




केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
Central Warehousing Corporation
(A Government of India Undertaking)



No.CWC/PRMB/Trust Meeting/2019-20/21938

Dated: 12.03.2020

CIRCULAR

Sub: Submission of Annual Contribution under Post-Retirement Medical Reimbursement Scheme by retired employees / spouse of deceased employees for FY. 2020-21

Ref: CO Circular No. CWC/PRMB/Trust Meeting/2019-20/12573 dated 28.11.2019)

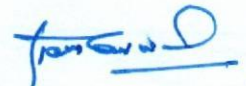
1. The retired employees and the spouses of the deceased employees of CWC who intend to avail the benefit under PRMCS shall submit the application through online mode.
2. Software for submission of application for Annual Contribution under PRMCS provided to the retired employees/spouse of deceased employees has been started so that all the documents required along with application for enrolment in CWC PRMB base policy can be submitted by the retired employees online. A User Manual/procedure for online submission of Annual Contribution & Application form by retired employees/spouse of deceased employees is enclosed as Annexure-A & Annexure-B.
3. Therefore, all the applications for enrolment in CWC PRMB base policy by retired employees/spouse of deceased employees shall be submitted in online mode only. No Physical application or document would be accepted by CWC Employees Post Retirement Medical Benefit Trust.
4. New retirees can apply one month before from the date of retirement.
5. The rate of annual contribution and the corresponding treatment benefit limit of indoor/outdoor for retired employees as well as spouse of deceased employees (same for both) are as below:-

Category of Employees	OPD reimbursement per annum	Indoor treatment limit per annum	Annual contribution by Retired employees/ Spouse of Deceased Employees (Rs.)
Group A	Rs.15,000/-	Rs.5,00,000/-	1500/-
Group B	Rs.15,000/-	Rs.5,00,000/-	1200/-
Group C	Rs.15,000/-	Rs.5,00,000/-	900/-
Group D	Rs.15,000/-	Rs.5,00,000/-	600/-

Contd....2

6. The following documents are to be uploaded at the time of online submission of application form:-
 - i. Living Certificate in the prescribed format (Annexure-I) after certify by the nearest warehouse Manager/ Group-A officer of CWC/Gazetted Officer with their name & seal. [Such as any Gazetted Officer - Officers of Armed Forces, Central & State Governments Employees with Group A Service Rules, Scientists (in Govt. Funded Research org.)], Vice-Chancellor/Assistant Registrars, Principals & Faculty Members of Central & State Universities, Doctors, Engineers & Drug Controller (in Central & State Services), Magistrate & Above In judicial Service, Drug Inspector (State Govt. Service). SDO (Sub Divisional Officers), BDO (Block Development Officer), Circle Inspector, Tahsildars etc. In State Administration, Principal of Govt. School, Income Tax & Revenue Officer or Branch Manager of Bank where SB account maintained for remittance].
 - ii. CWC ID Card of retired employee & their spouse, If employee/spouse has not CWC ID Card, then he/she can upload Aadhar card of Employee & spouse.
 - iii. Online SB Collect receipt after payment of Annual Contribution (procedure of payment at Annexure-A).
 - iv. Copy of original Cheque with name mentioned or copy of front page of pass-book if name not mentioned in cheque.
 - v. Declaration form by VR/SVRS employees (Annexure-II).
 - vi. Declaration form by spouse of deceased employees (Annexure-III)
7. This process needs to be completed by all the employee by 28.03.2020 so that medical insurance scheme can be rolled out smoothly from 05.04.2020 for the year 2020-21.
8. In case of any delay in submission of membership application along with requisite contribution the benefit of insurance would be available there after 15 days of submission of their application.
9. All the Regional Managers are requested to provide adequate help to the retired employees in regional offices and warehouses for submission of online applications.

This is for information of all concerned.



(R R Aggarwal)

Group General Manager (Finance)

Distribution:

1. All Divisional Heads, CWC, CO, New Delhi
2. GGM (System), CWC, CO, New Delhi for uploading the circular on CWC website.
3. All RMs, CWC, Regional Offices

Copy to:

1. PS to Chairman/Sr. PA to MD/SAM to Dir (F)/Sr. PA to D(P), CWC, CO
2. Notice Board

LIVING CERTIFICATE TO BE SUBMITTED BY THE RETRED EMPLOYEE
(for the year 2020-21)

**Photograph of
retired
employee**

**Photograph of
retired
employee
spouse**

It is certified that I have seen the employee Sh./Smt.
_____ and his/her dependant spouse Sh./Smt.
_____ and both are alive or
sh./Smt. _____ is alive on this date.

Signature of the retired employee

CPF Code of the retired employee

Spouse's Signature _____

Aadhar No. of the retired
employee & Spouse

Name of authorized officer

Designation of the officer

Place _____

Seal _____

Date _____

DECLARATION BY THE EX-EMPLOYEES
[Who have opted (VR/SVRS)]

(To be attested by the Gazetted Officer Class-I or Magistrate 1st Class or Notary Public)

This is to certify that I have not taken any employment with any organization Public or Private after my retirement from the Central Warehousing Corporation.

Signature _____

Name _____

Designation held _____

Attested by
With seal/signature

DECLARATION BY THE SPOUSE OF THE DECEASED EMPLOYEE

This is to certify that I am legal heir of my deceased husband/wife late Sh./Smt. _____ . I am not employed with any public/private organization. I am also not in receipt of any medical facility/benefit from the employer of my working son/daughter as a dependent.

Signature/Thumb impression of the spouse of the deceased employee

Name _____

Address _____

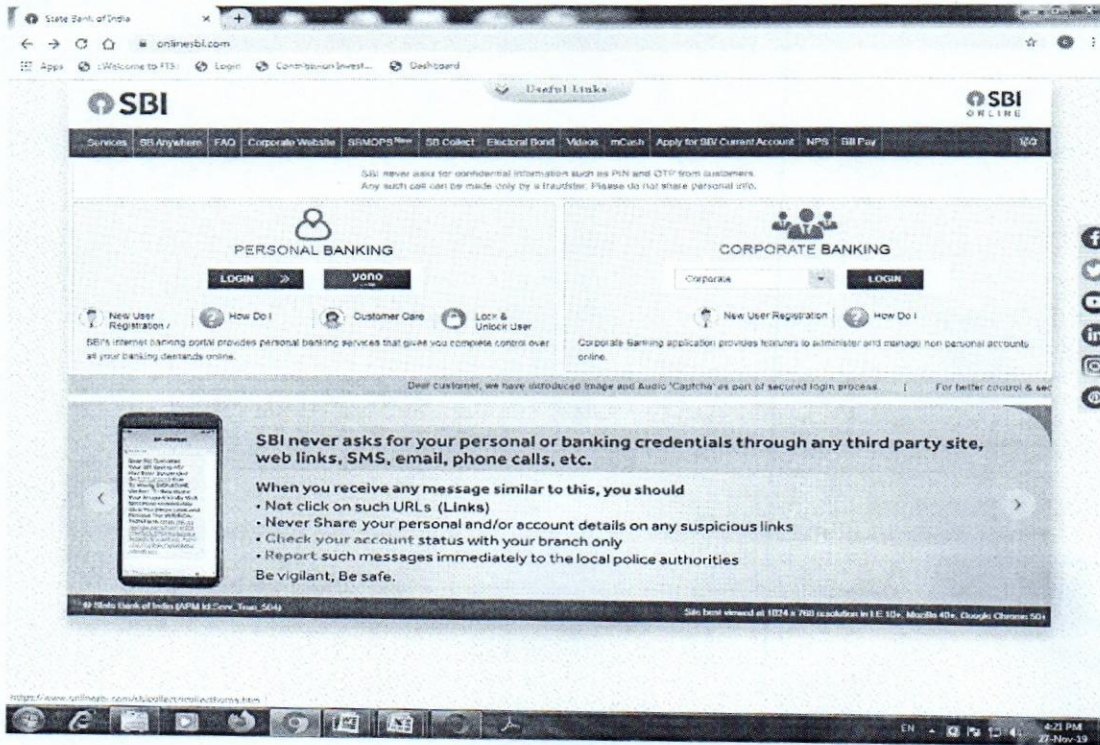
Contract No.

Date:

USER GUIDE FOR ONLINE PAYMENT OF ANNUAL CONTRIBUTION (PRMB MEMBERSHIP FEES) THROUGH SBI COLLECT TOWARDS POST RETIREMENT MEDICAL REIMBURSEMENT SCHEME.

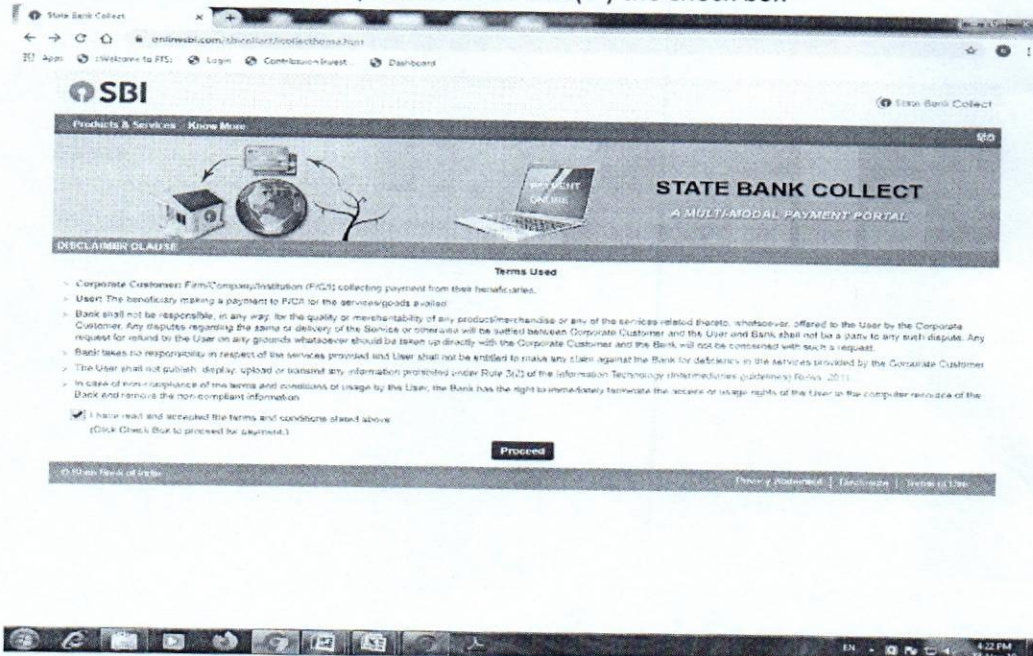
Step: I

- Go to SBI Website : - www.onlinesbi.com



Step: II

- Click on SBI Collect – click on proceed after tick (✓) the check box



Step: III

- Selection of State of Corporate/Institution:-National Capital Territory of Delhi
- Selection of Corporate/Institution:- PSU- PUBLIC SECTOR UNDERTAKING
- Click on Go

The screenshot shows the SBI State Bank Collect website. The browser address bar displays "onlinesbi.com/sbiCollect/displayInstitutionType.htm". The page header includes the SBI logo and "State Bank Collect". Below the header, there are navigation links for "State Bank Collect" and "State Bank Maps". The main content area is titled "Select State and Type of Corporate / Institution". It features two dropdown menus: "State of Corporate / Institution" set to "National Capital Territory of D" and "Type of Corporate / Institution" set to "PSU - PUBLIC SECTOR UNDERTAKING". A "Go" button is positioned below these menus. A note at the bottom states: "Mandatory fields are marked with an asterisk (*)" and "State Bank Collect is a unassisted service for paying online to educational institutions, temples, charities and/or any other corporate/institutions who maintain their accounts with the Bank." The footer includes "State Bank of India", "Privacy Statement", "Disclaimer", and "Terms of Use". The Windows taskbar at the bottom shows the system clock as 4:22 PM on 27-Nov-19.

Step: IV

- Selection of PSU Name: - CWC EMPLOYEES POST RETIREMENT MEDICAL BENEFIT TRUST
- Click on Submit

The screenshot shows the SBI State Bank Collect website. The browser address bar displays "onlinesbi.com/sbiCollect/payments/institutions.htm". The page header includes the SBI logo and "State Bank Collect". Below the header, there are navigation links for "State Bank Collect" and "State Bank Maps". The main content area is titled "Select from PSU - PUBLIC SECTOR UNDERTAKING". It features a dropdown menu for "PSU - PUBLIC SECTOR UNDERTAKING Name" set to "CWC EMPLOYEES POST RETIREMENT". Below this, there is a search box with a dropdown arrow. A note at the bottom states: "Mandatory fields are marked with an asterisk (*)". The footer includes "State Bank of India", "Privacy Statement", "Disclaimer", and "Terms of Use". The Windows taskbar at the bottom shows the system clock as 4:23 PM on 27-Nov-19.

Step: V

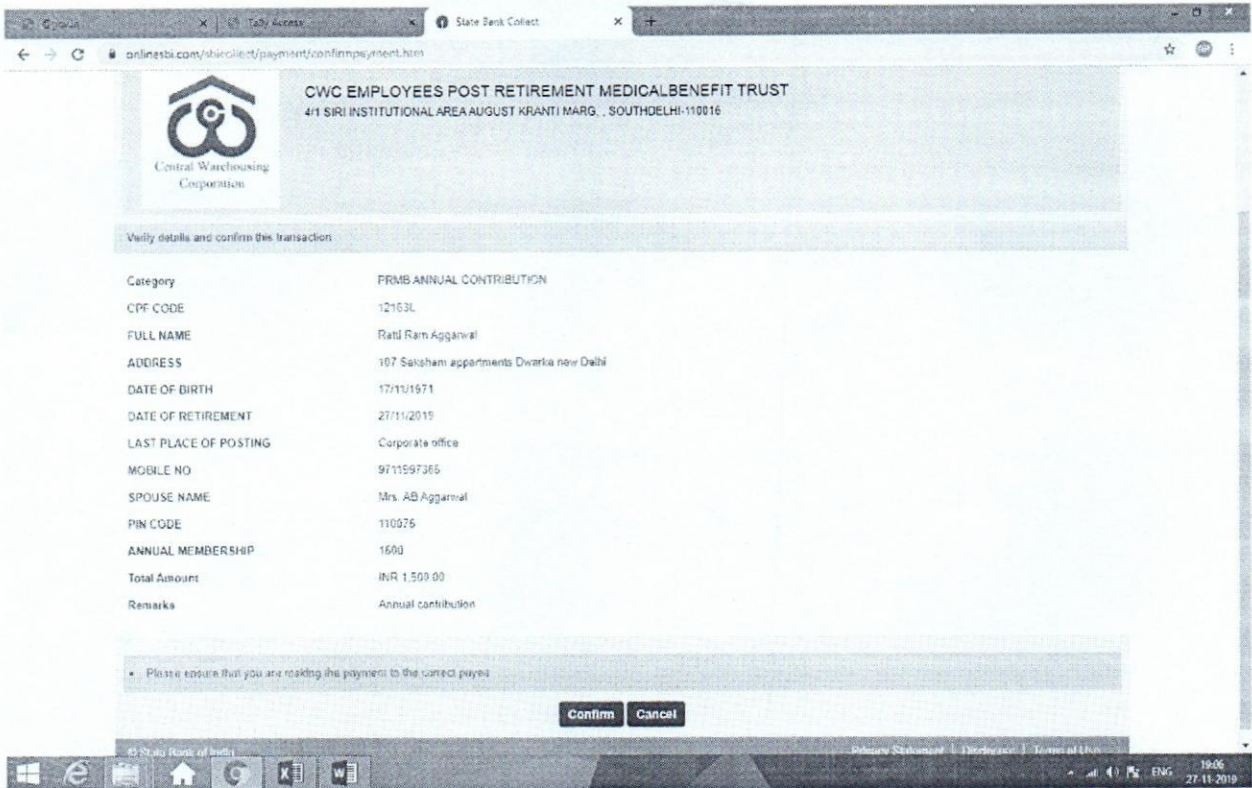
- Select payment Category:- PRMB Annual Contribution

The screenshot shows the SBI State Bank Collect website. The browser address bar displays `onlinesbi.com/sbi/collect/payment/bscategory.htm`. The page header includes the SBI logo and navigation links like 'Welcome to PTA', 'Login', 'Contribution Invest...', and 'Dashboard'. The main content area features the logo of Central Warehousing Corporation and the text 'CWC EMPLOYEES POST RETIREMENT MEDICAL BENEFIT TRUST'. Below this, there is a section titled 'Provide details of payment' with a 'Select Payment Category' dropdown menu. The dropdown menu is open, showing 'PRMB ANNUAL CONTRIBUTION' as the selected option. A tooltip is visible over the dropdown menu with the text 'select category... PRMB ANNUAL CONTRIBUTION'. At the bottom of the page, there are links for 'Privacy', 'Reservations', 'Your browser', and 'Terms of Use'.

Step: VI

- Fill complete details as per below format :-
- Click on submit

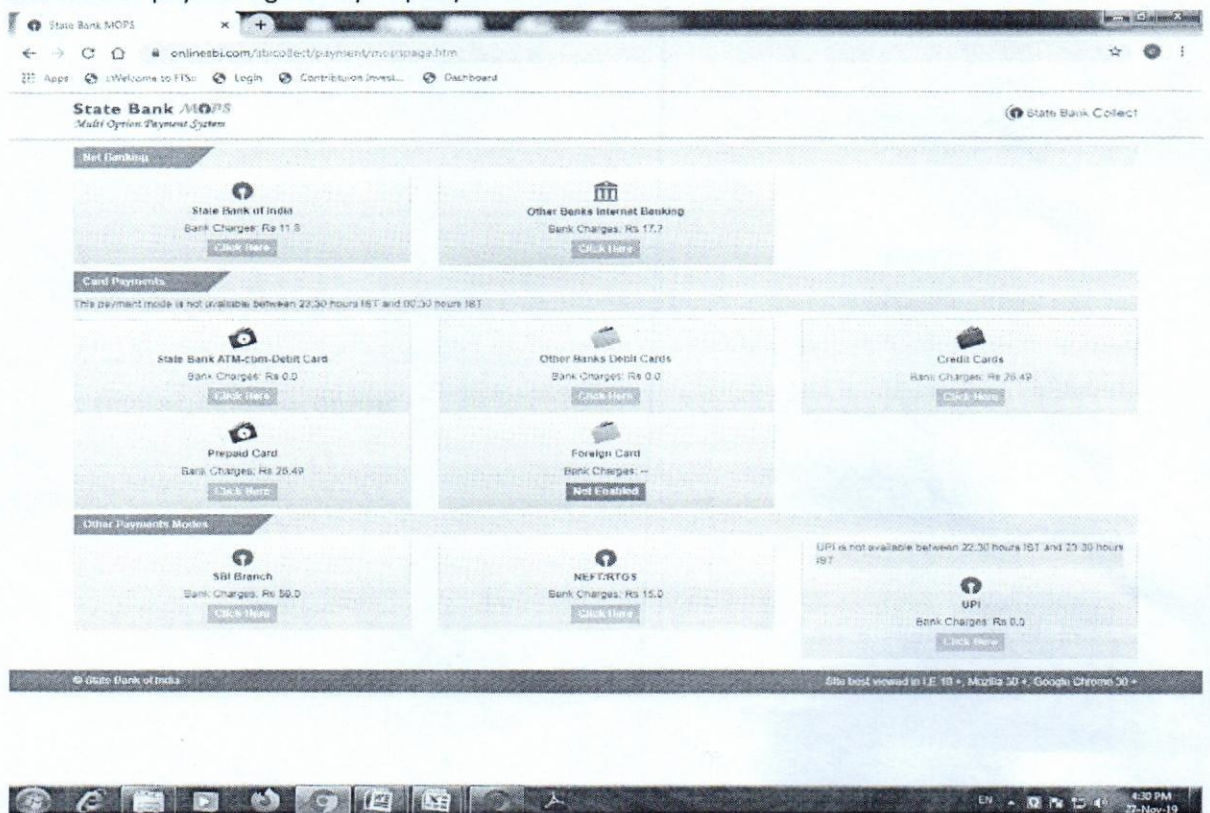
The screenshot shows the SBI State Bank Collect website with the 'show payment details' form. The browser address bar displays `onlinesbi.com/sbi/collect/payment/showpaymentdetails.htm`. The page header includes the SBI logo and navigation links like 'Welcome to PTA', 'Login', 'Contribution Invest...', and 'Dashboard'. The main content area features the 'Select Payment Category' dropdown menu, which is set to 'PRMB ANNUAL CONTRIBUTION'. Below this, there are several input fields for personal and contact information: 'CPE CODE', 'FULL NAME', 'ADDRESS', 'DATE OF BIRTH', 'DATE OF RETIREMENT', 'LAST PLACE OF POSTING', 'MOBILE NO', 'SPOUSE NAME', 'PIN CODE', and 'ANNUAL MEMBERSHIP'. There is also a 'Remarks' field. Below the form, there is a section for 'Please enter your Name, Date of Birth (For Personal Banking) / Incorporation (For Corporate Banking) & Mobile Number. This is required to reprint your e-receipt / remittance(PAP) form, if the need arise.' This section includes input fields for 'Name', 'Date Of Birth / Incorporation', 'Mobile Number', and 'Email Id'. A CAPTCHA field is also present with the text '42CB3'. At the bottom of the page, there are 'Submit', 'Reset', and 'Back' buttons.



- Verify transaction and confirm

Step: VII

- Selection of payment gateway as per your comfort



Step: VIII

- Receipt generated from system should be downloaded & saved. It should be uploaded at the time of online application of PRMB base policy.

A confirmation of payment will also receive on your email id and mobile.



USER MANUAL FOR ONLINE PRMB APPLICATION

PRMB : Employee Welfare Cell

CWC EMPLOYEES POST RETIREMENT MEDICAL BENEFIT TRUST

1. Objective:-

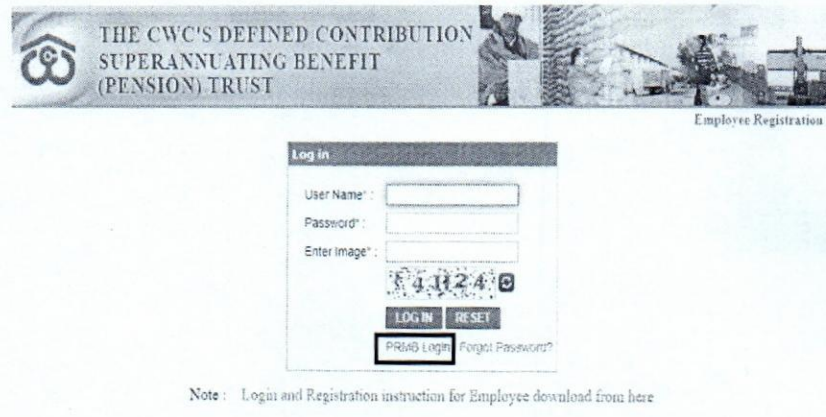
This document will help the member/user of PRMB, to Login to the Portal and online submission of PRMB application form for Base policy.

2. Application Login:-

User (PRMB user) can login in the application by using the URL as given below and using the login credentials (Username and Password) provided to them.

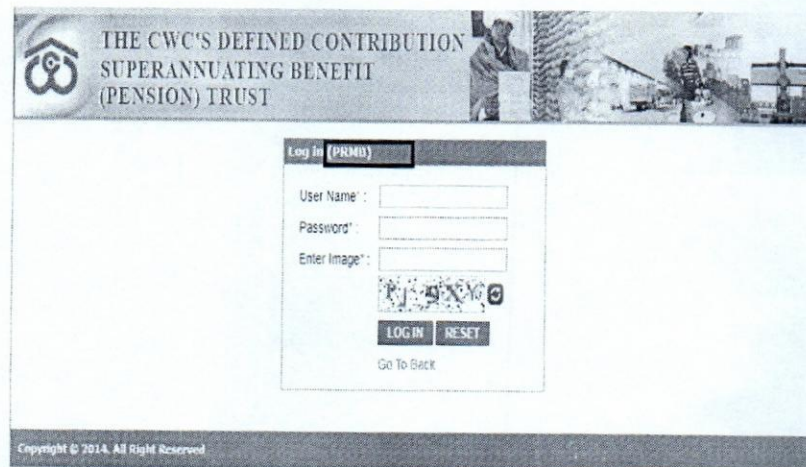
2.1. Steps for Login

1. Enter URL- <http://cewacor.nic.in/> for open CWC Website
2. Click on Employee Corner
3. Click on the link of CWC Pension Trust
or
4. Direct login - <https://www.cwcpension.in/>



The screenshot shows the header of the CWC Pension Trust website with the logo and text: "THE CWC'S DEFINED CONTRIBUTION SUPERANNUATING BENEFIT (PENSION) TRUST". On the right, there is a link for "Employee Registration". Below the header is a "Log in" form with fields for "User Name", "Password", and "Enter Image". There is a CAPTCHA image and buttons for "LOGIN" and "RESET". A link for "PRMB Login" is highlighted with a red box. Below the form, there is a note: "Note : Login and Registration instruction for Employee download from here".

- Click on the PRMB Login Link Present on the page.
- User will redirected to the PRMB Login Screen.



The screenshot shows the PRMB Login screen. The header is the same as the previous screenshot. Below the header is a "Log in (PRMB)" form with fields for "User Name", "Password", and "Enter Image". There is a CAPTCHA image and buttons for "LOGIN" and "RESET". A link for "Go To Back" is visible below the form. At the bottom of the page, there is a copyright notice: "Copyright © 2014. All Right Reserved".

- Enter correct user name (CPF Code) & password (PRMB@123) and "Correct captcha"
 - Click on login (for login) or reset (for filled text blank)
 - For first time login, then common password is PRMB@123
-
- On First time login user will have to change the password for this DOB of the Employee (In case of spouse of deceased employees, DOB of the spouse will be required to reset the password)
 - Old Password - PRMB@123
 - Create New Password with the condition of (minimum one upper case (Capital Letter), one lower case (small letter) , one numeric & one special character(@,#,* etc.) is mandatory & minimum password should be 08 character) **for example Prmb@123**

Change Password

DOB* :

(Enter the DOB of Spouse in case of Spouse of deceased employees)

Old Password:* :

Password* :

Confirm Password* :

CHANGE PASSWORD

- After changing the password first time user will be redirected to the main login page and Login in the system with New Password.

2. User Dashboard

- After login user will be redirected to the user dashboard of the PRMB Portal.

THE CWC'S DEFINED CONTRIBUTION SUPERANNUATING BENEFIT (PENSION) TRUST

Home | Welcome 07326A
Change Password | Logout

PRMB Form

PRMB Forms

➤ PRMB Form ➤ View PRMB

Copyright © 2014. All Right Reserved

➤ On the dashboard User have 2 options:-

PRMB Form

View PRMB

3.1 PRMB Form (To fill New PRMB Form)

In the application for PRMB base Policy Form, there are three type of forms are available:-

3.1.1 Only for Retired employee without spouse:

3.1.2 Retired Employee with Spouse:

3.1.3 Spouse of Deceased Employee

3.1.1.Only for Retired employee without spouse:

- This form is for only retired employee without spouse, in this case user have to fill all the information visible at the form.

PRMB Form	
APPLICATION FOR REMMITING ANNUAL CONTRIBUTION FORM1	
Employee Details/Spouse Details	
Applicant :*	<input checked="" type="radio"/> Only for retired employee without spouse <input type="radio"/> Retired employees with spouse <input type="radio"/> Spouse of Deceased Employee
Financial Year :*	2020-2021
Employee Name :	S.ARJUN
Date of Birth Employee :	25-12-1959
Full Address :*	
Mobile No. :*	
Email ID :	
Designation(At the time of Retirement) :*	W.A.I
CPF Code :	07326A
Date of Appointment in CWC :*	DD-MM-YYYY
Last Basic Salary Drawn(Rs) :	
Last place of posting :*	
Last Region of Posting :*	Select
Cadre :*	C
Annual PRMB Contribution :*	
Date of retirement/VRS/SVRS Employee :*	DD-MM-YYYY
Mode of Exit from Corporation :*	Select
Bank Details	
Name Of Bank :*	
Bank A.C No. :*	
IFSC Code :*	
Remarks :	

Note.- * Annual PRMB Contribution received only through online mode by SBI Collect

NEXT

Following fields will be required to fill by the user:

- Applicant : Only for retired employee without spouse
- Financial Year: Select the Financial Year for which user is filling the form.
- Employee Name: Will be Filled automatically and Non Editable (If Employee name Require some changes contact to PRMB Admin)
- Date of Birth of Employee: Will be auto filled but user can edit the date.
- Full Address: Complete address of the Employee.
- Mobile No.: Contact No of the Employee.
- Email ID: Email ID of the Employee is optional to fill.

- h. Designation: Fill the Designation of the employee at the time of the retirement.
- i. CPF Code: Will be Filled automatically and user cannot edit this field.
- j. Date of Appointment in CWC: Select the Date of Appointment in the CWC.
- k. Last Basic Salary Drawn(Rs): This field is optional to fill,
- l. Last place of posting: Enter the Name of the place where user was last posted.
- m. Last Region of Posting: Select the last posting region of the Employee.
- n. Cadre: Select the Cadre for the User A/B/C/D
- o. Annual PRMB Contribution : Enter the amount of Annual PRMB Contribution
- p. Date of retirement/VRS/SVRS Employee: fill the date of the exit from corporation.
- q. Mode of Exit from Corporation: Select the Type of the Exit
- r. Name Of Bank: Enter the bank name
- s. Bank A/C No. : enter the Users bank account Number
- t. IFSC Code: Enter the Bank IFSC Code (should be 11 character).
- u. Remarks : Enter the Remarks (Optional)

➤ In Form 2 all the required document will be uploaded by the user.

APPLICATION FOR REMMITING ANNUAL CONTRIBUTION FORM2

Upload Documents	
Upload Scan Copy Of Payment receipt : <small>Only pdf & jpg files allowed(Max 5MB)</small>	<input type="button" value="Choose File"/> No file chosen
Scan Copy Of Office identity card : <small>Only pdf & jpg files allowed(Max 5MB)</small>	<input type="button" value="Choose File"/> No file chosen
Scanned copy of original cheque with name mentioned or front page of pass-book with bank seal : <small>Only pdf & jpg files allowed(Max 5MB)</small>	<input type="button" value="Choose File"/> No file chosen
Are you willing to take Self Contributory top up cover under Group Medi-claim Policy ? :	<input type="radio"/> Yes <input checked="" type="radio"/> No
Scan Copy Of Declaration Form : <small>Only pdf & jpg files allowed(Max 5MB)</small>	<input type="button" value="Choose File"/> No file chosen
Alive Certificate scan copy with authorized signatory : <small>Only pdf & jpg files allowed(Max 5MB)</small>	<input type="button" value="Choose File"/> No file chosen

Note: There is no need to submit the Physical copy of the form to PRMB Trust

- a. **Upload Scan Copy of Payment receipt (SB Collect)** : Mandatory to upload by the User.
 - b. **Scan Copy Of Declaration Form (Annexure-II)**: Mandatory to upload by the User in case of VR/SVRS case (In Case of Superannuation, declaration is not required)
 - c. **Scan Copy of CWC retired identity card**: Mandatory to upload by the User. If employee has not CWC ID Card, then he/she can upload Aadhar card of employee.
 - d. **Living Certificate (Annexure-I) scan copy with authorized signatory**: Mandatory to upload by the User.
 - e. **Scanned copy of original cheque with name mentioned or front page of pass-book with bank seal if name not mentioned in the cheque**: Mandatory to upload by the User.
 - f. **Top-up policy is open only for member who has taken last year. If ex-employee has taken Top-up policy last year then he/she can continue in current year after selection option of 'Yes', otherwise select 'No'.**
 - g. **Top-up policy is open for all new retirees.**
- After Uploading all the document, Please click on the "Save" Button, to submit the PRMB Application.

3.1.2.Retired Employee with Spouse:

- This is for applicable only for the employee with spouse, in this case the Spouse date of birth and Spouse name will be required to fill by the Employee.

Employee Details/Spouse Details			
Applicant :*	<input type="radio"/> Only for retired employee without spouse <input checked="" type="radio"/> Retired employees with spouse <input type="radio"/> Spouse of Deceased Employee	Financial Year :*	2020-2021
Employee Name :	SH. NDOOR SAMAR	Date of Birth Employee :	01-01-1950
Spouse Name :*		Date of Birth Of Spouse :*	DD-MM-YYYY
Full Address :*	H. NO- 255/144 MUSTOFA COLONEY	Mobile No. :*	9410064052
Email ID :		CPF Code :	09239H
Designation(At the time of Retirement) :*	SIC	Last Basic Salary Drawn(Rs) :	
Date of Appointment in CWC :*	DD-MM-YYYY	Last Region of Posting :*	Select
Last place of posting :*		Annual PRMB Contribution :*	
Cadre :*	B	Mode of Exit from Corporation :*	Select
Date of retirement/VRS/SVRS Employee :*	DD-MM-YYYY		
Bank Details			
Name Of Bank :*		Bank A/C No. :*	
IFSC Code :*		Remarks :	

Note : * Annual PRMB Contribution received only through online mode by SBI Collect

NEXT

Following fields will be required to fill by the user:

- a. Applicant : Only for retired employee with spouse
- b. Financial Year: Select the Financial Year for which user is filling the form.
- c. Employee Name: Will be Filled automatically and Non Editable (If Employee name Require some changes contact to PRMB Admin)
- d. Date of Birth Employee: Will be auto filled but user can edit the date.
- e. Spouse Name: Enter the name of the Spouse.
- f. Date of Birth of Spouse: Enter the date of birth of the Spouse.
- g. Full Address: Complete address of the Employee.
- h. Mobile No.: Contact No of the Employee.
- i. Email ID: Email ID of the Employee is optional to fill.
- j. Designation : Fill the Designation of the employee at the time of the retirement.
- k. CPF Code: Will be Filled automatically and user cannot edit this field.
- l. Date of Appointment in CWC: Select the Date of Appointment in the CWC.
- m. Last Basic Salary Drawn(Rs): This field is optional to fill,
- n. Last place of posting: Enter the Name of the Place where user was last posted.
- o. Last Region of Posting: Select the last posting region of the Employee.
- p. Cadre: Select the Cadre for the User A/B/C/D
- q. Annual PRMB Contribution : Enter the amount of Annual PRMB Contribution
- r. Date of retirement/VRS/SVRS Employee: fill the date of the Exit from corporation.
- s. Mode of Exit from Corporation: Select the Type of the Exit
- t. Name Of Bank: Enter the bank name
- u. Bank A/C No. : enter the Users bank account Number
- v. IFSC Code: Enter the Bank IFSC Code (should be 11 character).
- w. Remarks : Enter the Remarks (Optional)

- In Form 2 all the required document will be uploaded by the user.

APPLICATION FOR REMMITING ANNUAL CONTRIBUTION FORM2

Upload Documents	
Upload Scan Copy Of Payment receipt : Only pdf & jpg files allowed(Max 5MB)	<input type="button" value="Choose File"/> No file chosen
Scan Copy Of Office identity card : Only pdf & jpg files allowed(Max 5MB)	<input type="button" value="Choose File"/> No file chosen
Scanned copy of original cheque with name mentioned or front page of pass-book with bank seal : Only pdf & jpg files allowed(Max 5MB)	<input type="button" value="Choose File"/> No file chosen
Are you willing to take Self Contributory top up cover under Group Medi-claim Policy ? :	<input type="radio"/> Yes <input checked="" type="radio"/> No
Scan Copy Of Declaration Form : Only pdf & jpg files allowed(Max 5MB)	<input type="button" value="Choose File"/> No file chosen
Alive Certificate scan copy with authorized signatory : Only pdf & jpg files allowed(Max 5MB)	<input type="button" value="Choose File"/> No file chosen

Note: There is no need to submit the Physical copy of the form to PRMB Trust

- Upload Scan Copy of Payment receipt (SB Collect)** : Mandatory to upload by the User.
 - Scan Copy Of Declaration Form (Annexure-II)**: Mandatory to upload by the User in case of VR/SVRS case (In Case of Superannuation, declaration is not required)
 - Scan Copy of CWC retired identity card of employee & spouse**: Mandatory to upload by the User. If employee has not CWC ID Card, then he/she can upload Aadhar card of employee & spouse.
 - Living Certificate (Annexure-I) scan copy with authorized signatory**: Mandatory to upload by the User.
 - Scanned copy of original cheque with name mentioned or front page of pass-book with bank seal if name not mentioned in the cheque**: Mandatory to upload by the User.
 - Top-up policy is open only for member who has taken last year. If ex-employee/spouse of deceased employee has taken Top-up policy last year then he/she can continue in current year after selection option of 'Yes', otherwise select 'No'.**
 - Top-up policy is open for all new retirees.**
- After Uploading all the document, Please click on the "Save" Button, to submit the PRMB Application.

3.1.3. Spouse of Deceased Employee

- This form is for the Spouse of the Deceased employee, In this case the Spouse will fill the form and update the date of birth of the Deceased employee and date of death of the Employee Will be required.

Employee Details/Spouse Details			
Applicant :*	<input type="radio"/> Only for retired employee without spouse <input type="radio"/> Retired employees with spouse <input checked="" type="radio"/> Spouse of Deceased Employee	Financial Year :*	2020-2021
Employee Name :	SH. NOOR SAMAR	Date of Birth Employee :	01-01-1960
Spouse Name :*		Date of Birth Of Spouse :*	DD-MM-YYYY
Date of Death of Employee :*	DD-MM-YYYY	Relationship With Employee :*	Select
Full Address :*	H. NO- 255/144 MUSTOFA COLONEY	Mobile No. :*	9410064052
Email ID :		CPF Code :	09239H
Designation(At the time of Retirement) :*	SIO	Last Region of Posting :*	Select
Last place of posting :*		Annual PRMB Contribution :*	
Cadre :*	B	Mode of Exit from Corporation :*	Select
Date of retirement/VRS/SVRS Employee :*	DD-MM-YYYY		
Bank Details			
Name Of Bank :*		Bank A/C No. :*	
IFSC Code :*		Remarks :	

Note:- * Annual PRMB Contribution received only through online mode by SBI Collect

NEXT

Following fields will be required to fill by the user:

- Applicant : Only for retired employee with spouse
- Financial Year: Select the Financial Year for which user is filling the form.
- Employee Name: Will be Filled automatically and Non Editable (If Employee name require some changes contact to PRMB Admin)
- Date of Birth Employee: Will be auto filled but user can edit the date.
- Spouse Name: Enter the name of the Spouse.
- Date of Birth of Spouse: Enter the date of birth of the Spouse.
- Date of death of the Employee: Enter the date of death of the Employee.
- Full Address: Complete address of the Employee.
- Relationship With Employee: Select the Relationship with the Employee.
- Mobile No.: Contact No of the Employee.
- Email ID: Email ID of the Employee is optional to fill.
- Designation : Fill the Designation of the employee at the time of the retirement/death).
- CPF Code: Will be Filled automatically and user cannot edit this field.
- Date of Appointment in CWC: Select the Date of Appointment in the CWC.
- Last Basic Salary Drawn(Rs): This field is optional to fill,
- Last place of posting: Enter the Name of the Place where user was last posted.
- Last Region of Posting: Select the last posting region of the Employee.
- Cadre: Select the Cadre for the User A/B/C/D
- Annual PRMB Contribution : Enter the amount of Annual PRMB Contribution
- Date of retirement/VRS/SVRS/death of Employee: fill the date of the Exit from corporation.

- u. Mode of Exit from Corporation: Select the Type of the Exit
- v. Name Of Bank: Enter the bank name
- w. Bank A/C No. : enter the Users bank account Number
- x. IFSC Code: Enter the Bank IFSC Code (should be 11 character).
- y. Remarks : Enter the Remarks (Optional)

➤ In Form 2 all the required document will be uploaded by the user.

APPLICATION FOR REMMITING ANNUAL CONTRIBUTION FORM2

Upload Documents	
Upload Scan Copy Of Payment receipt :* <small>Only pdf & jpg files allowed(Max 5MB).</small>	<input type="button" value="Choose File"/> No file chosen
Scan Copy Of Office identity card :* <small>Only pdf & jpg files allowed(Max 5MB).</small>	<input type="button" value="Choose File"/> No file chosen
Scanned copy of original cheque with name mentioned or front page of pass-book with bank seal :* <small>Only pdf & jpg files allowed(Max 5MB).</small>	<input type="button" value="Choose File"/> No file chosen
Are you willing to take Self Contributory top up cover under Group Medi-claim Policy ? :	<input type="radio"/> Yes <input checked="" type="radio"/> No
Scan Copy Of Declaration Form : <small>Only pdf & jpg files allowed(Max 5MB).</small>	<input type="button" value="Choose File"/> No file chosen
Alive Certificate scan copy with authorized signatory :* <small>Only pdf & jpg files allowed(Max 5MB).</small>	<input type="button" value="Choose File"/> No file chosen

Note: There is no need to submit the Physical copy of the form to PRMB Trust

- a. **Upload Scan Copy of Payment receipt (SB Collect) :** Mandatory to upload by the User.
- b. **Scan Copy Of Declaration Form (Annexure-III):** Mandatory to upload by the User in case of VR/SVRS case (In Case of Superannuation, declaration is not required)
- i. **Scan Copy of CWC retired identity card of spouse:** Mandatory to upload by the User. If employee has not CWC ID Card, then he/she can upload Aadhar card of spouse.
- c. **Living Certificate (Annexure-I) scan copy with authorized signatory:** Mandatory to upload by the User.
- d. **Scanned copy of original cheque with name mentioned or front page of pass-book with bank seal if name not mentioned in the cheque:** Mandatory to upload by the User.
- e. **Top-up policy is open only for member who has taken last year. If ex-employee/spouse of deceased employee has taken Top-up policy last year then he/she can continue in current year after selection option of 'Yes', otherwise select 'No'.**
- f. **Top-up policy is open for all new retirees/spouse of deceased employees.**

➤ After Uploading all the document, Please click on the "Save" Button, to submit the PRMB Application.

3.2. View PRMB (To view already filled Form)

User can view the filled form in this menu, all the Form filled by the user will be displayed here. If a form is rejected by the Admin, User can Edit the form and submit the form again for the Approval.

View PRMB Form

View PRMB Form

Application Status :

Form Date :

To Date :

S.NO.	CPF Code	Employee Name	Spouse Name	Updated Date	Financial Year	Remarks	Action
1	03440A	DINESH SINGH	Test	20/02/2020	2020-2021	Approved PRMB Form	View Download

- After submission your form will be submit to Admin of PRMB Software, it will accepted or rejected by the admin & same to be communicated through SMS & e-mail to individual with remarks.
- If rejected, then individual has to re-submit their form after correction as mentioned in the remarks