

Help Document for Submission of PF Claim in EX-Employee Portal

Step 1. Login in <https://ntpcexemployees.ntpc.co.in/default.aspx> using valid User ID and Password.

The screenshot shows the login page of the NTPC Ex-Employees Information System. The page features a login form with fields for Employee Number and Password, a Login button, and a link for 'Forgot your password?'. Below the form, there is a message: 'Still unable to login: Mail to ntpcexemployees@ntpc.co.in. Default User id: six digit NTPC employee number. Default Password: Date of birth (YYYYMMDD Format)'. To the right of the form, a welcome message states: 'Welcome to the Ex-Employees Portal of NTPC! This portal is intended for Superannuated employees and family of deceased employees of NTPC. This will enable Ex-Employees to access their settlement details, pension details, claims payment status and upload their life certificate from anywhere in the world.' The page also includes a navigation bar with 'English' and 'हिंदी' options, and a footer with 'NTPC Highlights', 'Gurdeep Singh, CMD', 'Our Veterans', and 'News & Updates'. The footer also contains icons for 'NTPC Website', 'Sanjeevani', 'Samvaad', 'JeevanRekha', and 'Balmer Lawrie'.

Step 2. After Successful login click on “PF Claim” Link from left Side bar menu. To fill PF Claim form click on “Add PF Claim”.

The screenshot shows the dashboard of the NTPC Ex-Employee Information System. The user is logged in as SUBRATA MANDAL. The dashboard includes a sidebar menu with options like Dashboard, Liversies Declaration, Profile, Life Certificate, PRMS Claims, Final TA Claim, Pension, Final Settlement, ERS Certificate, Circulars, Downloads, Alerts, Biodata, Consultancy Opportunities, Get in Touch, Find Ex-NTPCians, and FAQ. The main content area is titled 'Claims' and contains a 'Help Document for PF Claim' link and a 'PF Claim Request Status' section. A red arrow points to the 'Add PF Claim' button in the top right corner of the 'PF Claim Request Status' section. The footer of the page includes 'Copyright © 2019 NTPC Ltd. All rights reserved.' and 'Version 1.0'.

Step 3. After clicking “Add PF Form” a PF Claim Form will open. Enter UAN No and Aadhar details. Please check all your details in the form including Bank details if there is any discrepancy then write a mail to ntpccxemployee@ntpc.co.in with screen shot. If everything is ok then submit the form for printing.

The screenshot shows the 'Add New Claim' form in the NTPC Ex Employee Information System. The form is divided into several sections:

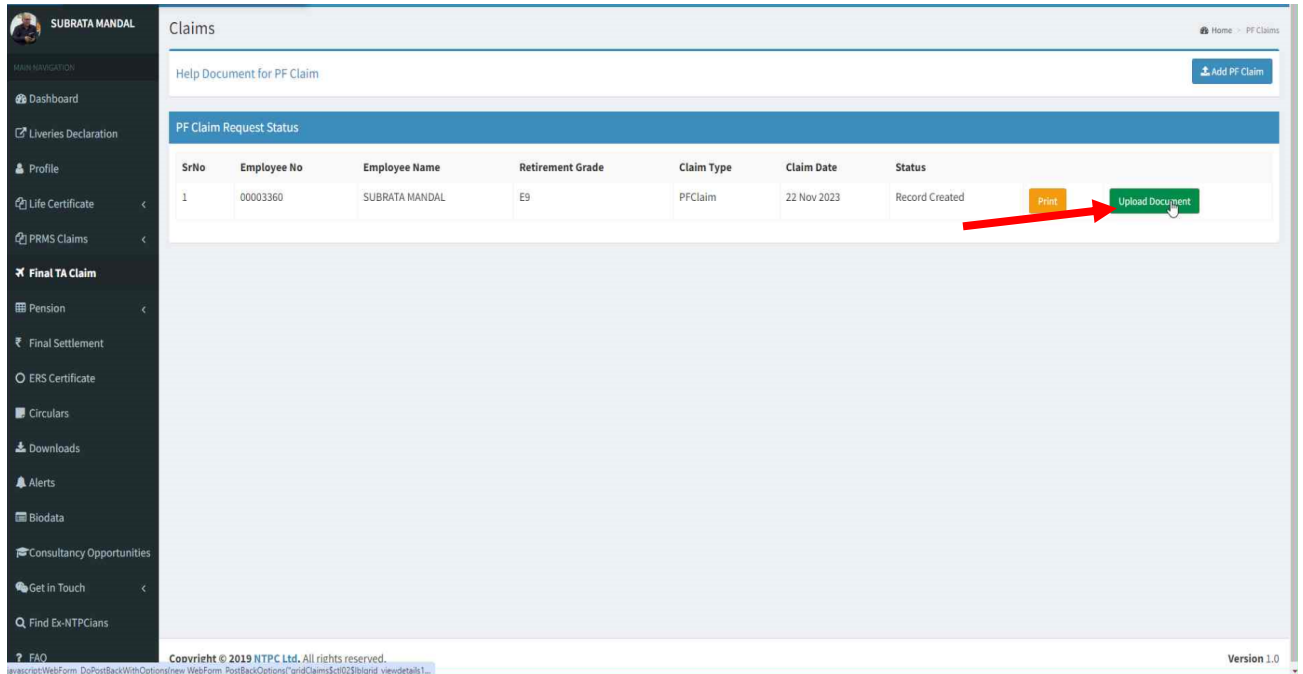
- Employee Information:** Employee Number (00003360), Employee Name (SUBRATA MANDAL), Father's/Husband's Name (S C MANDAL), Station (WR1- HQs), Grade (E9), Designation (REGIONAL EXECUTIVE DIRECTOR), Last Basic Pay (247470.0), DA (93296.19).
- Date Information:** Date of Birth (1963-05-04), Date of Joining NTPC (1985-09-02), Date of Membership of EPF (1986-09-02), Separation Date (2023-05-31).
- Bank and Account Information:** PF Account No, Bank Account No, Name of Bank and Branch, IFSC Code.
- Identification and Contact:** PAN No, Mobile No, Email ID (smandal12@rediffmail.com), Address.
- UAN and Aadhar:** UAN No, Aadhar No.
- Employment Status:** Whether employed in any organization Covered under the EPF Act if so name of the employers & date of employment (Yes/No).
- PF Details:** A grid of fields for PF amounts: AMT_CON_EEC (0.0), AMT_CON_VPF (0.0), AMT_CON_ERC (0.0), AMT_CON_EEC_INT (4173372.26), AMT_CON_VPF_INT, AMT_CON_ERC_INT, AMT_CON_EEC_T (0.0), AMT_CON_VPF_T (0.0), AMT_CON_EEC_T_INT, AMT_CON_VPF_T_INT.

Step 4. After Submission, Click on Close button you will find below screen. Check the status it should be “Record Created” and Print button is enabled. After clicking Print button a printable form will open. Print the form and signed and upload it from upload button. Upload button will enable after clicking print button.

The screenshot shows the 'PF Claim Request Status' table in the NTPC Ex Employee Information System. The table has the following columns: SrNo, Employee No, Employee Name, Retirement Grade, Claim Type, Claim Date, and Status. A red arrow points to the 'Record Created' status in the Status column of the first row. A 'Print' button is visible next to the status.

SrNo	Employee No	Employee Name	Retirement Grade	Claim Type	Claim Date	Status
1	00003360	SUBRATA MANDAL	E9	PFclaim	22 Nov 2023	Record Created

Step 5. Upload the Signed PF Form from “Upload Document” button.

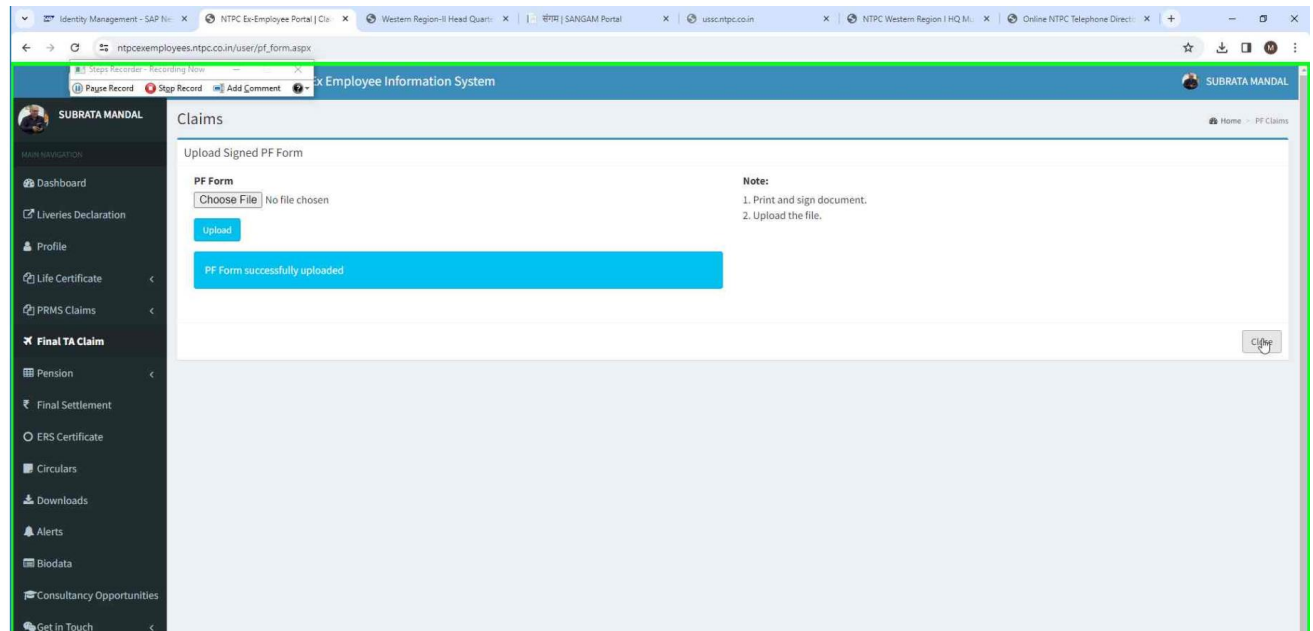


The screenshot shows the 'Claims' section of the NTPC portal. The user is logged in as SUBRATA MANDAL. The page title is 'Claims' and the breadcrumb is 'Home > PF Claims'. There is a search bar with the text 'Help Document for PF Claim' and an 'Add PF Claim' button. Below this is a section titled 'PF Claim Request Status' containing a table with the following data:

SrNo	Employee No	Employee Name	Retirement Grade	Claim Type	Claim Date	Status
1	00003360	SUBRATA MANDAL	E9	PFclaim	22 Nov 2023	Record Created

Next to the 'Record Created' status, there are two buttons: a yellow 'Print' button and a green 'Upload Document' button. A red arrow points from the 'Print' button to the 'Upload Document' button. The footer of the page includes 'Copyright © 2019 NTPC Ltd. All rights reserved.' and 'Version 1.0'.

Step 6. Once file uploaded, you will get the message file uploaded successfully.



The screenshot shows the 'Upload Signed PF Form' section of the NTPC portal. The user is logged in as SUBRATA MANDAL. The page title is 'Claims' and the breadcrumb is 'Home > PF Claims'. There is a section titled 'Upload Signed PF Form' with a 'PF Form' label and a 'Choose File' button. Below the 'Choose File' button is an 'Upload' button. To the right of the 'Choose File' button, there is a 'Note' section with the following text:

Note:
1. Print and sign document.
2. Upload the file.

Below the 'Upload' button, there is a blue message box that says 'PF Form successfully uploaded'. At the bottom right of the page, there is a 'Close' button.

Step 7. Check the status “It will show Pending with HRUSS”.

Welcome to NTPC Ex Employee Information System

Claims

Help Document for PF Claim

PF Claim Request Status

SrNo	Employee No	Employee Name	Retirement Grade	Claim Type	Claim Date	Status
1	00003360	SUBRATA MANDAL	E9	PFClaim	22 Nov 2023	Pending With HRUSS

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In case of any difficulty mail on ntpcexemployee@ntpc.co.in.