

## PRMS On-Line Payments easy steps

From next financial 2020-21, PRMS OPD payments shall only be accepted through online payment vide circular. However, till March 2020, OPD payments shall be accepted through Hard Copies.

### Easy Steps:

- 1) Open “**ntpcemployees.co.in**” portal.
- 2) Login entering your default **user id**: 6 digit NTPC employee no and **password**, whatever if you have changed/saved. If not changed, enter default password DOB (as mentioned in portal).
- 3) Click on “**LOGIN**”- tab.

*Now, A Dashboard screen will appear. (wherein your personal data will be displayed).*

- 4) In Important Services: Click on “**PRMS Certificates & Claim**”.

*Now, a screen will appear.*

Here, ‘Life Certificate Screen’ *may* appear, but You have to go to Claims Under PRMS.

- 5) For this, click on “**Setting**” tab (appearing as 3 parallel small lines above in LHS).
- 6) Click on “**Claims**” radio button.

*Now, A “Claims” screen will appear.*

- 7) In this Screen:

- Under “**Claim Request Status**”: you can see your PRMS OPD claim applied status.
- Under “**Claim Payment Status**”: you can see PRMS OPD claims sanctioned status.

- 8) To apply new Claims: Click on “**Add New Claims**” button (appearing above).

*Now, a “Add New Claims” screen will appear.*

Here, you can view all your data (Which were filled in earlier OPD claim format).

### Note:

- i) In Quarter status (**1** for April-May-June) (**2** for July-Aug-Sep) (**3** for Oct-Nov-Dec) and (**4** for Jan-Feb-March) will be displayed.
  - ii) In Balance Claim Ceiling Till date: remaining amount may be claimed, will display.
  - iii) In Quarterly Ceiling for claim: 4<sup>th</sup> part of your eligible OPD amount will be displayed. That, indicates that claimed amount shall not be sanctioned if exceeds this ceiling in I- quarter. However, if no amount is claimed in a particular quarter, it can be added & claimed in other quarter.
- 9) Check and ensure your Bank Account, Mobile no , Life Certificate validity etc.
  - 10) In “**Request Amount field**”: Enter **amount** to be claimed.
  - 10) Put Tick on blank box. (I understand....)
  - 11) Click on “**Submit Claim**” tab.
  - 12) Click on “**Close**” button.