POWER STATION

DHAULIGANGA POWER STATION

TEESTA-V POWER STATION

PARBATI-II PROJECT

SEWA-II POWER STATION

TEESTA LOW DAM-III POWER STN

Cancel

3.1.6 Step 6 – Review Self and Dependent Information

Employee can see all Self and Dependent Information who all are eligible for REHS Card.

Self & Dependents Details

Information icon Asterisk mark (*) next to name indicates that the child is specially abled

Dependent Details (3)

☒	Relation	Primary Member	Card Number	Name	Gender	Blood Group	Date of Birth	Alive Status	Date of Death	Attachment
☒	Self	☒	10010211	S P Goel	Male	A+	14.04.1952	Yes v		↑
☒	Son	☐	10010236	* Demo normal Goel	Male	A-	29.12.2004	Yes v		↑
☒	Mother	☐	10010242	Mother Goel	Female	A+	01.01.1968	Yes v		↑

Employee should upload Photo and Signature for all Self and Dependents by clicking on Attachment button. This is mandatory step.

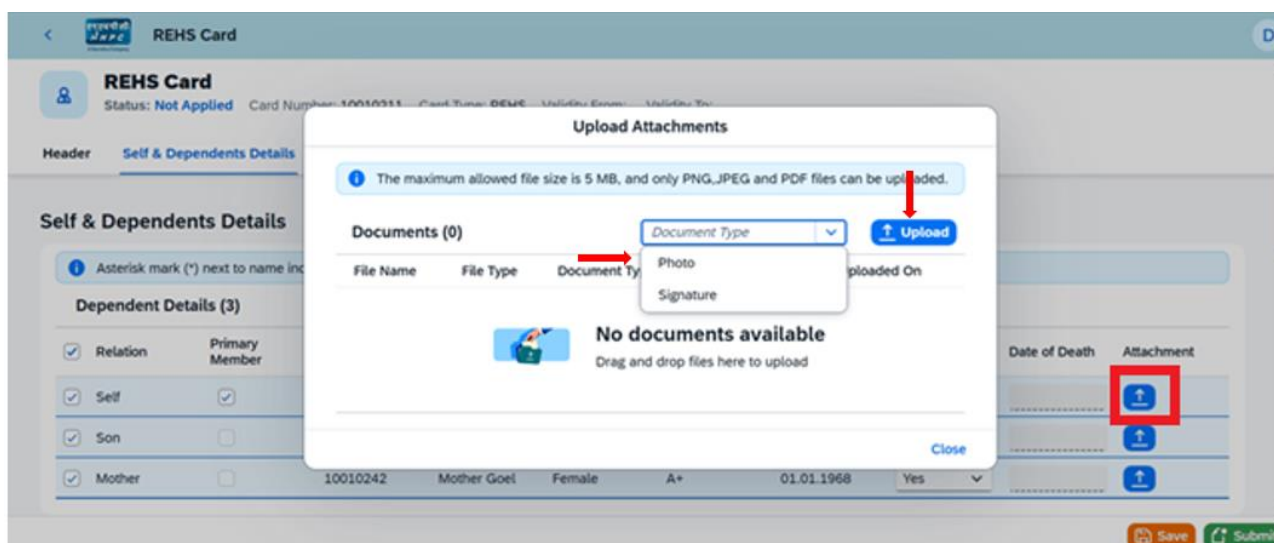
Self & Dependents Details

Asterisk mark (*) next to name indicates that the child is specially abled

Dependent Details (3)

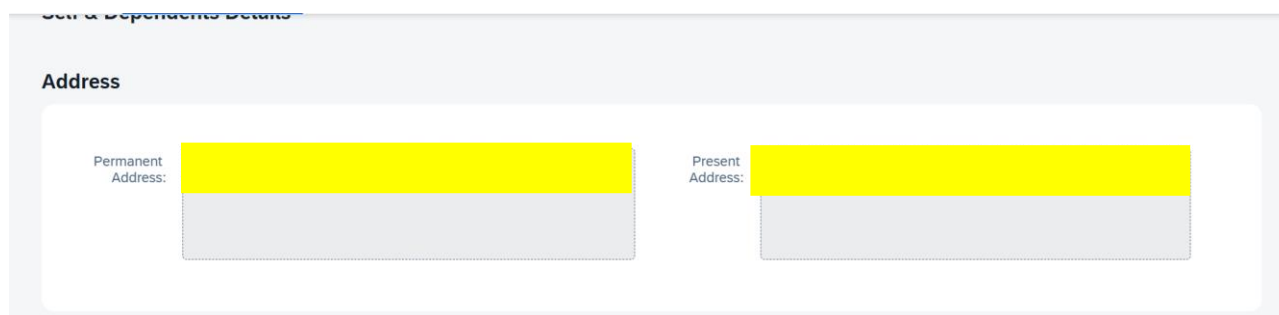
☒	Relation	Primary Member	Card Number	Name	Gender	Blood Group	Date of Birth	Alive Status	Date of Death	Attachment
☒	Self	☒	10010211	S P Goel	Male	A+	14.04.1952	Yes		
☒	Son	☐	10010236	* Demo normal Goel	Male	A-	29.12.2004	Yes		
☒	Mother	☐	10010242	Mother Goel	Female	A+	01.01.1968	Yes		

Select Photo / Signature and click on Upload button.



3.1.7 Step 9 – Review Address Information

Address will be reflected automatically based on information saved in Employee Master. If any change is required to Present address, it can be made using My Profile application.



3.1.8 Step 10 – Fee Payment

If employee has already paid Fees, they don't need to pay again. Details of the fees already paid will appear automatically with 'Paid' checkbox as ticked.

Header Self & Dependents Details Address **Fee Details** Bank Details Reason for edit Attachment

Fee Details

Payment Instrument: * Cheque
Instrument No/UTR No: *
Paid: ☒

Amount: * 7,200 INR
Bank: * INDIAN OVERSEAS BANK
Date: * 20.04.2006

3.1.9 Step 11 – Review Bank Details

Bank details will be reflected automatically based on information saved in Employee Master. Employee should review the same.

Bank Details

Primary Bank Details

Bank: ORIENTAL BANK OF COMMERCE
Branch:
IFSC:

Account Holder:
Account Number:

3.1.10 Step 12 – Select reason for re-issue of REHS Card

User needs to click on dropdown and mention the reason for re-issue of REHS Card. For example – if there is a change in address, they should click on Address Change option.

REHS Card

REHS Card
Status: Not Applied Card Number: 10010211 Card Type: REHS Validity From: Validity To:

Header Self & Dependents Details Address Fee Details Bank Details Reason for edit Attachment

Reason for edit

Reason for edit: *
Paid: *
Address Change
Any other dependent related changes
Card Theft/Loss
Communication Details
Death of REHS Employee
Photo and Signature Change
Removal of Dependent
Renewal after Expiry

Attachment

Documents

File Name

Based on 'Reason for Edit', 'Paid' field will appear automatically with 'Yes' or 'No'. If it appears as 'Yes', employee needs to Pay before requesting REHS card. For example – Address Change is a Paid facility.

Reason for edit

Reason for edit: * Address Change

Paid: * Yes

3.1.11 Step 13 - Renewal of REHS Card

User should choose 'Renewal after Expiry' option from drop down if their REHS Card has expired.

Reason for edit

Reason for edit: * Address Change

Paid: * Yes

Attachment

Documents

File Name

Renewal after Expiry

Employee does not need to pay for Card Renewal

Reason for edit

Reason for edit: * Renewal after Expiry

Paid: * No

3.1.12 Step 14 – Payment based on Reason for New Card

Employee should upload Payment Receipt in 'Attachment' section by clicking on 'Upload' button.

Attachment

Documents (0)

File Name File Type File Category Uploaded By Uploaded On

No documents available

Drag and drop files here to upload

Upload

3.1.13 Step 14 – Saving Draft request.

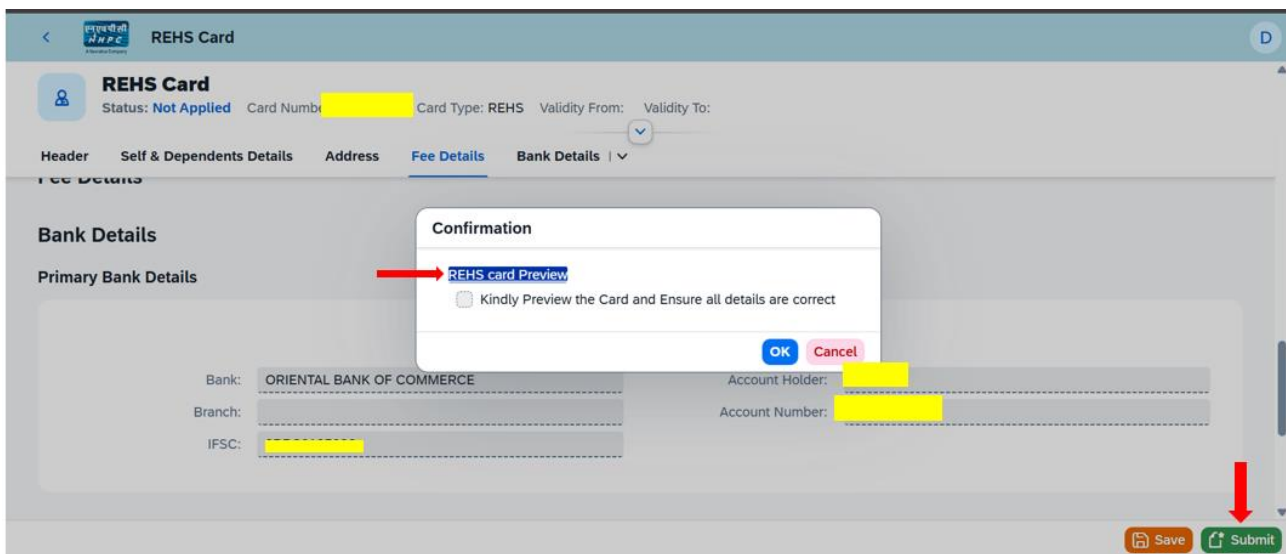
Employee has an option to 'Save' the filled information. REHS Card will be saved in 'Draft' status. Request will not be processed in Draft status. User needs to 'Submit' a request for further processing.



3.1.14 Step 15 – Submitting REHS Card request

When employee is ready to submit, they should click on 'Submit' button. Once submitted, employee will not be able to change any information.

Click on Submit. Then click on 'REHS Card Preview'.



The screenshot shows the 'REHS Card' form with a 'Confirmation' dialog box open. The dialog box has a title 'Confirmation' and a link 'REHS card Preview' with a red arrow pointing to it. Below the link is a checkbox labeled 'Kindly Preview the Card and Ensure all details are correct'. The dialog box has 'OK' and 'Cancel' buttons. The background form shows 'Bank Details' with fields for Bank (ORIENTAL BANK OF COMMERCE), Branch, IFSC, Account Holder, and Account Number. At the bottom right, there are 'Save' and 'Submit' buttons, with a red arrow pointing to the 'Submit' button.

3.1.15 Step 16 – Preview REHS Card.

Employee can see Draft Version of the REHS Card before Submitting to make sure all details are correct.

DRAFT REHS CARD

Details of Dependent Beneficiaries

REHS Card No : [REDACTED]	Date of Issue :	SL No.	Sub Card No. Name	D.O.B	Relation	Blood Group	Valid From Valid Upto	Photo	Signature
Employee Name : [REDACTED]	Valid From :	1	[REDACTED]	29.12.2004	Son	A-			
Employee No. : [REDACTED]	Valid Upto :	2	[REDACTED]	01.01.1968	Mother	A+			
Post Last Held : Manager									
Grade Code : E05 [REDACTED]									
PAN : [REDACTED]									
Basic & Pay Scale : [REDACTED]									
Date of Separation : 30.09.2026									
Separation Reason : Retirement									
Last Posting Location : CORPORATE OFFICE									
REHS Claim Location : CHAMERA-I POWER STATION									
Date of Birth : 14.04.1952	Blood Group : A+								
Present Residential Address:	Permanent Residential Address:								
[REDACTED]	[REDACTED]								
Mobile No. : [REDACTED]									
Email ID : [REDACTED]									
									
Signature of Employee	Issued By:								

If the employee confirms that all the information is correct, they should tick the “Kindly Preview” checkbox and click “OK.”

Confirmation

REHS card Preview

☒ Kindly Preview the Card and Ensure all details are correct

COMMERCE Account Holder: [REDACTED]

Upon Submission, the request will be automatically triggered for approval. Once approved, REHS card will be issued.

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