HOW TO APPLY

1. The online system has been designed to help you in submitting your claims under the BHEL Emergency Needs Mitigation Scheme.

2. The data for majority of the ex-employees is available in the system, which will show as pre-populated. Please read the instructions clearly before logging in the system.

3. For **RECHS member**, the filled forms have to be sent to the concerned RECHS Centre where you are registered. **Non-RECHS** members should send their filled formats to Units where they retired from. Please see disbursing Units details link – "Whom to Contac(Single Window Cell" for your applicable Unit' adddress.

4. On login the system, please verify your details given in the system under "Personal Details" Section. Thereafter, the system will take you to the next stages for claiming financial assistance.

5. On final submission of the forms, please take out the print outs of the filled forms and submit along with the required documentary proofs/certificates as given in the Scheme to concerned RECHS Centre/Unit.

6. Please note that in a year, claims for Common Emergency Needs can be made **ONLY ONCE A FINANCIAL YEAR.** The claims under Special Emergency Needs can be made **more than once a financial year, based on occurrence**.

7. Ex-employees can refer to the circular given at the **"POLICY DETAILS"** Section for information on **ceilings in claims of financial support** for both Common and Special Emergency Needs.

8. If you find there is some discrepancy in the data provided, please indicate in the hard copy of the claims submitted.

9. As per the policy there are two types of Financial needs listed in the circular which can be claimed :-

   a. Special Emergency Needs
   b. Common Emergency Needs

There are separate claim forms for each of the needs which need to be filled through the system.

10. STEPS IN FILLING UP THE FORMS:-

Step 1. On clicking the Emergency Need Mitigation Scheme link, a login page will open showing login buttons for both ex-employee and HR. Pls click on "Ex-Employee Login"

Step 2. Please enter your **Staff Number** and your **Date of Birth** in the boxes provided and click on "Login".

Step 3. - If not able to login *(Error Shows –"User / Date of Birth Mismatch.")*, then apply in **hard copy** by downloading the formats given in the link "**Apply Offline**" on the main screen.

Step 3. - On logging in the system, first screen will show your "**Personal Particulars**". Please verify your details here and click "Next".

Step 4. Please enter your **"Residential Address Particulars" and press "Update" to save. Once saved, click on"Next" button to proceed to next screen.**

Step 5. Please enter your **"Bank Particulars" and press "Update" to save. Once saved, click on"Next" button to proceed to next screen.**

Step 6. Please upload the documents which are common to both type of claims here in **"Uploaded Files"** screen. The instructions for uploading the documents are given on the screen. Once the files are uploaded, click next.

Step 7. Common Emergency Needs Claim – This is the claim form for applying Common Emergency Needs. Pl tick the checkbox against the Emergency Need for which fin. support is being claimed and enter the amount. Tick the Self declaration towards the bottom and click "Submit"

Step 8. The system will show the message –"Your claim is submitted successfully". For the taking the **print out of filled-in application** click on **"Download the Claim (Format A)"**. The screen will show the other documents required for claiming support. The format for "Self Declaration of extent of loss" (Format B) can be downloaded from the screen. All the documents required can be scanned as one document and uploaded by clicking on the "Choose File" at the bottom of page.

Step 9. Special Emergency Needs Claim – This is the claim form for applying Special Emergency Needs. Pl tick the checkbox against the Emergency Need for which fin. support is being claimed and enter the amount. Tick the Self declaration towards the bottom and click "Submit".

Step 11. Claim Status: To check your claim status, please click on the box "Claim Status" on top right corner of the screen. On clicking the screen, the status of the claims applied will show on the screen. If your application has not been approved by HR, then the remarks column will show the reason for the same.

11. IMPORTANT DO'S AND DON'T'S

a. IFS Code should mandatorily be provided in the form.

b. Please note that the **validity period** of the **Life Certificate cum NEFT** will be **only one year**.

c. The proofs/documents required for each format is provided in the "Offline Forms" Section. Please ensure that all the necessary documents are attached. Incomplete documents will not be processed.