

# NSPCL Ex-Employee Portal User Manual

## Table of Contents

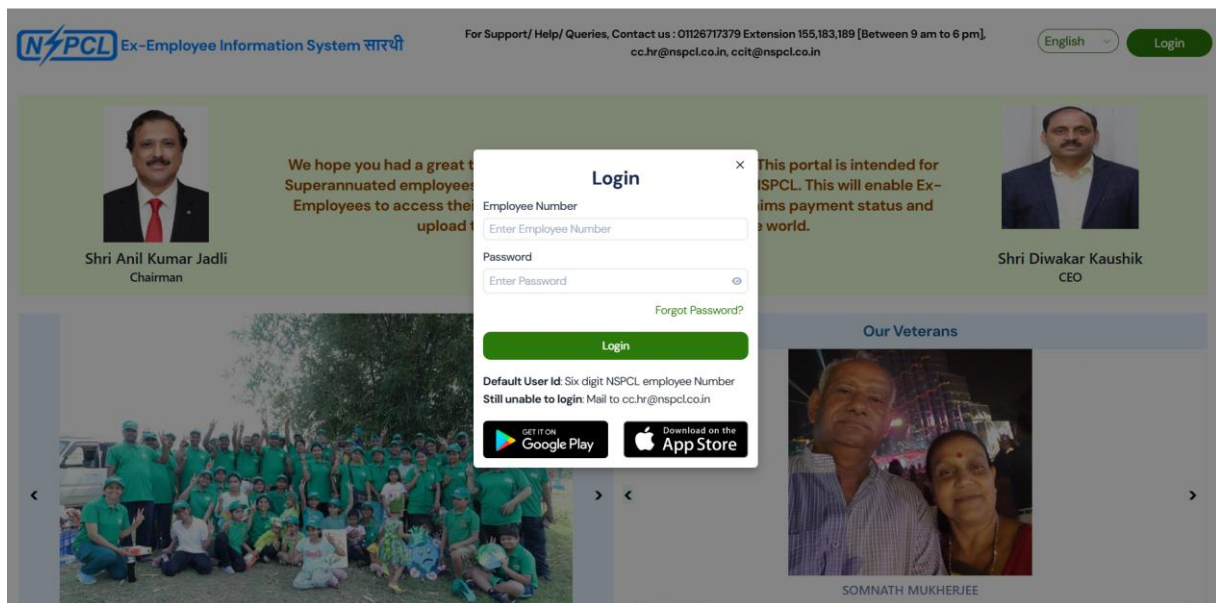
1. Introduction
2. Getting Started
3. Ex - Employee Login

# Introduction

The NSPCL Ex-Employee Portal offers a convenient, secure platform for ex-employees to access key services. The portal is equipped with a user-friendly interface, offering features such as profile management, pension details, OPD/IPD claims, Life certificate uploads, ERS certificate uploads, and grievance handling. With support for both English and Hindi, the portal ensures a smooth post-employment experience, providing easy access to all essential services.

## Getting Started

### User Sign In



- Log in using your Employee Number and Password
- Enter the OTP sent on your registered mobile number
- Click Verify OTP to Login
- A user can only be logged in on one device at a time.
- Redirected to Dashboard after successful login

## Links

### Highlights

No highlights found

### News and Reports

abhivaykti-July-Sept-2024.


EPFO LIFE CERTIFICATE JEEVAN PRAMAAN PATR

NSPCL, Rourkela conferred with "Safety Innovation Award 2024" organized by Safety & Quality Forum, Institution of Engineers (India) at New Delhi.


NSPCL conferred with two awards at 16 th Exceed HR awards 2024

NSPCL Durgapur conferred with gold award


EMPLOYEES ENGAGEMENT AND TEAM BUILDING AT NSPCL-CC




NSPCL Website




Samvaad NTPC / NSPCL



NSPCL Hospitals




NTPC Hospitals



NSPCL NEWS

- Click on News and Reports to get the latest information
- Click on the links to get the respective information


## User Profile Page



### PROFILE

English

- Dashboard
- Ex-employee List
- Pension
- PRMS
- ERS Certificate
- Circulars
- Life Certificate
- Help Desk
- Grievance
- Gallery



**BALARAM TOPPO**  
Employee Number 901128

\*less than 10mb  
\*\*500px x 500px  
\*\*\*Please upload high quality images

**Name :** BALARAM TOPPO

**Email :** ayush.shah@code-b.dev

**Mobile Number :** 9967613992

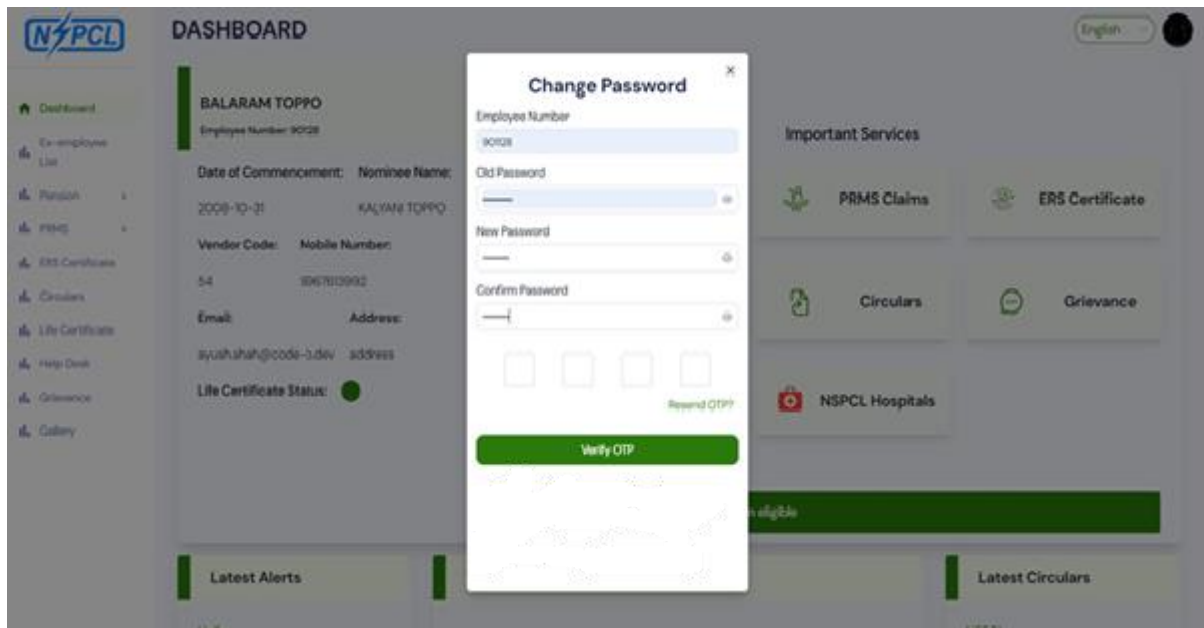
**Address :** address

**Role :** Ex-Employee User

Copyright © 2024 NSPCL. All Rights Reserved.

- Click the top right icon of the profile image and select the profile
- Click on the profile image to upload a new profile image

## User Change Password



- Click the top right button and select Change password
- Enter your employee number and existing password
- Enter a new password
- Enter the OTP sent to your registered mobile number

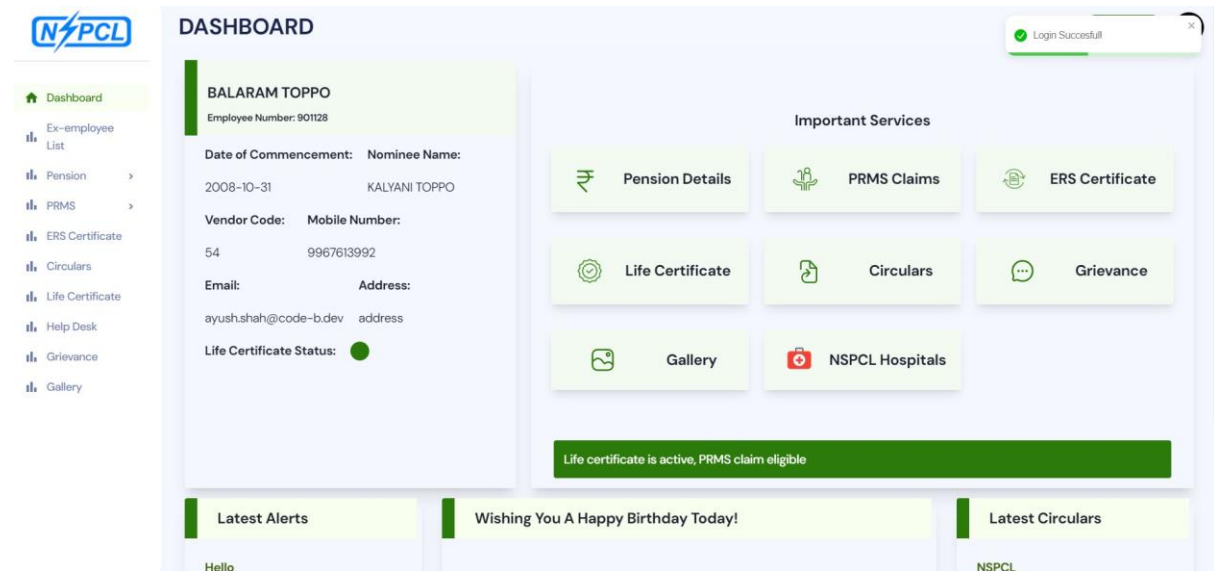
## Change Portal Language



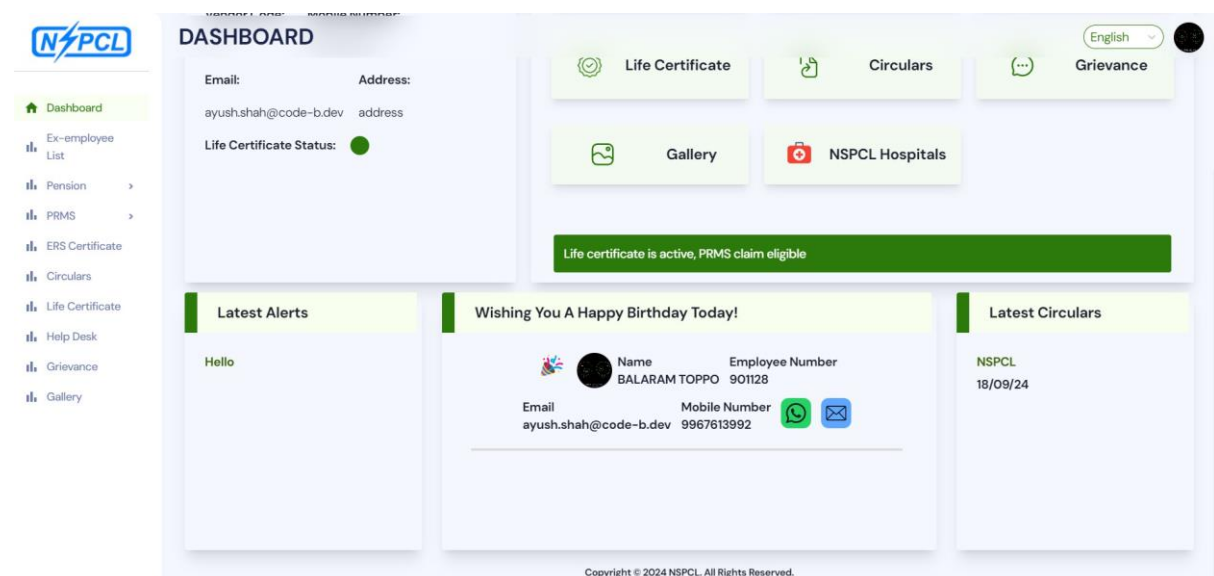
- Click on the language button in the top right to show a drop down menu
- Change Portal Language between English and Hindi

# Ex-Employee Login

## Ex-Employee Dashboard



- Click important services to access them



- Check out Latest alerts and circulars
- View Birthdays today and buttons to WhatsApp or Email them

## Ex-Employee List

The screenshot shows the 'EX-EMPLOYEE' page. On the left sidebar, 'Ex-employee List' is highlighted. The main content area features a table with the following data:

SR NO.	EMPLOYEE NAME	MOBILE NUMBER	EMAIL
1	BALARAM TOPPO	9967613992	ayush.shah@code-b.dev
2	BALARAM TOPPO	9967613992	ayush.shah@code-b.dev
3	BALARAM TOPPO	9967613992	ayush.shah@code-b.dev
4	BALARAM TOPPO	9967613992	ayush.shah@code-b.dev

At the bottom of the page, there is a footer: 'Copyright © 2024 NSPCL. All Rights Reserved.' and navigation buttons for 'Prev', '1', and 'Next'.

- Click on Ex-Employees List on the left sidebar
- Find other Ex-Employees on the platform and get their Mobile Number and Email

## Ex-Employee DCPS Details

The screenshot shows the 'DCPS DETAILS' page. On the left sidebar, 'Pension' is expanded and 'DCPS' is highlighted. The main content area contains a form with the following fields:

Employee Number *	Annuitant Name *	Annuity Number *
901128	name1	annuityNumber1
Policy Number *	Gender *	Date of First Payment *
policyNumber1	Male	18/06/2024
Commutation Amount *	Purchase Price *	Gross Instalment Amount *
1	10000	10000
Mode of Annuity Payment *	Type of Annuity *	Certain Period *
mode1	type1	period1
Is Annuity Joint *		
Yes		

At the bottom of the page, there is a footer: 'Copyright © 2024 NSPCL. All Rights Reserved.'

- Click on Pension and then DCPS on the left sidebar
- View your DCPS Details

## Ex-Employee NPS Details

**NPS DETAILS**

Employee Number \* 901128 Annuitant Name \* the-ex-employee PRAN Number \* 134773848923

NPS Help Line Number \* 100003884

Copyright © 2024 NSPCL. All Rights Reserved.

- Click on Pension and then NPS on the left sidebar
- View your NPS Details

## Ex-Employee EPS Details

**EPS DETAILS**

Employee Number \* 901128 UAN Number \* 232443242347 EPS Account Number \* 234234234234

PPO \* 709850601302 Pension Amount \* 9000 Spouse Name sekha

Spouse Pension Amount 4500 tables.dateOfCommencement \* 19/06/2024 Exit Date \* 21/06/2024

Beneficiary Name 1 verm Beneficiary Pension Amount 1 1021 Beneficiary Name 2 shrma

Beneficiary Pension Amount 2 1021

Copyright © 2024 NSPCL. All Rights Reserved.

- Click on Pension and then EPS on the left sidebar
- View your EPS Details

# Ex-Employee OPD Claims

The screenshot shows the NSPCL OPD Claims list. The interface includes a sidebar with navigation options: Dashboard, Ex-employee List, Pension (DCPS, NPS, EPS), PRMS (OPD, IPD), ERS Certificate, Circulars, Life Certificate, Help Desk, Grievance, and Gallery. The main content area displays a table of claims with the following data:

CLAIM NUMBER	CLAIM TYPE	REQUESTED AMOUNT	AMOUNT PASSED	PREVIOUS (SUCCESSFUL) CLAIM DATE	FIRST CLAIM	CURRENT CLAIM DOCUMENT	PREVIOUS CLAIM DOCUMENT	CLAIM REQUEST STATUS	ACTION
OPD9011282024004	-	6	0	17/09/2024	no	-	-	Pending With HR	<a href="#">Action</a>
OPD9011282024003	-	1555	0	12/09/2024	no	-	-	Pending With HR	<a href="#">Action</a>
OPD9011282024002	-	29000	25000	23/08/2024	no	Received	Not Received	Approved	<a href="#">Action</a>
OPD9011282024001	-	50	0	-	yes	Not Received	Not Received	Forward To Medical Officer	<a href="#">Action</a>

Copyright © 2024 NSPCL. All Rights Reserved. Prev 1 Next

- Click on PRMS and then OPD on the left sidebar

The screenshot shows the NSPCL ADD OPD form. The form includes the following fields:

- Employee Number: 901128
- PRMS Vendor Code: 54
- Number of Claims This Year: 1
- Requested Amount (£): 0
- Amount Passed (£): 0
- Ceiling Amount (£): 100000
- Balance Amount (£): 75000
- Bank Account: 1236547890
- Mobile Number: 9967613992
- Life Certificate Valid Upto: 23/08/2025
- Attachment: Choose File (No file chosen)

**Claim Records**

Nature of Appliances	Claim Record Requested Amount (£)	Claim Record Passed Amount (£)
placeholderselectNatureOfAppliances	0	0

Max Reimbursement (£): 0  
Eligibility Span: 0

Total amount: 0.00  
[Add Claim Record](#)

- View list of applied OPDs
- Use the filter to check claims in various stages of approval
- Click on Add OPD
- Fill out the form
- Wait for approval from HR, Medical Officer and Finance



# Ex-Employee IPD Claims

CLAIM NUMBER	PATIENT NAME	PRMS VENDOR CODE	RETIREMENT GRADE	LIFE CERTIFICATE VALID UPTO	MOBILE NUMBER	REQUESTED AMOUNT	AMOUNT PASSED	CURRENT CLAIM DOCUMENT	PREVIOUS CLAIM DOCUMENT	HOSPITAL NAME	ADMISSION DATE
IPD9011282024003	BALARAM TOPPO	54	W10	-	9967613992	9	-	-	-	Hey	11/09/2024
IPD9011282024002	BALARAM TOPPO	54	W10	-	9967613992	4	-	-	-	Hey	02/09/2024
IPD9011282024001	BALARAM TOPPO	54	W10	-	1234567890	20	-	Not Received	Not Received	not sure	01/08/2024

- Click on PRMS and then IPD on the left sidebar

- View list of applied IPDs
- Use the filter to check claims in various stages of approval
- Click on Add IPD
- Fill out the form
- Wait for approval from HR, Medical Officer and Finance

# Ex-Employee ERS Certificate

ERS CERTIFICATE

Download ERS Format Add ERS

SR NO.	EMPLOYEE NUMBER	FILE NAME	STATUS	FINANCIAL YEAR	UPLOADED ON	FILE	ACTION
1	901128	Company Policy - R2 - 26_7_2024.pdf	HR Approval Pending	2024-2025	22/08/2024		

Prev 1 Next

Copyright © 2024 NSPCL. All Rights Reserved.

- Click on ERS Certificate on the left sidebar

ADD ERS CERTIFICATE

Upload File \*less than 10mb

Choose File No file chosen

Back Submit

Copyright © 2024 NSPCL. All Rights Reserved.

- View list of applied ERS certificates
- Click on Add ERS
- Upload the document
- Wait for approval from HR

# Ex-Employee Life Certificate

**LIFE CERTIFICATE** English

\*Life certificate is active, PRMS claim eligible

[Download Life Certificate Format](#) [Add Life Certificate](#)

SR NO.	EMPLOYEE NUMBER	FILE NAME	VALID FROM	VALID UPTO	STATUS	UPLOADED ON	POSTED ON	FILE	ACTION
1	901128	Company Policy - R2 - 26_7_2024.pdf	23/08/2024	23/08/2025	Accepted	23/08/2024	-		-

Copyright © 2024 NSPCL. All Rights Reserved.

Prev 1 Next

- Dashboard
- Ex-employee List
- Pension
  - DCPS
  - NPS
  - EPS
- PRMS
  - OPD
  - IPD
- ERS Certificate
- Circulars
- Life Certificate**
- Help Desk
- Grievance
- Gallery

- Click on Life Certificate on the left sidebar

**ADD LIFE CERTIFICATE** English

Upload File \*less than 10mb

No file chosen

[Back](#) [Submit](#)

Copyright © 2024 NSPCL. All Rights Reserved.

- Dashboard
- Ex-employee List
- Pension >
- PRMS >
- ERS Certificate
- Circulars
- Life Certificate**
- Help Desk
- Grievance
- Gallery

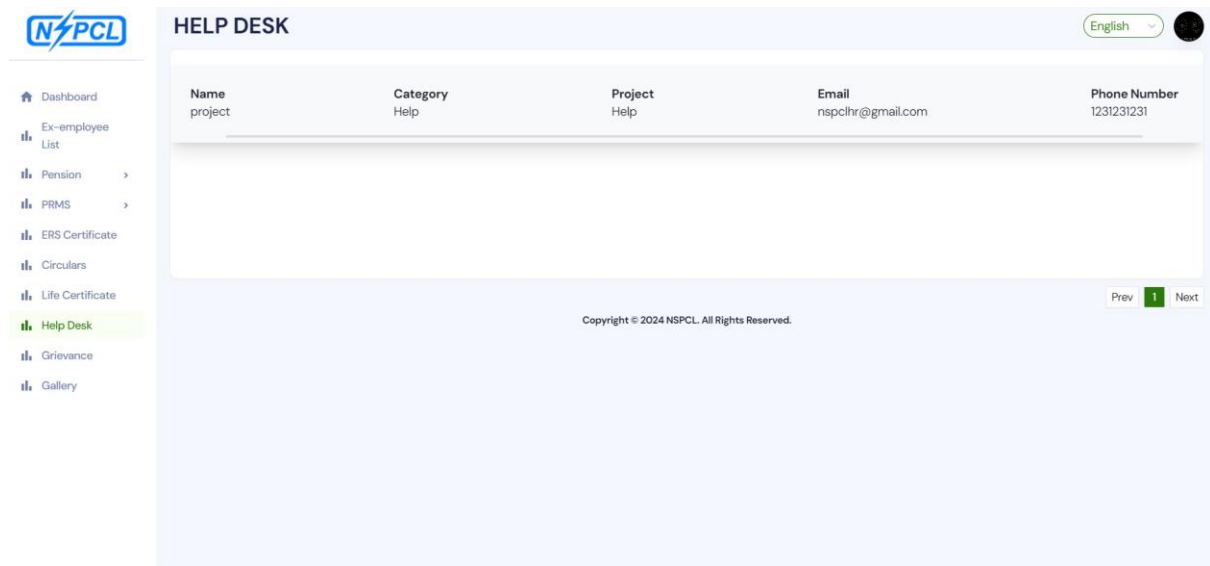
- View list of applied Life certificates
- Click on Add Life certificate
- Upload the document
- Wait for approval from HR

## Circulars



- Click on Circulars on the left sidebar
- View all circulars

## Help Desk



- Click on Help Desk on the left sidebar
- List of all Help Desk information

# Grievance

The screenshot displays the NSPCL Grievance management interface. On the left is a sidebar with navigation options: Dashboard, Ex-employee List, Pension, PRMS, ERS Certificate, Circulars, Life Certificate, Help Desk, Grievance (highlighted), and Gallery. The main content area is titled 'GRIEVANCE' and includes a language dropdown set to 'English' and an 'Add Grievances' button. Below this is a table with the following data:

SR NO.	EMPLOYEE NUMBER	GRIEVANCE NUMBER	SUBJECT	POSTED ON	STATUS	REMARKS
1	901128	GVR9011282024001	DCPS	2024-09-17 18:24:00	Active	-

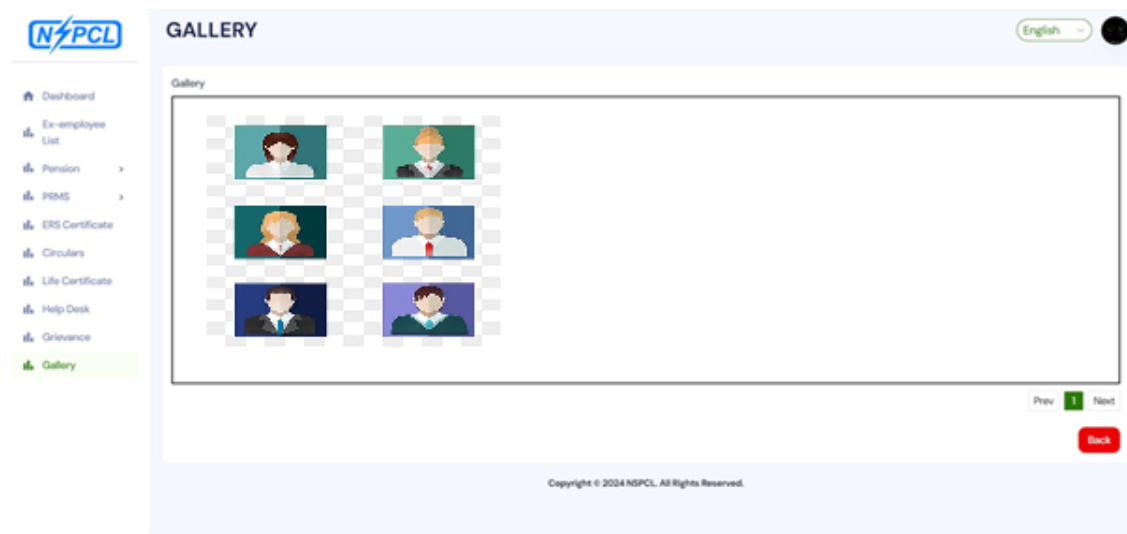
At the bottom of the table, there are 'Prev' and 'Next' buttons, with '1' indicating the current page. A copyright notice 'Copyright © 2024 NSPCL. All Rights Reserved.' is visible at the bottom of the page.

- Click on Grievances on the left sidebar

The screenshot shows the 'ADD GRIEVANCE' form in the NSPCL system. The sidebar is identical to the previous screenshot, with 'Grievance' highlighted. The main form area has a title 'ADD GRIEVANCE' and a language dropdown set to 'English'. It contains two input fields: 'Subject \*' with a dropdown menu showing 'Select Subject', and 'Message \*' with a text area labeled 'Enter Message'. At the bottom right of the form are three buttons: 'Back' (red), 'Clear' (grey), and 'Submit' (green). A copyright notice 'Copyright © 2024 NSPCL. All Rights Reserved.' is at the bottom of the page.

- View list of applied Grievances
- Use the filter to check grievances in various stages of approval
- Click on Add Grievance
- Add the Grievance
- Wait for approval from admin

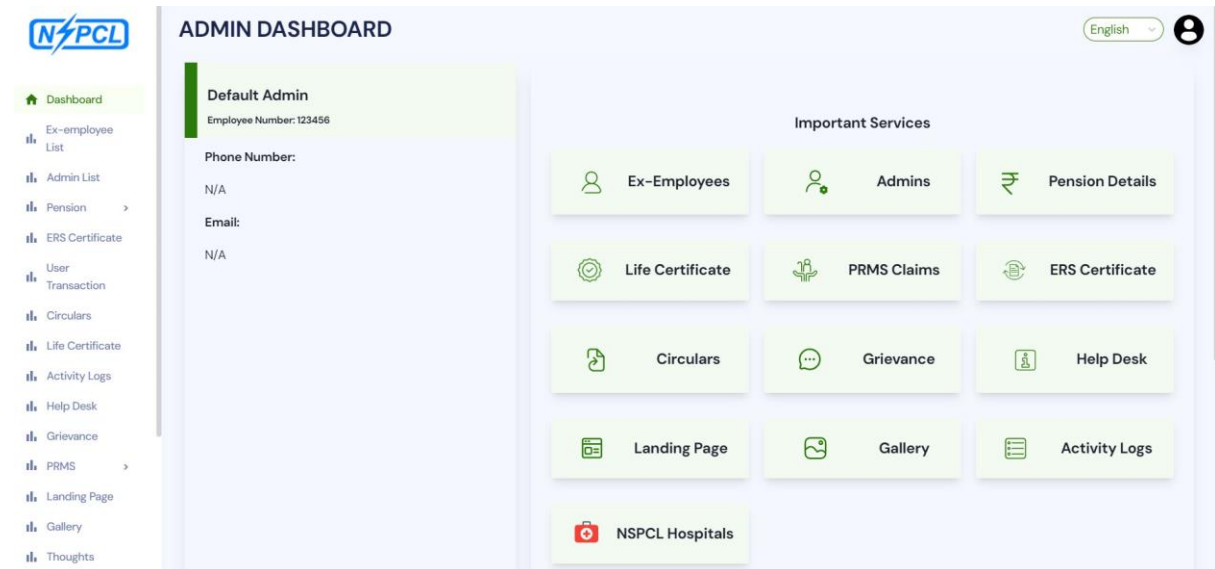
## Ex-Employee Gallery



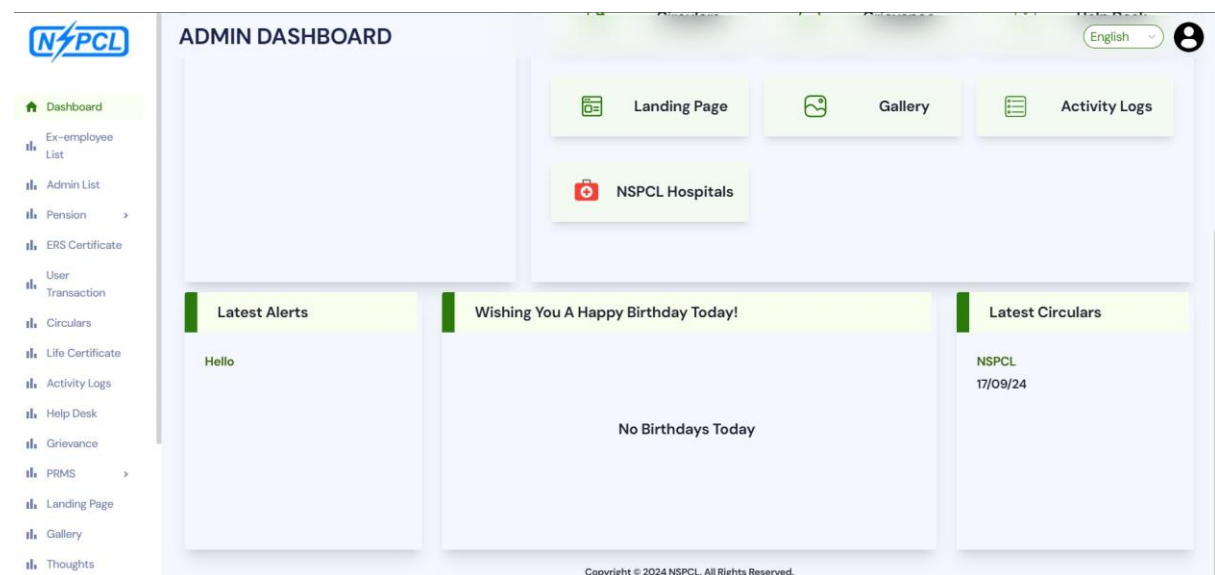
- Click on Gallery on the left sidebar
- View images in the gallery

# HR Admin Login

## HR Admin Dashboard



- Click important services to access them



- Check out Latest alerts and circulars
- View Birthdays today and buttons to WhatsApp or Email them

# Ex-Employee List

SR NO.	EMPLOYEE NAME	EMPLOYEE NUMBER	DATE OF BIRTH	LIFE CERTIFICATE VALID UPTO	VENDOR CODE	MOBILE NUMBER	EMAIL	ADDRESS	NOMINEE NAME	NSPCL UNIT	PPO	Br
1	BALARAM TOPPO	901121	01/09/2001	10/06/2025	54	9967613992	ayush.shah@code-b.dev	-	KALYANI TOPPO	BHILAI	ORRKL00018872	STA
2	BALARAM TOPPO	901120	01/09/2001	10/06/2024	435	9967613992	ayush.shah@code-b.dev	-	KALYANI TOPPO	DURGAPUR	ORRKL00018872	STA
3	BALARAM TOPPO	901128	01/09/2001	23/08/2025	54	9967613992	ayush.shah@code-b.dev	address	KALYANI TOPPO	BHILAI	ORRKL00018872	STA
4	BALARAM TOPPO	901127	01/09/2001	10/06/2024	435	9967613992	ayush.shah@code-b.dev	address	KALYANI TOPPO	DURGAPUR	ORRKL00018872	STA

- Click on Ex-Employees List on the left sidebar

Employee Name \*  
Enter Employee Name

Employee Number \*  
Enter Employee Number

Vendor Code \*  
Enter Vendor Code

Phone Number  
Enter Phone Number

Mobile Number \*  
Enter Mobile Number

Employee Address  
Enter Employee Address

Employee Email  
Enter Employee Email

Date of Birth \*  
dd/mm/yyyy

Life Certificate Valid Upto \*  
dd/mm/yyyy

Date of Commencement \*  
dd/mm/yyyy

Date of Retirement \*  
dd/mm/yyyy

Nominee Name  
Enter Nominee Name

Nominee Mobile Number  
Enter Nominee Mobile Number

Nominee Address  
Enter Nominee Address

Member ID \*  
Enter Member ID

NSPCL Unit \*  
Select NSPCL Unit

PPO  
Enter PPO

Grade \*  
Enter Grade

Ceiling Amount (₹) \*  
0

Balance Amount (₹) \*  
0

Bank Name  
Enter Bank Name

- Find Ex-Employees on the platform
- Click on Add Users to add a new Ex-Employee
- Fill the relevant fields and add a new Ex-Employee



The screenshot shows a web application interface for NSPCL. On the left is a sidebar menu with the following items: Dashboard, Ex-employee List (highlighted), Admin List, Pension (with a dropdown arrow), DCPS, NPS, EPS, ERS Certificate, User Transaction, Circulars, Life Certificate, Activity Logs, Help Desk, Grievance, and PRMS (with a right-pointing arrow). The main content area is titled 'FILE UPLOAD' and contains a large grey box with a dashed border. Inside this box, there is a green 'Select File' button and a grey 'No File Selected' button. Below these, there are three buttons: a red 'Back' button, a green 'Download Sample File' button, and a blue 'Upload File' button. At the bottom of the grey box, the text 'Copyright © 2024 NSPCL. All Rights Reserved.' is displayed. In the top right corner of the page, there is a language dropdown menu set to 'English' and a user profile icon.

- Click on Upload XLS on the right
- Download Sample File and add relevant data
- Upload Ex-Employees using XLS File

# Admin List

SR NO.	EMPLOYEE NAME	EMPLOYEE NUMBER	DATE OF BIRTH	DATE OF COMMENCEMENT	VENDOR CODE	PHONE NUMBER	MOBILE NUMBER	EMAIL	ADDRESS	NSPCL UNIT	PPO	ROLE	STATUS	ACTION
1	prms	111444	01/08/2024	05/08/2024	-	-	9967613992	-	-	BHILAI	-	Fin Admin	Active	
2	med	111445	01/08/2024	07/08/2024	-	-	9967613992	-	-	BHILAI	-	Med Admin	Active	
3	Default Admin	123456	01/09/2001	10/07/2024	-	-	9967613992	-	-	NEW DELHI	-	Hr Admin	Active	

- Click on Admin List on the left sidebar

Admin Name \*      Employee Number \*      Phone Number

Enter Admin Name      Enter Employee Number      Enter Phone Number

Mobile Number \*      Admin Address      Admin Email

Enter Mobile Number      Enter Admin Address      Enter Admin Email

Date of Birth \*      Date of Commencement \*      NSPCL Unit \*

dd/mm/yyyy      dd/mm/yyyy      Select NSPCL Unit

Member ID      PPO      Role \*



Enter Member ID      Enter PPO      Select Admin Role

Back      Clear      Submit

- Find Admins on the platform
- Click on Add Users to add a new Admin
- Fill the relevant fields and add a new Admin

# Ex-Employee DCPS

The screenshot shows the NSPCL DCPS dashboard. On the left is a sidebar menu with 'Pension' selected, and 'DCPS' highlighted under it. The main area displays a table with the following data:

SR NO.	EMPLOYEE NUMBER	ANNUITANT NAME	ANNUITY NUMBER	POLICY NUMBER	GENDER	DATE OF FIRST PAYMENT	COMMUTATION AMOUNT	PURCHASE PRICE	GROSS INSTALMENT AMOUNT	MODE OF ANNUITY PAYMENT	TYPE OF ANNUITY	CERTAIN PERIOD	IS ANNUITY JOINT	ACTION
1	901128	name1	annuitNumber1	policyNumber1	male	18/06/2024	1	100.00	10000	mode1	type1	period1	yes	 

At the bottom right of the table area, there are 'Prev' and 'Next' buttons with a '1' in a green box between them. A copyright notice 'Copyright © 2024 NSPCL. All Rights Reserved.' is centered at the bottom of the page.

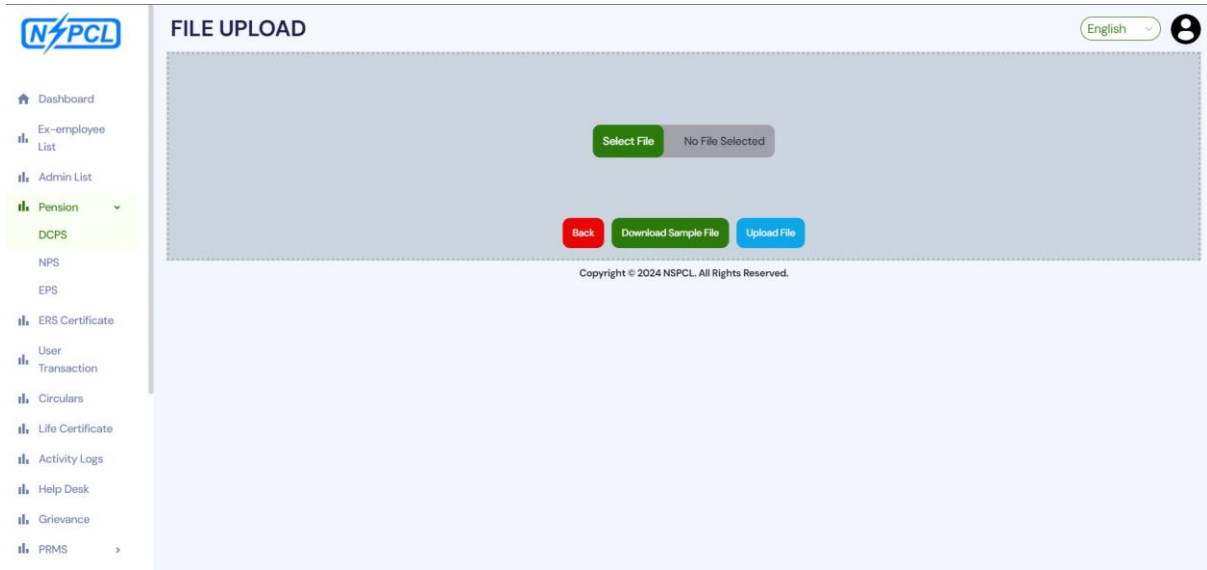
- Click on Pension and then DCPS on the left sidebar

The screenshot shows the 'ADD DCPS' form in the NSPCL system. The form contains the following fields:

- Employee Number \* (text input)
- Annuitant Name \* (text input)
- Annuity Number \* (text input)
- Policy Number \* (text input)
- Gender \* (dropdown menu)
- Date of First Payment \* (text input with calendar icon)
- Commutation Amount \* (text input)
- Purchase Price \* (text input)
- Gross Instalment Amount \* (text input)
- Mode of Annuity Payment \* (text input)
- Type of Annuity \* (text input)
- Certain Period \* (text input)
- Is Annuity Joint \* (dropdown menu)

At the bottom right of the form, there are three buttons: 'Back' (red), 'Clear' (grey), and 'Submit' (green). A copyright notice 'Copyright © 2024 NSPCL. All Rights Reserved.' is centered at the bottom of the page.

- Click on Add DCPS to add a new DCPS
- Fill the relevant fields and add a new DCPS





- Click on Upload XLS on the right
- Download Sample File and add relevant data
- Upload DCPS using XLS File

# Ex-Employee NPS

**NPS**

English

Search by Employee Num Search Add NPS Upload XLS

SR NO.	EMPLOYEE NUMBER	ANNUITANT NAME	PRAN NUMBER	NPS HELP LINE NUMBER	ACTION
1	901128	the-ex-employee	134773848923	1000003884	 

Prev 1 Next

Copyright © 2024 NSPCL. All Rights Reserved.

- Click on Pension and then NPS on the left sidebar

**ADD NPS**

English

Employee Number \* Annuitant Name \* PRAN Number \*

Enter Employee Number Enter Annuitant Name Enter PRAN Number

NPS Help Line Number \*

Enter NPS Helpline Number

Back Clear Submit

Copyright © 2024 NSPCL. All Rights Reserved.

- Click on Add NPS to add a new NPS
- Fill the relevant fields and add a new NPS



- Click on Upload XLS on the right
- Download Sample File and add relevant data
- Upload NPS using XLS File

# Ex-Employee EPS

The screenshot shows the NSPCL Ex-Employee EPS dashboard. The left sidebar contains a menu with 'Pension' expanded to show 'EPS'. The main area displays a table with the following data:

SR NO.	EMPLOYEE NUMBER	UAN NUMBER	EPS ACCOUNT NUMBER	PPO	DATE OF COMMENCEMENT	EXIT DATE	PENSION AMOUNT	SPOUSE NAME	SPOUSE PENSION AMOUNT	BENEFICIARY NAME 1	BENEFICIARY PENSION AMOUNT 1	BENEFICIARY NAME 2	BENEFICIARY PENSION AMOUNT 2
1	901128	232443242347	234234234234	709650601302	19/06/2024	21/06/2024	9000	sekhia	4500	verm	1021	shrma	1021

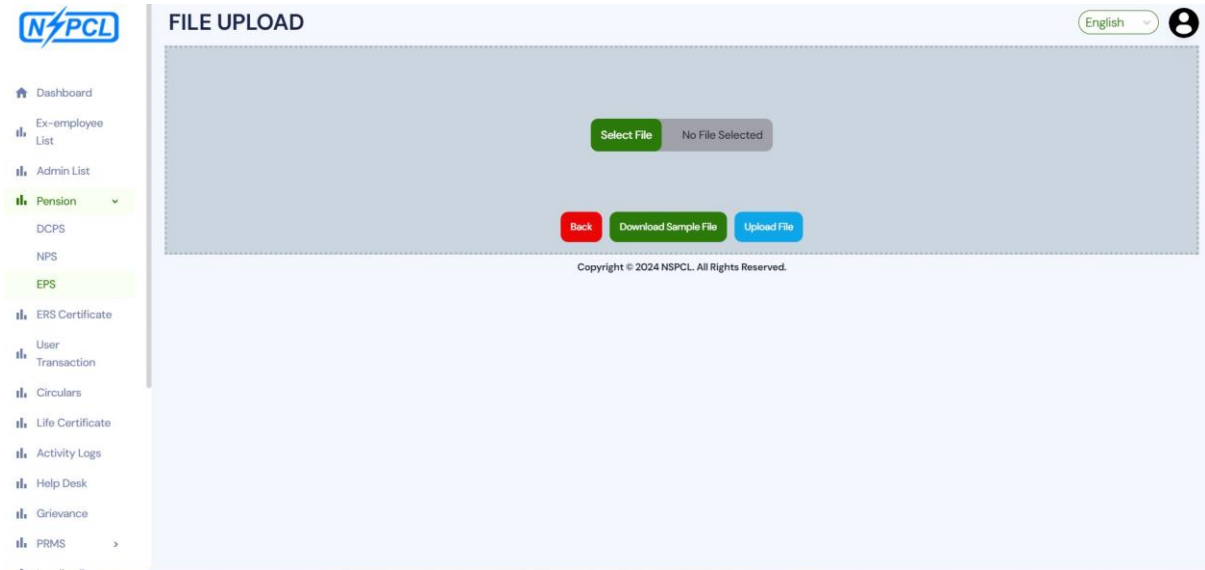
- Click on Pension and then EPS on the left sidebar

The screenshot shows the 'ADD EPS' form in the NSPCL system. The form contains the following fields:

- Employee Number \*
- UAN Number \*
- EPS Account Number \*
- PPO \*
- Pension Amount \*
- Spouse Name
- Spouse Pension Amount
- tables.dateOfCommencement \*
- Exit Date \*
- Beneficiary Name 1
- Beneficiary Pension Amount 1
- Beneficiary Name 2
- Beneficiary Pension Amount 2

Buttons for 'Back', 'Clear', and 'Submit' are located at the bottom right of the form.

- Click on Add EPS to add a new EPS
- Fill the relevant fields and add a new EPS



- Click on Upload XLS on the right
- Download Sample File and add relevant data
- Upload EPS using XLS File



## Ex-Employee ERS Certificate

The screenshot shows the 'ERS CERTIFICATE' page in the NSPCL system. The left sidebar contains a navigation menu with 'ERS Certificate' highlighted. The main content area features a table with the following data:

SR NO.	EMPLOYEE NUMBER	FILE NAME	STATUS	FINANCIAL YEAR	UPLOADED ON	FILE	ACTION
1	901128	Company Policy - R2 - 26_7_2024.pdf	HR Approval Pending	2024-2025	22/08/2024		

At the top of the page, there is a search bar with the text 'HR Approval Pending' and a search button. Below the table, there are 'Prev' and 'Next' navigation buttons, and a copyright notice: 'Copyright © 2024 NSPCL. All Rights Reserved.'

- Click on ERS Certificate on the left sidebar

The screenshot shows the 'EDIT ERS CERTIFICATE' page. It features input fields for 'Employee Number' (901128) and 'Financial Year' (2024-2025). A 'View Certificate' button is located to the right of the financial year field. At the bottom right, there are three buttons: 'Back', 'Reject', and 'Accept'. The left sidebar is the same as in the previous screenshot, with 'ERS Certificate' highlighted. The copyright notice 'Copyright © 2024 NSPCL. All Rights Reserved.' is also present.

- View list of applied ERS certificates
- Use the filter to check the certificate in various stages of approval
- Upload the format
- Accept/Reject ERS Certificate

## User transactions

**USER TRANSACTIONS**

ID	Employee Number	Transaction Type	Status	Date
901128	d2ce21865cca297436e790e7a333ae0867b76b466a29abbcb8591f7734200505	OPD	noOfOpdClaims	127.0.0.1
901128	36d0bc3601465dc4595a10e84f83f5f10f7077e4c2f6b9b6ce283982e8e1f0b	OPD	claimRequestStatus	127.0.0.1
901128	1b79492cf43b4535d5b2696764b8c90e7797e3eec8036e96d511514c50423ac6	OPD	currentClaimDocument	127.0.0.1
901128	c01a252caf49c2f6046a67ab943c7ef6468935995c389409ae10438f9808dcec	OPD	prevClaimDocument	127.0.0.1
901128	07550dd76225279559a12582f95bdfef16ae676d1d213448cda440143d6f66d6	OPD	noOfOpdClaims	127.0.0.1
901128	1839ec6460932e943756bf90953878899ad9ca730331a2df4f663d4b27f80011	OPD	claimRequestStatus	127.0.0.1
901128	239bd7c997b1596e914109425b5d40e83ded9152da159552925b4deb19674460	OPD	remarks	127.0.0.1

Copyright © 2024 NSPCL. All Rights Reserved.

- Click on User transactions on the left sidebar
- View all user transactions

## Activity Logs

**ACTIVITY LOGS**

SR NO.	EMPLOYEE NUMBER	MESSAGE	TIME STAMP
1	123456	Employee with number 123456 logged in from -. The request was successful.	2024-09-17 18:31:05
2	901128	Employee with number 901128 added new data to a module from -. The request was successful.	2024-09-17 18:30:55
3	901128	Employee with number 901128 added new data to a module from -. The request was successful.	2024-09-17 18:28:14
4	901128	Employee with number 901128 added new data to a module from -. The request was successful.	2024-09-17 18:27:48
5	901128	Employee with number 901128 logged in from -. The request was successful.	2024-09-17 18:15:34
6	901128	Employee with number 901128 logged in from -. The request was unsuccessful.	2024-09-17 18:12:07
7	901128	Employee with number 901128 logged in from -. The request was successful.	2024-09-17 17:39:38
8	901128	Employee with number 901128 added new data to a module from -. The request was successful.	2024-09-17 17:39:29
9	901128	Employee with number 901128 logged in from -. The request was successful.	2024-09-17 16:20:13
10	123456	Employee with number 123456 added new data to a module from -. The request was successful.	2024-09-17 16:20:00

Copyright © 2024 NSPCL. All Rights Reserved.

- Click on Activity logs on the left sidebar
- View all activity logs

# Circulars

The screenshot shows the NSPCL Circulars management interface. On the left is a sidebar with navigation options: Dashboard, Ex-employee List, Admin List, Pension (with sub-items DCPS, NPS, EPS), ERS Certificate, User Transaction, **Circulars** (highlighted), Life Certificate, Activity Logs, Help Desk, Grievance, and PRMS. The main content area is titled 'CIRCULAR' and features a language dropdown set to 'English' and a user profile icon. Below this is a filter dropdown set to 'Unarchived', a search bar with the placeholder 'Search by Name...', and 'Search' and 'Add Circular' buttons. A table displays one circular with the following data:

SR NO.	TITLE NAME	PUBLISHED DATE	FILE	ACTION
1	NSPCL	23/08/2024		<span>Unarchived</span>

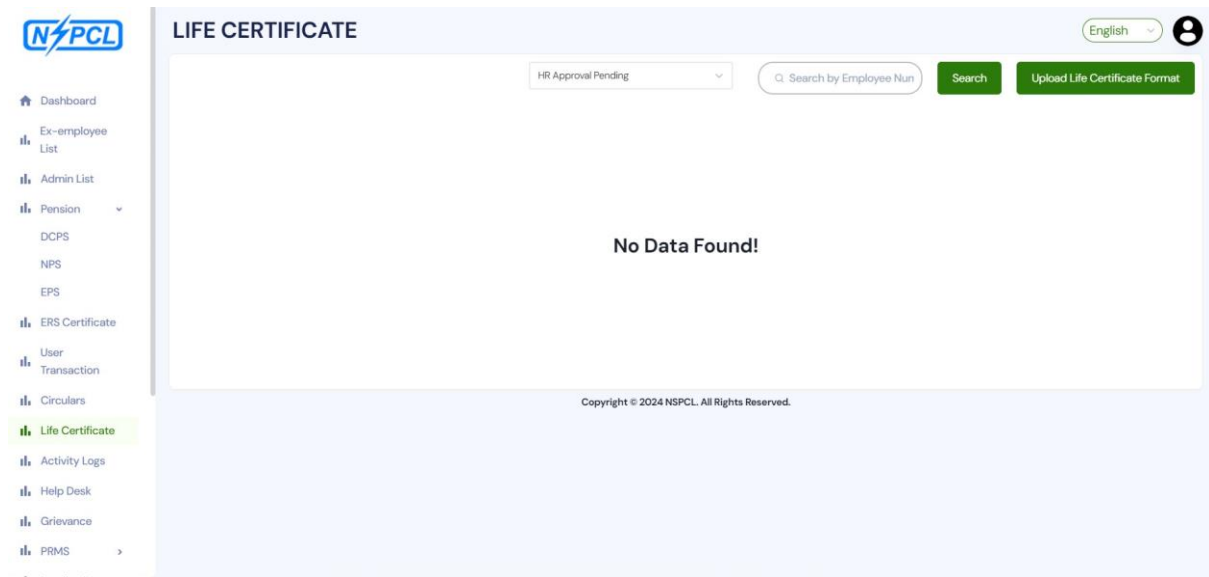
At the bottom of the table, there are 'Prev' and 'Next' buttons, with '1' indicating the current page. A footer note reads 'Copyright © 2024 NSPCL. All Rights Reserved.'

- Click on Circulars on the left sidebar

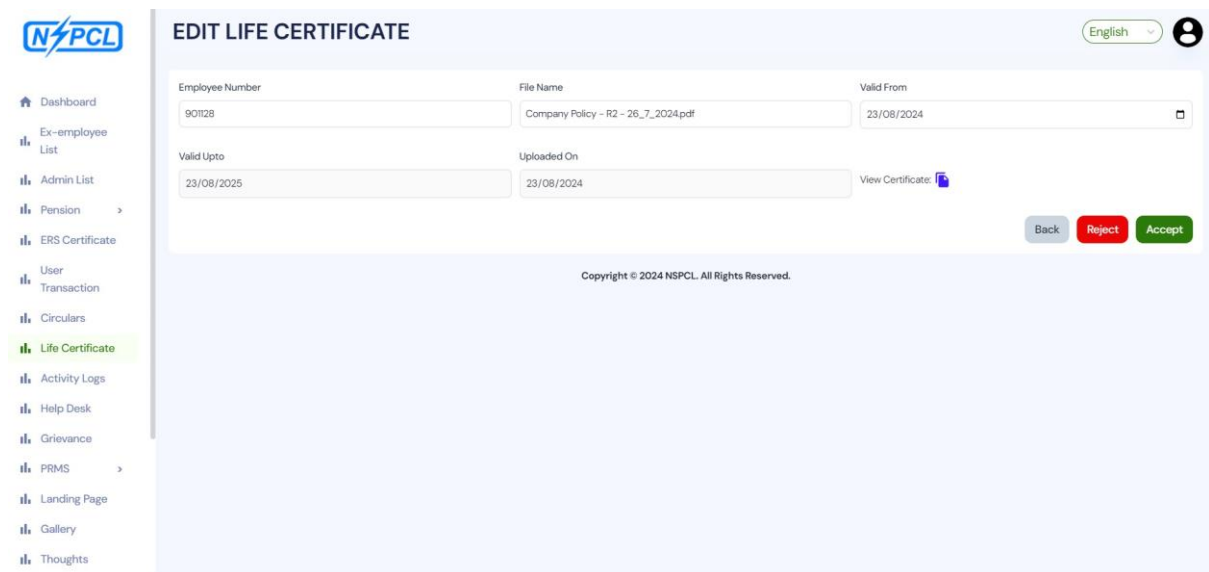
The screenshot shows the NSPCL 'ADD CIRCULAR' form. The sidebar is identical to the previous screenshot, with 'Circulars' highlighted. The main content area is titled 'ADD CIRCULAR' and includes a language dropdown set to 'English' and a user profile icon. The form contains a 'Circulars Name \*' field with the placeholder 'Enter Circular Name', an 'Upload File (PDF file) \*less than 10mb' section with a 'Choose File' button and the text 'No file chosen', and three buttons: 'Back', 'Clear', and 'Submit'. A footer note reads 'Copyright © 2024 NSPCL. All Rights Reserved.'

- View list of Circulars
- Use the filter to check circulars in different status
- Archive/Unarchive Circulars
- Click on Add Circular
- Add the new Circular

# Ex-Employee Life Certificate





- Click on Life Certificate on the left sidebar



- View list of applied Life Certificates
- Use the filter to check the certificate in various stages of approval
- Upload the format
- Accept/Reject Life Certificate

# Help Desk

The screenshot displays the NSPCL Help Desk interface. On the left is a sidebar with a navigation menu. The main content area is titled 'HELP DESK' and features a table with one entry. A green 'Add Help Desk' button is located in the top right corner of the main area. The footer contains the text 'Copyright © 2024 NSPCL. All Rights Reserved.' and pagination controls showing 'Prev 1 Next'.

Sr No.	Category	Project	Name	Phone Number	Email	Action
1	Help	Help	project	1231231231	nspclhr@gmail.com	 

- Click on Help Desk on the left sidebar
- View list of Help Desk
- Click on Add Help Desk
- Add a new Help Desk

# Ex-Employee Grievances

**GRIEVANCE**

English

Active   Q Search by Employee Nun

SR NO.	EMPLOYEE NUMBER	GRIEVANCE NUMBER	SUBJECT	POSTED ON	STATUS	REMARKS	ACTION
1	901128	GVR9011282024001	DCPS	2024-09-17 18:50:10	Active	-	

Prev **1** Next

Copyright © 2024 NSPCL. All Rights Reserved.

- Dashboard
- Ex-employee List
- Admin List
- Pension
- ERS Certificate
- User Transaction
- Circulars
- Life Certificate
- Activity Logs
- Help Desk
- Grievance**
- PRMS
- Landing Page
- Gallery
- Thoughts

- Click on Grievances on the left sidebar

**EDIT GRIEVANCE**

English

Employee Number: 901128 Subject: DCPS Message: message

Status: Active Remarks: Enter Remarks

Copyright © 2024 NSPCL. All Rights Reserved.

- Dashboard
- Ex-employee List
- Admin List
- Pension
- ERS Certificate
- User Transaction
- Circulars
- Life Certificate
- Activity Logs
- Help Desk
- Grievance**
- PRMS
- Landing Page
- Gallery
- Thoughts

- View list of applied Grievances
- Use the filter to check grievances in different status
- Edit the Grievance
- Open/Close Grievance

# Ex-Employee OPD Claims

The screenshot shows the NSPCL OPD Claims list page. The left sidebar contains a navigation menu with the following items: Dashboard, Ex-employee List, Admin List, Pension, ERS Certificate, User Transaction, Circulars, Life Certificate, Activity Logs, Help Desk, Grievance, PRMS (highlighted), IPD, and Landing Page. The main content area is titled 'OPD' and features a search bar with the text 'Pending With HR' and a search button. Below the search bar is a table with the following columns: CLAIM NUMBER, CLAIM TYPE, REQUESTED AMOUNT, AMOUNT PASSED, PREVIOUS (SUCCESSFUL) CLAIM DATE, FIRST CLAIM, CURRENT CLAIM DOCUMENT, PREVIOUS CLAIM DOCUMENT, CLAIM REQUEST STATUS, and ACTION. The table contains two rows of data:

CLAIM NUMBER	CLAIM TYPE	REQUESTED AMOUNT	AMOUNT PASSED	PREVIOUS (SUCCESSFUL) CLAIM DATE	FIRST CLAIM	CURRENT CLAIM DOCUMENT	PREVIOUS CLAIM DOCUMENT	CLAIM REQUEST STATUS	ACTION
OPD9011282024004	-	6	0	17/09/2024	no	-	-	Pending With HR	
OPD9011282024003	-	1555	0	12/09/2024	no	-	-	Pending With HR	

At the bottom of the table, there are 'Prev' and 'Next' buttons, with '1' indicating the current page. The footer of the page reads 'Copyright © 2024 NSPCL. All Rights Reserved.'

- Click on PRMS and then OPD on the left sidebar

The screenshot shows the NSPCL Edit OPD form. The left sidebar is the same as in the previous screenshot, with PRMS and OPD highlighted. The main content area is titled 'EDIT OPD' and features a search bar with the text '75000' and a search button. Below the search bar are three input fields: 'Bank Account' (1236547890), 'Mobile Number \*' (9967613992), and 'Life Certificate Valid Upto \*' (23/09/2025). There is an 'Attachment \*' section with a 'View Previous Attachment' button. Below this is the 'Claim Records' section, which contains three input fields: 'Nature of Appliances' (OPD Claim On Actual Basis), 'Claim Record Requested Amount (₹)' (6), and 'Claim Record Passed Amount : (₹)' (0). There are also input fields for 'Max Reimbursement (₹)' (0) and 'Eligibility Span' (0). The total amount is 600. There is an 'Add Remarks \*' section with a text area for 'Enter Remarks'. At the bottom of the form, there are three buttons: 'Back', 'Send Back To Employee', and 'Forward To Medical Officer'. The footer of the page reads 'Copyright © 2024 NSPCL. All Rights Reserved.'

- View list of applied OPDs
- Use the filter to check claims in various stages of approval
- Click on Edit OPD
- Fill out the relevant fields
- Accept/Reject OPD Claim

# Ex-Employee IPD Claims

The screenshot shows the 'IPD' (Inpatient Day) claims list in the NSPCL system. The interface includes a sidebar with navigation options like Dashboard, Ex-employee List, Admin List, Pension, ERS Certificate, User Transaction, Circulars, Life Certificate, Activity Logs, Help Desk, Grievance, PRMS, OPD, IPD, and Landing Page. The main content area displays a table of claims with the following data:

CLAIM NUMBER	PATIENT NAME	PRMS VENDOR CODE	RETIREMENT GRADE	LIFE CERTIFICATE VALID UPTO	MOBILE NUMBER	REQUESTED AMOUNT	AMOUNT PASSED	CURRENT CLAIM DOCUMENT	PREVIOUS CLAIM DOCUMENT	HOSPITAL NAME	ADMISSION DATE
IPD9011282024003	BALARAM TOPPO	54	W10	-	9967613992	9	-	-	-	Hey	11/09/2024
IPD9011282024002	BALARAM TOPPO	54	W10	-	9967613992	4	-	-	-	Hey	02/09/2024

At the bottom of the table, there is a pagination control showing 'Prev 1 Next' and a copyright notice: 'Copyright © 2024 NSPCL. All Rights Reserved.'

- Click on PRMS and then IPD on the left sidebar

The screenshot shows the 'EDIT IPD' form in the NSPCL system. The form includes the following fields and sections:

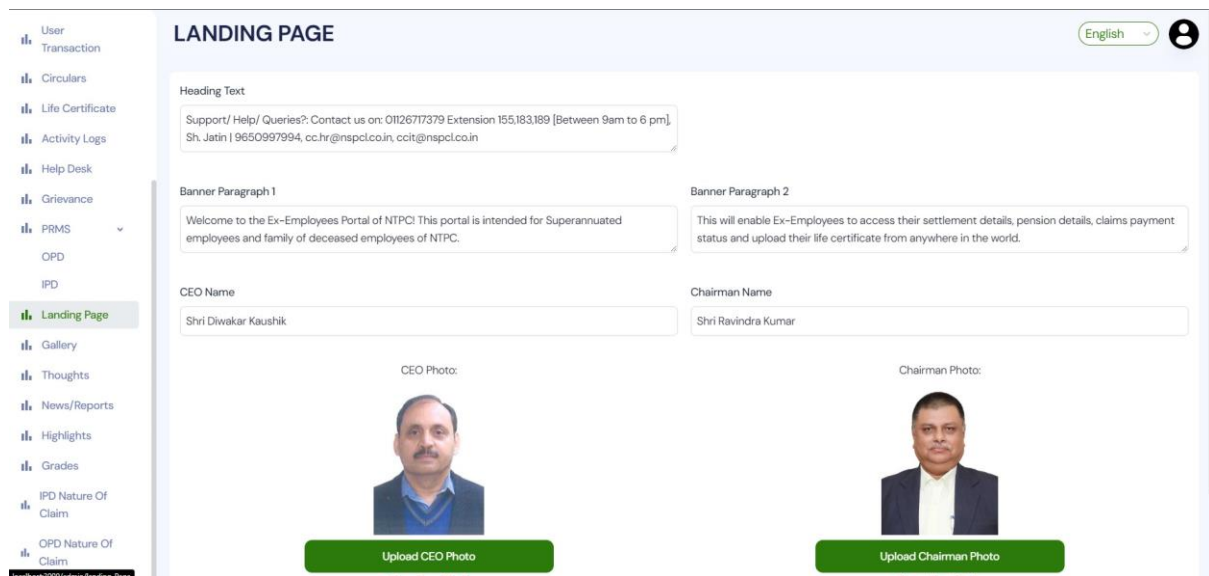
- Requested Amount (₹) \***: 9
- Amount Passed (₹)**: 0
- Admission Date \***: 11/09/2024
- Discharge Date \***: 16/09/2024
- Hospital Name \***: Hey
- Attachment \***: View Previous Attachment
- Current Claim Document \***: Select Current Claim Documents
- Previous Claim Document \***: Select Previous Claim Documents
- Claim Records**:
  - Nature Of Claim**: Room Rent
  - Claim Record Requested Amount (₹)**: 9
  - Claim Record Passed Amount : (₹)**: 0
- Total amount : 900**
- Disclaimer**: I understand that in case it is found that there is misuse of benefits, as claimed above under the PRMS scheme, I shall be summarily debarred from the benefits of scheme \*
- Enter Remarks**: (Text area)
- Buttons**: Back, Send Back To Employee, Forward To Medical Officer

At the bottom of the form, there is a copyright notice: 'Copyright © 2024 NSPCL. All Rights Reserved.'

- View list of applied IPDs
- Use the filter to check claims in various stages of approval
- Click on Edit IPD
- Fill out the relevant fields
- Accept/Reject IPD Claim

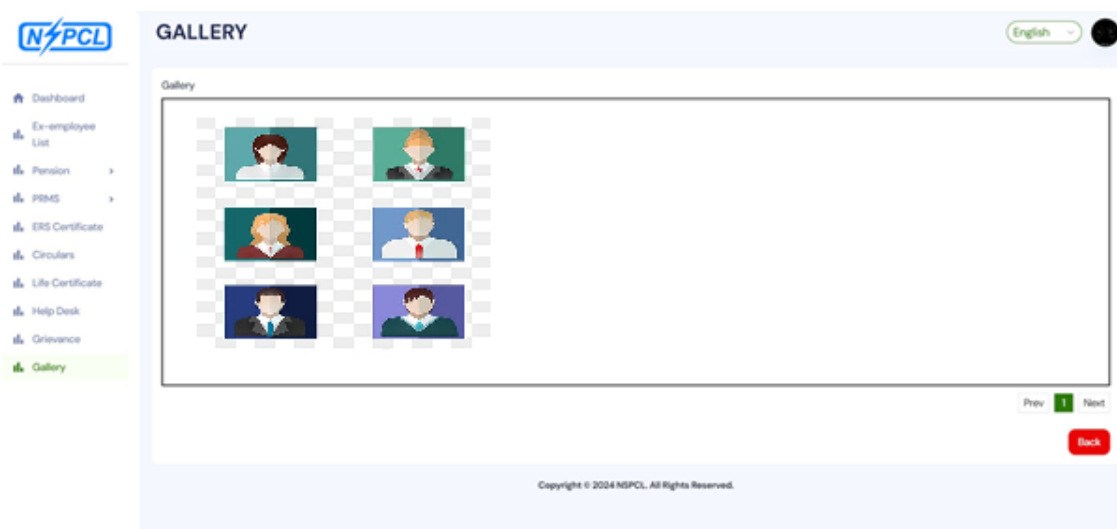


## Landing Page



- Click on Landing Page on the left sidebar
- Update the landing page data

## Gallery



- Click on Gallery on the left sidebar
- Update the Gallery Images

# Thoughts

THOUGHTS

SR NO.	THOUGHT OF THE DAY	ACTION
1	New Thought	

Copyright © 2024 NSPCL. All Rights Reserved.

- Click on Thoughts on the left sidebar
- Add/Delete Thoughts

# News and Reports

NEWS AND REPORTS

Sr No.	Title Name	URL	Action
1	Hello	https://gemini.google.com/app	Unarchived

Copyright © 2024 NSPCL. All Rights Reserved.

- Click on News/Reports on the left sidebar
- Add/Archive News/Reports
- Use the filter to check news/reports in different status

# Highlights

**HIGHLIGHTS**

English

Unarchived

Sr No.	Title Name	Action
1	Hello 3	
2	Hello 2	

Prev **1** Next

Copyright © 2024 NSPCL. All Rights Reserved.

- Click on Highlights on the left sidebar
- Add/Archive Highlights
- Use the filter to check highlights in different status

# Grades

**GRADE**

English

Sr No.	Grades	CEILING AMOUNT	Action
1	W3	26000.00	
2	W4	27500.00	
3	W5	29500.00	
4	W6	32000.00	
5	W7	34500.00	
6	W8	35500.00	
7	W9	37000.00	
8	W10	40000.00	
9	W11	42500.00	
10	SG	44500.00	
11	E1	46500.00	

Copyright © 2024 NSPCL. All Rights Reserved.

- Click on Grades on the left sidebar
- Add/Delete ex-employee grades

## IPD Nature of Claims

**IPD NATURE OF CLAIM**

Sr No.	Value	LABEL	Action
1	roomRent	Room Rent	
2	doctorVisit	Doctor Visit	
3	nursingCharges	Nursing Charges	
4	otCharges	OT Charges	
5	icuCharges	ICU Charges	
6	surgeryCharges	Surgery Charges	
7	investigationCharges	Investigation Charges During Hospitalization	
8	medicineCharges	Medicine Charges During Hospitalization	
9	anesthesiaCharges	Anesthesia Charges	
10	anesthesiaGas	Anesthesia Gas	
11	otherCharges	Any Other Charges During Hospitalization	

Copyright © 2024 NSPCL. All Rights Reserved.

- Click on IPD Nature of claims on the left sidebar
- Add/Delete IPD Nature of claims

## OPD Nature of Claims

**OPD NATURE OF CLAIM**

Sr No.	Value	Nature of Appliances	Max Reimbursement	Eligibility Span	
1	opdClaimOnActualBasis	OPD Claim On Actual Basis	-	-	F
2	vision	Spectacles/Contact Lens/Low Vision Aids	20000	2	F
3	glucometer	Glucometer	3000	3	F
4	gluco	Glucostrips / Glucosticks	4000	1	F
5	leftAid	Hearing Aid - Left	30000	4	T
6	rightAid	Hearing Aid - Right	30000	4	T
7	bipap	BIPAP Machine	80000	5	T
8	oxygenConcen	Oxygen Concentrator	50000	5	T
9	cpap	CPAP Machine	50000	5	T
10	bp	BP Monitoring Machine	2000	3	F
11	nebulizer	Nebulization Machine	2000	3	F

Copyright © 2024 NSPCL. All Rights Reserved.

- Click on OPD Nature of claims on the left sidebar
- Add/Delete OPD Nature of claims.

