

USER GUIDE FOR ANNUAL REVALIDATION FOR FY 2025-26 BY RECHS MEMBER IN ECARE PORTAL

Step 1: Login to e-care Portal (ecare.bhel.in) by entering Staff No. of RECHS member and existing password. Quick revalidation Payment link used in earlier years for annual revalidation is being discontinued w.e.f. 01.01.2025 onwards.

ecare.bhel.in/ecare_profile/emp-login.jsp

Login
Existing User Kindly Login

Note* : Disable Pop-up Blocker for this website .

Staff No

Password
Date of Birth (dd/mm/yyyy)
(Initial Password DOB as dd/mm/yyyy)

[Forgot Password](#)

P Y S
Enter the displayed characters below:

Submit

For any issues [Click Here](#)

For first time user logging into the system - Enter Staff No. of RECHS members and Date of birth of RECHS member as password in the format dd/mm/yyyy. For e.g. 23/02/1943

Further, fill up the mandatory details in the below screen to create your ecare profile.

Kindly Enter the Following Mandatory Fields to access the Portal :
(Else you will be Logged Out)

Name

Birth Date
24 / 08 / 1920
DD MM YYYY

Mobile
(###) ### ####

Alternate Phone
(###) ### ####

Email
3967387

New Password

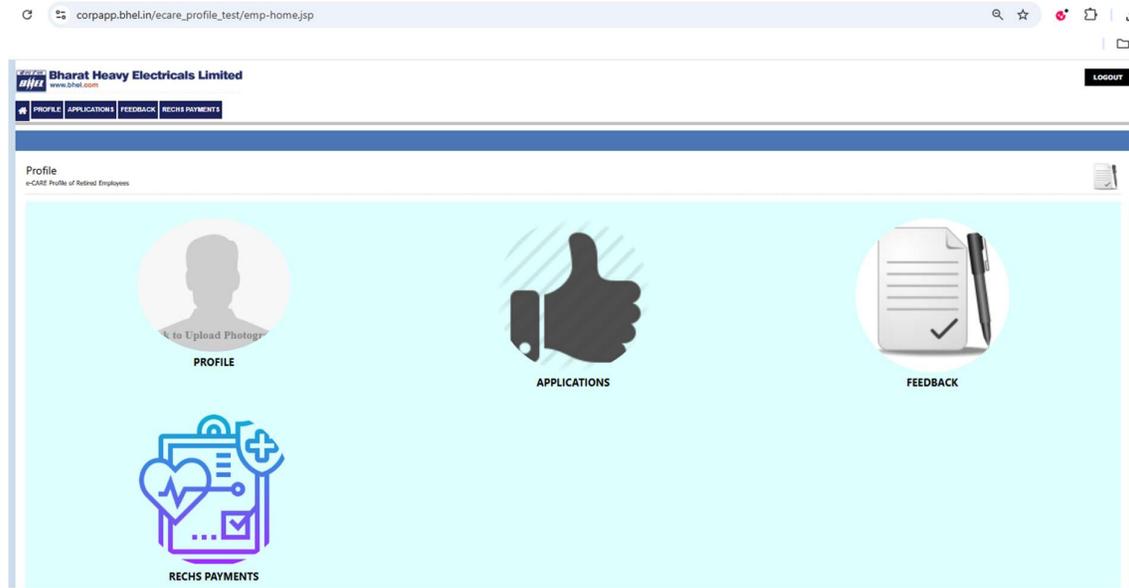
Confirm New Password

Save

For Forgot password cases - Click on forgot password link and enter Staff No. of RECHS member. System generated password will be sent to registered email ID of the RECHS member.

In case RECHS member is not able to retrieve the password - Contact your RECHS Unit HR functionary for resetting the password. On resetting the password by RECHS Unit HR functionary, the default password will be <Staff No. of the RECHS member>.

Step 2: In the dashboard, click on the “RECHS Payments” icon for initiating Annual revalidation payment for FY 2025-26.



Step 3: Check the SAP Basic Particulars of the surviving RECHS member and spouse as shown in the screen below (data hidden for the sake of privacy).

SAP Basic Particulars				
Staff No	Name	Date of Birth (DD/MM/YYYY)	Age	Gender (M/F)
[Redacted]	[Redacted]	[Redacted]	62	M
Date of Joining BHEL (DD/MM/YYYY)	Date of Retirement / Separation (DD/MM/YYYY)	Reason of Separation	Grade at Separation	Separation Unit
[Redacted]	[Redacted]	Superannuation	63/B6	Corporate Office
Mobile	Email	Blood Group	Photo	RECHS Unit
[Redacted]	[Redacted]@GMAIL.COM	O+	View Employee Photo	Corporate Office
Address	[Redacted] ,Delhi , 110027 ,IN			
Spouse Name	Spouse Gender (M/F)	Spouse Date of Birth (DD/MM/YYYY)	Spouse Age	
[Redacted]	F	[Redacted]	60	
Spouse Mobile	Spouse Email	Spouse Blood Group	Spouse Photo	
[Redacted]	[Redacted]@GMAIL.COM	B+	View Spouse Photo	

Please Confirm Whether the SAP Particulars shown above are correct (Yes= Y / No=N)

* List of Unit Level Application Administrators to report Discrepancy

Remarks

Address

Flat No. 1, August Kranti Marg

Street Address

Rohini

Address Line 2

Delhi

City

Delhi

State / Province / Region

110027

Postal / Zip Code

India

Country

Mobile

727 - 177 - 2000

Spouse Phone No.

742 - 000 - 5400

Email

delip99999999@gmail.com

Spouse Email

tas@bhel.in

Blood Group

AB+

Spouse Blood Group

A+

Self Photograph

[Upload Employee Photo](#) [View Employee Photo](#)

Spouse Photograph

[Upload Spouse Photo](#) [View Spouse Photo](#)

You have already submitted the data to be updated in BHEL database.
Your UPDATE Request has been Rejected with following remarks by IRL.
23Jul2025
Kindly Update and Submit correct data again.

Case 1 - If all the SAP Basic Particulars details are filled up and correct, then RECHS member can directly click on the “Click to proceed for payment” green button.

Case 2 - If all the SAP Basic Particulars details are filled up but some details of ex-employee or spouse are to be changed by RECHS member, then RECHS member will have to update the details in the online format and click on “Submit” button. On submission, the form will be forwarded to RECHS Unit HR for verification. On approval by RECHS Unit HR (*will be done within 7 working days*), the RECHS member can view the updated details. Irrespective of the validation by RECHS Unit HR, the RECHS member can directly click on the “Click to proceed for payment” green button for initiating payment for annual revalidation for FY 2025-26.

Case 3 – If one or more SAP Basic Particulars details are incomplete, then RECHS member will have to mandatorily update the details in the format and click on “Submit” button. On submission, the form will be forwarded to RECHS Unit HR for verification. RECHS Unit HR *will approve the details within 7 working days*. On approval by RECHS Unit HR, the RECHS member can initiate payment for annual revalidation for FY 2025-26.

Note: In case of one surviving member only i.e. ex-employee/spouse, if the system is asking to update the details of the other demised ex-employee/spouse then please contact your RECHS Unit HR functionary before submission of the format to update the demise details of beneficiary in RECHS.

Step 4: In either of the cases described above, if the payment link “Click to proceed for payment” green button is active, then the RECHS member can click on the green button. The following screen will appear.



Step 5: “RECHS Payment – Annual revalidation” link is to be clicked for making payment towards annual revalidation for FY 2025-26. OPD Type (Inhouse/Fixed) is to be chosen, Aadhar No. & PAN No., is to be verified/filled up and PAN Name is to be additionally mentioned before clicking on “Click to Pay online” button.

* Note : All Fields are Mandatory
Please choose OPD Type Carefully
Inhouse OPD – OPD Facility from BHEL. No Quarterly Reimbursement of Rs.4500.
Fixed OPD - Quarterly Reimbursement of Rs.4500. No OPD Facility from BHEL.

RECHS Renewal (Online)

AADHAAR and PAN details are being sought as per the requirement of various auditing Authorities. The same is required for correct identification of beneficiary and to make sure that any payments received by the trust is from a genuine source and any payments made by the trust are made to the bonafide beneficiary only. Your co-operation is solicited in updation of records

Staff No.(Registration / Summary) 1 Employee Name [REDACTED]
Separation Unit Corporate Office Separation Grade [REDACTED]
RECHS Unit PS - Southern Region RECHS Registration Center Chennai
Separation Reason Normal Retirement Employee Group Executive
RECHS Renewal Period (From-To) (DD/MM/YYYY) [REDACTED] - 31/03/2025 OPD Types **INHOUSE**
Last RECHS Renewal Period (From-To) (DD/MM/YYYY) 23/08/2018 - 31/03/2019

Beneficiary Details

Beneficiary Types Self & Spouse

Relation	Name	DOB	Age	Gender	Aadhaar	PAN No.	PAN Name
Self	[REDACTED]	[REDACTED]	104	M	[REDACTED]	[REDACTED]	[REDACTED]
Spouse	[REDACTED]	[REDACTED]	98	F	[REDACTED]	[REDACTED]	[REDACTED]

Payment Details

Payment Types Online

Financial Year	From - To	Re-Entry Fee	Renewal Fee	Dues / Adjustment	Benefits	Total (INR)
2019	01/04/2019 - 31/03/2020	200	0	0	N	200
2020	01/04/2020 - 31/03/2021	200	0	0	N	200
2021	01/04/2021 - 31/03/2022	200	0	0	N	200
2022	01/04/2022 - 31/03/2023	200	0	0	N	200
2023	01/04/2023 - 31/03/2024	200	0	0	N	200
2024	30/12/2024 - 31/03/2025	200	200	0	Y	400
TOTAL (2019-2024)	01/04/2019 - 31/03/2025	1200	200	0	Y	1400

[Click to Pay online](#)

Step 6: On clicking the button, Online Payment Gateway page will be displayed. The RECHS member will click on “Proceed” button.

Online Payment Gateway

e-PAY

Staffno/ID	1	Transaction No	1220241532306881
Payment For	RECHS	Amount (INR)	1400

[Proceed](#)

Step 7: SBI payment page will be displayed. The RECHS member will click on the payment method as per convenience and make the payment towards RECHS annual revalidation for FY 2025-26.

WELCOME TO SBIPAY LITE
(formerly SBMOPS)

As per instructions from CBDT, we are migrating SB

Best Practices to be followed for e-Commerce transaction:

- Account should have sufficient balance
- e-Commerce flag should be enabled for Debit / Credit Card
- Correct Card No, CVV, expiry date to be entered
- Valid OTP to be entered
- Ensure to complete the payment transaction well within time limit.

Net Banking	Card Payments	Other Payment Modes
<p>SBI Net Banking Bank Charges(₹): 0.0</p> <p>Other Bank Net Banking Bank Charges(₹): 17.7</p>	<p>State Bank Debit Cards Bank Charges(₹): 0.0</p> <p>Other Bank Debit Cards Bank Charges(₹): 0.0</p> <p>Credit Cards Bank Charges(₹): 16.52</p>	<p>UPI Bank Charges(₹): 0.0</p>

For any assistance in making annual revalidation payment or any other issues RECHS members can contact Unit level Application Administrators, list of which have been provided in ecare portal as well as ecare portal login page.