

OFFLINE FORMATS: *For Downloading*

For claiming financial support for Special Emergency Needs based on occurrence (Can be claimed more than once a Financial year):-			
	Type of Common Emergency Needs	Documents	Format No.
1.1	Funeral & related expenditure on death of retired employee (from the year of implementation)	Performa for Individual request	Annexure I
		Prescribed form for Death certificate issued from designated authority, along with application	To be provided by the Ex-Employee
1.2.	Funeral & related expenditure on death of spouse of retired employee (from the year of implementation)	Performa for Individual request	Annexure I
		Prescribed form for Death certificate issued from designated authority, along with application -	To be provided by the Ex-Employee
1.3	Natural calamities at geographical <u>area of residence</u> of retired employees.	Declaration of a geographical area notified as affected by natural calamity by local/Central Govt	To be provided by the Ex-employee
		Self-declaration of extent of loss	Annexure III
		Application Form	Annexure I
		Residential Address proof	to be provided by the Ex-Employee
For claiming financial support for Common Emergency Needs (To be claimed only once a Financial year):-			
	Type of Common Emergency Needs	Documents	Format No.
2.1	Partial support for basic needs such as food & clothing, in extreme conditions	Performa for Individual request	Annexure II
		Self Certification	Annexure III
2.2	Partial support for movement / transportation in emergencies:	Performa for Individual request	Annexure IV
		Self Certification	Annexure III
2.3	In-Patient Medical treatment	Performa for Individual request	Annexure II

	not covered under BHEL RECH Scheme. (wherever there is deduction from hospital bill)	Self Certification	Annexure IV
		Medical Bills	To be provided by the Ex-Employee
2.4	To provide financial support to physically or mentally challenged children of retired employees for acquiring equipments / aids or other medical treatments including In-patient treatment, not covered under BHEL Scheme	Performa for Individual request	Annexure IV
		Medical Bills	To be provided by the Ex-Employee
		Copy of BHEL approval clearly mentioning validity for extending OPD facility to physically or mentally challenged children of the retired employee.	To be provided by the Ex-Employee
3. Other documents/formats required for both types of Claims			
3.1	Life Certificate cum NEFT form. (Not required from RECHS beneficiaries)/Cancelled cheque leaf with NEFT details		Annexure V
3.2	Proof of Separation/ Retirement/ Superannuation from the Unit clearly mentioning reason of separation. (Not required from RECHS beneficiaries)		
3.3	Proof of revalidation under RECHS from revalidation centre		
3.4	Photo Identity Card issued by Govt. Agency – eg Passport, Pan Card, Adhaar Card, Driver’s License, Ration Card, Voter ID Card		
3.5	Documents required for common emergency needs/ self-certification prescribed under the scheme for which employee is seeking financial support.		

Application No..... : ENMS(Special EN)

Application for providing financial support to meet Special Emergency Needs during the Financial Year 20 - 20 .

Name of ex-employee (capital letters):	Staff No:	
Designation (at retirement) :	Grade:	Sex: M / F
Unit from where retired :	Date of retirement :	
Unit where registered under RECHS:		
Unit where last re-validation done:	Date of re-validation:	
Name of beneficiary Spouse:		

This is to certify that I have faced the emergency needs as ticked below during the current / last fin.year and request BHEL to provide financial support to the extend indicated against the listed Needs to meet the emergency need(s) & within the admissible limit under the Scheme.

(A) Special Emergency Needs, not of regular nature	Maximum Financial Support available under the scheme	Documentary requirements	Tick applicable	Extent of Financial support requested
1) Natural calamities at geographical area of residence of retired employees.	To the extent of loss to individual, upto ₹.10,000/- per case.	Declaration of a geographical area notified as affected by natural calamity by local/Central Govt & self-declaration of extent of loss, along with application in prescribed form Annexure-I.		
2) Funeral & related expenditure on death of retired employee (from the year of implementation)	Upto ₹.10,000/- per case	Death certificate issued from designated authority, along with application in prescribed form Annexure-I		
3) Funeral & related expenditure on death of spouse of retired employee (from the year of implementation)	Upto ₹.10,000/- per case	Death certificate issued from designated authority, along with application in prescribed form Annexure-I.		

- "I certify that I am eligible to apply and receive the financial support under "**BHEL Emergency Needs Mitigation Scheme**" as per the provisions of the scheme.

Note:

- *During the life time of the retired employee, spouse will not be eligible for benefits under the Scheme. However, surviving spouse of retired employee who was in-receipt of the benefits under the scheme, surviving spouse of an employee who died during service but before 01.01.2007 and surviving spouse of employee who retired prior to 1/1/2007 but died after cessation from service will be eligible for benefits under the Scheme during their life time or till their re-marriage or employment on full time basis in Govt/PSU/Govt Bodies, whichever is earlier.*

- *In case both husband and wife were employed in BHEL and both have superannuated prior to 01.01.2007, during their life time, both spouses will be eligible to claim financial assistance under the scheme towards common / special emergency needs.*
- *In case both spouses were employed in BHEL and one of them retired prior to 2007 and has subsequently expired, the surviving spouse will continue to get financial assistance as 'retired employee'. Since such a spouse is already a beneficiary under the scheme, he/she will NOT be eligible for financial assistance as surviving spouse.*
- *Surviving spouse of an employee who retired prior to 2007, who is in receipt of pension from Govt. (including BHEL) / similar organization will NOT be entitled to claim financial assistance under the Emergency Needs Mitigation scheme, except funeral expenditure on death of ex-employee (retired prior to 2007).*

- I have no dues towards the Company or its related business or under any scheme (including BHEL RECHS) of the Company.
- I have vacated the Company Quarter post retirement and have settled all related dues as on date.
- The information provided is correct & true to best of my knowledge and is as per records. If anything found false/ incorrect at a later stage, without prejudice to other action(s) which may be undertaken, the amount claimed by me under the scheme will be refunded to the Company.
- I understand that the Financial support will be remitted directly to my Bank A/c No....., in the (name & address of Bank) for which I am enclosing Life Certificate cum NEFT form / Cancelled cheque.”

Signature: _____
 Name of beneficiary : _____
 Name of retired employee: _____
 Staff No. _____

Date: _____

Enclosed:

1. Copy of Proof of separation / retirement/superannuation from the Unit. (Not required from RECHS beneficiaries)
2. Copy of Proof of re-validation under RECHS from the re-validation center/ Photo Identity Card issued by Govt agency.
3. Life Certificate cum NEFT form. (Not required from RECHS beneficiaries)/Cancelled cheque leaf with NEFT details
4. Documents required for special emergency needs/ self certification prescribed under the scheme for which employee is seeking financial support.

For Office Use at Unit HR

Application No. : ENMS (Special). FY: 20----20

Name of ex-employee (capital letters):		Staff No:
Designation (at retirement) :	Grade:	Sex: M / F
Unit from where retired :	Date of retirement :	
Unit where registered under RECHS:		
Unit where last re-validation done:	Date of re-validation:	
Name of Spouse(if beneficiary under the scheme):		

1. Particulars furnished by the Ex-employee/ spouse have been verified and he/ she is **eligible/ Not-eligible** for financial relief under BHEL Emergency Needs Mitigation Scheme. (Eligible : _____; Not-Eligible: _____) **(Tick whichever is correct)**
2. **Relevant documentary requirement checked and found in order.** (Yes:_/No:___)
3. The request of retired employees/spouse for financial support has been considered and found in order, the Unit Committee recommended to provide financial support for meeting special emergency needs as requested by ex-employee as under:

(A) Special Emergency Needs	Maximum Financial Support available under the scheme	Tick applicable	Extent of Financial support requested (Rs.)	Extent of Financial support recommended by Unit (Rs.)
1) Natural calamities at geographical area of residence of retired employees.	To the extent of loss to individual, upto ₹.10,000/- per case.			
2) Funeral & related expenditure on death of retired employee (from the year of implementation)	Upto ₹.10,000/- per case			
3) Funeral & related expenditure on death of spouse of retired employee (from the year of implementation)	Upto ₹.10,000/- per case			

Unit Medical Committee (wherever required)	Dealing Executive of Unit HR:	Head of HR:	
Signature			Signature
Name /Designation/ Staff No.			Signature
Signature			Name /Designation/ Staff No.
Name /Designation/ Staff No.	Name /Designation/ Staff No.	Name /Designation/ Staff No.	
Signature			
Name /Designation/ Staff No.			

For Corporate HR

Application No. : ENMS(Spl)/ 20__-20__ / Staff No. _____

The application duly recommended by Unit HR was put up to Corp. Committee and approved for financial support of Rs. _____ on _____.

Dealing Executive /Corporate HR
Signature: _____
Name: _____
Staff No _____

Application No. : ENMS(Common EN) FY:20__-20__

Application for providing financial support to meet Common Emergency Needs during the Financial Year 20__ - 20__.

Name of ex-employee (capital letters):		Staff No:	
Designation (at retirement) :		Grade:	Sex: M / F
Unit from where retired :		Date of retirement :	
Unit where registered under RECHS:			
Unit where last re-validation done:		Date of re-validation;	
Name of Spouse(if beneficiary under the scheme):			

This is to certify that I have faced the emergency needs as ticked below during the current / last fin.year and request BHEL to provide financial support to the extend indicated against the listed Needs to meet the emergency need(s) & within the admissible limit under the Scheme.

(B) Common Emergency Needs	Proposed Financial Support	Documentary requirements	Tick applicable	Extent of Financial support requested
1) <i>Partial support for emergent basic needs</i>	Financial support upto ₹.10,000/-p.a. The support is for food, clothing, household supplies, personal needs etc	Individual request in prescribed form Annexure-II & self certification basis		
2) Partial support for movement / transportation in emergencies:	Financial support upto ₹.5,000/- p.a. to help move from the strained relationship or need of medical transportation , or emergency movement to take care of spouse / children who are at other place	Individual request in prescribed form Annexure-II & self certification basis		
3) In-Patient Medical treatment not covered under BHEL RECH Scheme. (wherever there is deduction from hospital bill)	Over & above the admissible amount under RECHS, limited to ₹.10,000/- in a fin. year.	Recommendations of Unit Medical Committee, along with bills & Individual request in prescribed form Annexure-II		
4) To provide financial support to physically or mentally challenged children of retired employees for acquiring equipments / aids or other medical treatments including In-patient treatment, not covered under BHEL Scheme	Limited to ₹.10,000/- in each case., in a fin. Year	Recommendations of Unit Medical Committee, along with bills & Individual request in prescribed form Annexure-II.		

- “I certify that I am eligible to apply and receive the financial support under “**BHEL Emergency Needs Mitigation Scheme**” as per the provisions of the scheme.

NOTE-

- *During the life time of the retired employee, spouse will not be eligible for benefits under the Scheme. However, surviving spouse of retired employee who was in-receipt of the benefits under the scheme, surviving spouse of an employee who died during service but before 01.01.2007 and surviving spouse of employee who retired prior to 1/1/2007 but died after cessation from service will be eligible for benefits under the Scheme during their life time or till their re-marriage or employment on full time basis in Govt/PSU/Govt Bodies, whichever is earlier.*
- *In case both husband and wife were employed in BHEL and both have superannuated prior to 01.01.2007, during their life time, both spouses will be eligible to claim financial assistance under the scheme towards common / special emergency needs.*
- *In case both spouses were employed in BHEL and one of them retired prior to 2007 and has subsequently expired, the surviving spouse will continue to get financial assistance as 'retired employee'. Since such a spouse is already a beneficiary under the scheme, he/she will **NOT** be eligible for financial assistance as surviving spouse.*
- *Surviving spouse of an employee who retired prior to 2007, who is in receipt of pension from Govt. (including BHEL) / similar organization will **NOT** be entitled to claim financial assistance under the Emergency Needs Mitigation scheme, except funeral expenditure on death of ex-employee (retired prior to 2007).*

- I have no dues towards the Company or its related business or under any scheme (including BHEL RECHS) of the Company.
- I have vacated the Company Quarter post retirement and have settled all related dues as on date.
- The information provided is correct & true to best of my knowledge and is as per records. If anything found false/ incorrect at a later stage, without prejudice to other action(s) which may be undertaken, the amount claimed by me under the scheme will be refunded to the Company.
- I understand that the Financial support will be remitted directly to my Bank A/c No....., in the (name & address of Bank) for which I am enclosing Life Certificate cum NEFT form / Cancelled cheque.”

Signature: _____
 Name of beneficiary : _____
 Date: _____ Name of retired employee: _____
 Staff No. _____

Enclosed:

1. Copy of Proof of separation / retirement/superannuation from the Unit. (Not required from RECHS beneficiaries)
2. Copy of Proof of re-validation under RECHS from the re-validation center/ Photo Identity Card issued by Govt agency.
3. Life Certificate cum NEFT form. (Not required from RECHS beneficiaries)/Cancelled cheque leaf with NEFT details
4. Documents required for common emergency needs/ self-certification prescribed under the scheme for which employee is seeking financial support.

For Office Use at Unit HR

Application No. : ENMS (Common EN)/ 20__-20__ / Staff No. _____

1. Particulars furnished by the Ex-employee/beneficiary spouse have been verified and he/ she is **eligible/ Not-eligible** for financial relief under BHEL Emergency Needs

Mitigation Scheme. (Eligible : _____; Not-Eligible: _____) **(Tick whichever is correct)**

2. Relevant documentary requirement checked and found in order. (Yes: ____/
No: ____)

In line with the Corporate instructions reference No. _____ dated _____ an amount of Rs. _____ approved for financial support to the retired employee on _____.	
Dealing Unit HR Executive	Dealing Unit Finance Executive :
Signature Name /Designation/ Staff No.	Signature Name /Designation/ Staff No.

SELF CERTIFICATION BY EX-EMPLOYEE/ Beneficiary-spouse
for claiming financial support for Special Emergency Needs under BHEL Emergency
Needs Scheme for Financial Support to retired employees
(Retired prior to 01.01.2007)

This is to certify that,

I suffered a loss of ₹. _____ due to **Natural calamities** at geographical area of residence of retired employees, during _____(month)_____ (year) at _____(place) wherein I live. My residential address is _____.

I have also enclosed residential address proof indicating the above mentioned address along with the notification of natural calamity in the area issued by State/ Central Government.

Signature: _____

Name of retired employee: _____

Staff No. _____

Name of Beneficiary –

spouse: _____

Enclosures:

1. Certificate of fire/natural calamity such as earth quake, cyclone, storms, cloud burst etc. incident from local State/ Central Govt.

NOTE-

- During the life time of the retired employee, spouse will not be eligible for benefits under the Scheme. However, surviving spouse of retired employee who was in-receipt of the benefits under the scheme, surviving spouse of an employee who died during service but before 01.01.2007 and surviving spouse of employee who retired prior to 1/1/2007 but died after cessation from service will be eligible for benefits under the Scheme during their life time or till their re-marriage or employment on full time basis in Govt/PSU/Govt Bodies, whichever is earlier.
- In case both husband and wife were employed in BHEL and both have superannuated prior to 01.01.2007, during their life time, both spouses will be eligible to claim financial assistance under the scheme towards common / special emergency needs.
- In case both spouses were employed in BHEL and one of them retired prior to 2007 and has subsequently expired, the surviving spouse will continue to get financial assistance as 'retired employee'. Since such a spouse is already a beneficiary under the scheme, he/she will **NOT** be eligible for financial assistance as surviving spouse.
- Surviving spouse of an employee who retired prior to 2007, who is in receipt of pension from Govt. (including BHEL) / similar organization will **NOT** be entitled to claim financial assistance under the Emergency Needs Mitigation scheme, except funeral expenditure on death of ex-employee (retired prior to 2007).

SELF CERTIFICATION BY EX-EMPLOYEE/ Beneficiary-Spouse
for claiming financial support for Common Emergency Needs under BHEL Emergency
Needs Scheme for Financial Support to retired employees
(Retired prior to 01.01.2007)

This is to certify that I incurred expenses towards the following:-

	Pls tick the appropriate box		Amount Incurred
1.		<i>Partial support for emergent basic needs</i>	
2.		Transportation/ Movement in emergencies	
3.		In-Patient Medical treatment not covered under BHEL RECH Scheme. (where there was a deduction from hospital bill)	
4.		For providing financial support for my physically or mentally challenged child/children for acquiring equipments / aids or other medical treatments including In-patient treatment, not covered under BHEL Scheme. Name of the child:- Age:-	

Signature: _____

Name of retired employee: _____

Staff No. _____

Name of beneficiary-Spouse: _____

NOTE-

- *During the life time of the retired employee, spouse will not be eligible for benefits under the Scheme. However, surviving spouse of retired employee who was in-receipt of the benefits under the scheme, surviving spouse of an employee who died during service but before 01.01.2007 and surviving spouse of employee who retired prior to 1/1/2007 but died after cessation from service will be eligible for benefits under the Scheme during their life time or till their re-marriage or employment on full time basis in Govt/PSU/Govt Bodies, whichever is earlier.*
- *In case both husband and wife were employed in BHEL and both have superannuated prior to 01.01.2007, during their life time, both spouses will be eligible to claim financial assistance under the scheme towards common / special emergency needs.*
- *In case both spouses were employed in BHEL and one of them retired prior to 2007 and has subsequently expired, the surviving spouse will continue to get financial assistance as 'retired employee'. Since such a spouse is already a beneficiary under the scheme, he/she will **NOT** be eligible for financial assistance as surviving spouse.*
- *Surviving spouse of an employee who retired prior to 2007, who is in receipt of pension from Govt. (including BHEL) / similar organization will **NOT** be entitled to claim financial assistance under the Emergency Needs Mitigation scheme, except funeral expenditure on death of ex-employee (retired prior to 2007).*

