SUPERANNUATED EMPLOYEES INFORMATION SYSTEM

For the superannuated employees of NTPC, a new website portal – www.ntpcexemployees.co.in has been launched. The system was inaugurated on 11th September 2012 at PMI, Noida by honorable CMD Sh. Arup Roy Choudhari.

The system is developed based on input received from EOC-HR and SCOPE- HR

The portal is intended for superannuated employees and family of deceased employees of NTPC. The screen shown below is the first – Logon screen of the system:-
This screen is meant for user authentication for entering the system. The username is six digit Employee No. provided by NTPC. Default Password is date of birth of the user in the format –“yyyyymmdd” i.e. four digit year followed by two digit month and then two digit date.

On logging for the first time, the system asks for changing the default password. Provide a password convenient to you.

The system will ask to login again with the changed password.
After successful login, main screen / welcome screen will open up as below:-

The center of the screen consists of helpdesk contact details for the system. The left menu shows the various options the system provides. The top menu provides the basic functionalities related to maintenance of user of the system like – Profile, Change Password and Logout.
1) The first option of the left menu – view Claims provides the details of medical (PRMS) claims as well as any other claim processed in the NTPC for a given period.

The dates can be picked from the calendar buttons. From date should not be greater the To date. By default -To date is the current date. Press Submit button after selecting the Claim type and range of dates.
After selecting the options and pressing upon the Submit button, below screen will open up:-

![Image of screen displaying medical claim report]

All the claims passed in Finance for the user for the selected period will be displayed in above screen. This detail consists of Claim date, Claim amount, Approval date and Approved amount. Similar screen will open for Other Claims. The details of other claims can be further seen in the pay-slip for the year – month in which the Pay-slip is generated in NTPC.
2) The second option – View Pay-slip, can be selected for viewing the Pay-slip generated for the user. The screen shown below will open after selecting View Pay-slip option:-

Only that Year-month will appear in the Period list in which the Pay-slip has been generated for the user. After selecting the period and pressing Submit button, Salary slip (in PDF format) will open for the user.
3) **Download forms:** In this option various forms like PRMS claim form, EFT form and Life certificate forms can be downloaded from the system. All the forms are provided in both PDF and Document formats.

4) **Empanelled Hospitals:** It will show the list of NTPC empanelled hospitals for corporate centre and Regions.

5) **PRMS Scheme:** It gives the overview of the PRMS scheme for ex employees

6) **PRMS FAQ:** It shows the Frequently Asked Questions related to PRMS scheme.

7) **PRMS Circulars:** All the circulars and their amendments are shown in this option.
8) **Submit Biodata:** Provision for entering the profile of the user is given in this option.

User can enter his Experiences, years of experience, Skill Set, Preferred place of posting (in case of reappointment) and any other Remarks using this screen.
9) Search Friends: The user can search for his colleagues by typing name or part of name in the input box.

After pressing the search button all the names containing the characters typed in as input are displayed. E.g. by typing – Sharma in the Input box and by pressing Search button, following screen will appear:-
10) NTPC Directory: It will open the NTPC Telephone directory in PDF format.
11) NTPC News: It will open the NTPC News in PDF format
12) E-Varta: It will open the latest issue of e-Varta in PDF format.
13) Suggestion: System will ask for any suggestion from the user.