



THE SINGARENI COLLIERIES COMPANY LIMITED
(A Government Company)
PERSONNEL Dept.- WELFARE AEPATB CSR and CPRMS-CORPORATE

Ref.No. CRP/PER/WEL/CPRMS-NE/ 5840

Dt. 19.11.2019

GMs of all Areas
HODs of all Corporate Departments

Sub: Contributory Post Retirement Medicare Scheme for Non –Executives
(CPRMS-NE) – Submission of Life Certificate

- Ref: 1) Cir No: CRP/PER/IR/CPRMS/375 dtd: 23.03.2018
2) Cir No: CRP/PER/IR/CPRMS/416 dtd 30.03.2018
3) Cir No: CRP/PER/IR/CPRMS/1055 dtd 26.07.2018
4) Cir No: CRP/PER/IR/CPRMS-NE/1842 dtd 08.12.2018

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Please refer to the circulars cited, introducing the CPRMS for Non-executives of SCCL w.e.f 01.04.2018 and communicating procedural guidelines for implementation of the Scheme. It was further stipulated as follows in clause 1.13 of Circular 2nd cited.

Clause 1.13 :

"All the retired non-executives and /or spouse will have to submit a "Life certificate" every year in the month of December (Proforma enclosed) to the Nodal officer concerned. The "Life certificate" may be issued by any one of the following persons:

- i) The Branch Manager of the Bank where the concerned retired non executive and/or spouse is maintaining the single-owned Savings Bank Account.*
- ii) A Gazetted Officer of Central Government or State Government*
- iii) A Registered Medical Practitioner*
- iv) Any Officer of the Company (Head of the Mine/Dept. where the Ex-Employee last worked or Area Personnel Dept. Head/ Incharge AEPATB Cell of the concerned Area)*

The medical card issued will be revalidated on yearly basis on submission of life certificate. Non Submission of 'Life certificate will make Medical card invalid'.

In this connection, the Competent Authority has approved to permit the members (Retired Non-Executive and/ or spouse) to submit their Life Certificate (format enclosed) every year in the month of December to the Nodal Officer concerned by any one of the following methods:

I. Hard copy of Life Certificate:

- a) The members (Exited Non-Executive and /or spouse) can submit their Life Certificate issued by the persons authorized to issue Life certificate as mentioned in clause 1.13 of circular 2nd cited reproduced above in the prescribed format.(Single Life Certificate for both member and spouse).
- b) The members (exited Non –Executive/ spouse, who is drawing pension) shall along with hard copy of Life Certificate, submit copy of latest digital Life Certificate submitted by him/her through Jeevan Pramaan portal to CMPF Authorities in the month of November of current year.

II. **Scanned copy of Life Certificate:**

- a) The members (Exited Non-Executive and /or spouse) can submit scanned copy of their Life Certificate issued by the persons authorized to issue Life certificate as mentioned in clause 1.13 of circular 2nd cited reproduced above in the prescribed format (single Life Certificate for both member and spouse) in PDF format of size not exceeding 600KB through e-mail to the concerned Incharge AEPATB Cell and Nodal Officer, CPRMS where he/she last worked. (The list of e-mail ids are enclosed).
- b) The members (exited Non –Executive/ spouse drawing pension) shall along with scanned copy of Life Certificate submit scanned copy of latest digital Life Certificate submitted by him/her through Jeevan Pramaan portal to CMPF Authorities in the month of November of current year.

The procedure to upload the life certificates for revalidation of medical cards on submission of Life Certificate shall be as follows:

A. Uploading of Life Certificate submitted through hard copy for revalidation of Medical card.

- i) On receipt of hard copy of Life Certificate in AEPATB cell by the Head of Area AEPATB cell/Head of AEPATB cell at Corporate and Nodal Officer, CPRMS, the same shall be verified with the copy of latest digital Life certificate submitted by the member (exited Non –Executive and/ or spouse) through Jeevan Pramaan portal to CMPF Authorities in the month of November of current year to continue to draw pension.
- ii) After due verification and satisfaction regarding the authenticity of the Life Certificate the same shall be uploaded by the staff authorised in AEPATB Cell and thereafter approved by the Incharge AEPATB cell and Nodal Officer in the CPRMS Web portal as per the provision provided by IT department to revalidate the medical card.

B. Uploading of scanned Life Certificate submitted through e-mail to Area AEPATB cells for revalidation of Medical card

- i) On receipt of scanned copy of Life Certificate of member (exited Non-Executive and /or spouse) by the concerned Incharge AEPATB cell and Nodal Officer, CPRMS where he/she last worked , the scanned copy of Life certificate shall be verified with the latest digital Life Certificate submitted through Jeevan Pramaan portal to CMPF authorities in respect of members (exited Non-Executive/ spouse, in case of death of Ex-Non executive) .
- ii) If the Life Certificate is not submitted in prescribed format, the member may be informed through e-mail to submit the same in the prescribed format.
- iii) After due verification, the Life Certificate shall be uploaded by the staff authorised in AEPATB Cell and thereafter approved by the Incharge AEPATB cell and Nodal Officer, CPRMS in the CPRMS Web portal as per the provision provided by IT department to revalidate the medical card.

- iv) In respect of spouse of member who is not drawing pension the medical card shall be revalidated based on the Life Certificate submitted in the prescribed format.

C. Submission of Life Certificate by member and spouse at Area AEPATB cell irrespective of the Area where the member last worked and uploading of Life Certificate at the Area AEPATB cell where submitted

In order to facilitate members (exited Non-Executive and/or spouse) who have relocated to other places from where they last worked to submit their Life Certificate, it has also been approved to permit.

- i) The members (exited Non-Executive and/or spouse) to submit hard copy of their Life certificate issued by the persons authorized to issue Life Certificate as mentioned in clause 1.13 of circular 2nd cited reproduced above in the prescribed format at the Area AEPATB cell situated in the vicinity of the Area where they are residing together with the copy of latest digital Life certificate submitted by the member (exited Non –Executive and/ or spouse) through Jeevan Pramaan portal to CMPF Authorities in the month of November of current year to continue to draw pension.
- ii) The Incharge of the Area AEPATB cell of Nodal Officer, CPRMS where the member submitted hard copy of Life Certificate shall in turn arrange for uploading of the Life Certificate in the CPRMS web portal as per the procedure mentioned at (A) i.e., uploading of Life Certificate submitted through hard copy and thereafter forward the hard copy to the Area where the member (exited Non-Executive and /or spouse) last worked for safe custody.

The revised format for submission of Life certificate by member and spouse is enclosed herewith.

Wide publicity may be given advising the members (exited Non-executive and or spouse) to submit their Life Certificates in the prescribed format (single Life Certificate for both member and spouse) using one of the above methods in the month of December to ensure revalidation of their Medical cards.


GM (Per), Wel & CSR 19/11/19

Encl: 1) List of e-mail ids
2) Proforma of Life Certificate

CC: GM (STPP)

GM (CDN) – The Life certificates of member/spouse pertaining to Hyderabad office may please be forwarded to O/o GM (Per)Wel &CSR for uploading the same in CPRMS-NE web portal

Chief (IT)
All Area Personnel Dept Heads.