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Azadi Ka  
Amrit Mahotsav



केन्द्रीय भण्डारण निगम  
(भारत सरकार का उपक्रम)

**CENTRAL WAREHOUSING CORPORATION**  
(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण/Warehousing for Everyone



**CWC EMPLOYEES POST-RETIREMENT MEDICAL BENEFIT TRUST**

CWCCO-FD0PRMB/9/2022-FIN

**Dated: 05.04.2024**

**CIRCULAR NO. 22/2024-PRMB**

**Sub: Submission of Annual Contribution and Top-up Scheme for Group Medi-claim Insurance policy under Post-Retirement Medical Scheme (PRMS) by retired employees/spouse of deceased employees for the period 05.04.2024 to 04.04.2025**

1. The retired employees (including their spouses) and the spouses of the deceased employees of CWC who are eligible and intend to avail of the benefit under PRMS for the period **05.04.2024 to 04.04.2025** shall submit the application through online mode on the PRMB portal which can be accessed through the CWC website. 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** respectively. **No Physical application or document would be accepted by CWC Employees Post-Retirement Medical Benefits Trust.**

2. The employees who are retiring during FY 2024-25 can submit the application three month in advance of their retirement. Applications received after retirement date may not be entertained. The employees retired/retiring on or after 31.03.2024 may exercise their option within two months of their retirement.

3. The rate of annual contribution and the corresponding treatment benefit limit of indoor/outdoor for retired employees as well as the spouse of deceased employees (same for both) are as below: -

Category of Employees	Indoor treatment limit per annum	Annual contribution by Retired employees/ Spouse of Deceased Employees (Rs.)
Group A	Rs.8.00 Lakh	1500/-
Group B	Rs.8.00 Lakh	1200/-
Group C	Rs.8.00 Lakh	900/-
Group D	Rs.8.00 Lakh	600/-

4. The following documents are to be uploaded at the time of online submission of the application form: -

- Living Certificate in the prescribed format (Annexure-I) after certification 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. (Front and backside both to be uploaded)
- iii. Online SBI Collect receipt after payment of Annual Contribution (procedure of payment at Annexure-A).
- iv. Copy of original Cheque with the name mentioned or copy of the front page of pass-book if name not mentioned in the cheque.
- v. Declaration form by VR/SVRS employees (who have not been attained the age of 60Years) (Annexure-II).
- vi. **Declaration form by the spouse of deceased employees which was previously being manually filed in Annexure-III and scanned copies were being uploaded. It has been set as screen form only with all relevant details as per manual form on the selection of bullet.**

**5. Annual Contribution for Top-up Scheme for Group Medi-claim Insurance policy for retired employees /spouse of deceased employees:**

- a) In addition to the above Group Medi-claim Policy, the rates for additional coverage (Top-up cover) of Rs.3.00 Lakh, Rs.5.00 Lakh, Rs.10.00 Lakh, Rs.15.00 lakh, and Rs.25.00 Lakh which is voluntary for the retired employees and their spouse /spouse of deceased employees valid up to 04.04.2025 have been finalized as under:

Top-up Sum Insured	Basic Premium (Rs.)	GST@18%	Total Premium Payable(Rs.)
Rs.3.00Lakh	4,987/-	898/-	5,885/-
Rs.5.00Lakh	6,529/-	1,175/-	7,704/-
Rs.10.00Lakh	11,244/-	2,024/-	13,268/-
Rs.15.00lakh	13,601/-	2448/-	16,049/-
Rs.25.00lakh	19,223/-	3,460/-	22,683/-

- b) The premium of the above additional cover is to be borne by respective retired employees/spouses of deceased employees. Ex-employees can opt any of above slab as per their suitability.
- c) The sum insured once opted cannot be increased in the future. The employees who discontinue the additional coverage in any period would not be able to opt for additional coverage in the future, unless relaxation in this regard is issued.
- d) The risks covered under this Top-up policy will be the same as in the Primary (main) Health Insurance Policy.
- e) The retired employees and their spouse/spouse of deceased employees who wish to avail above additional medical insurance cover should make payment

for the above premium through SBI Collect online mode to PRMB Trust and submit their application for additional cover (Top-up cover) online to the PRMB Trust.

- f) A user manual /procedure for online submission of the Application form by retired employees/spouses of deceased employees is enclosed at Annexure-C. **No Physical application or document would be accepted by CWC Employees Post-Retirement Medical Benefits Trust in respect of the Top-up application form.**
6. Delay in submission of application may effect the claim rate by the ex-employees. Accordingly it is advise to complete the process by all the ex-employees latest by 15.05.2024 so that the medical insurance scheme can be rolled out smoothly for the year 2024-25. After due date of submission application may not be entertained.
7. All the Regional Managers are requested to provide adequate help to the retired employees in regional offices and warehouses for submission of online applications.
8. The Information related to TPA shall be issued separately

This is for the information of all concerned.

**(Dr. Sidharth Rath)**  
**Secretary/General Manager (Pers.)**

**Distribution:**

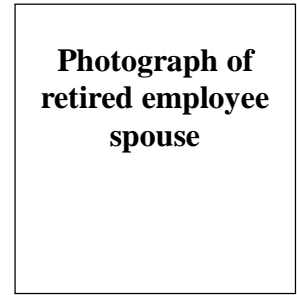
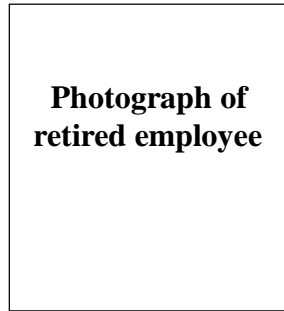
1. GGM (System), CWC, CO, New Delhi for uploading the circular on the CWC website.
2. All RMs, CWC, Regional Offices
3. Federation of Central warehousing Corporation Employees Union, New Delhi

**Copy to:**

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

**LIVING CERTIFICATE TO BE SUBMITTED BY THE RETRED EMPLOYEE**

(for the year 2024-25)



It is certified that I have seen the employee Sh./Smt. \_\_\_\_\_

and his/her dependent 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 \_\_\_\_\_

**Disclaimer : In case of submission of any fraud claim documents he/she shall be removed from the PRMB membership permanently.**

**ANNEXURE-II**

**DECLARATION BY THE EX-EMPLOYEES**

**(Who have opted (VR/SVRS) but have not attained the age of 60Years)**

(To be attested by the Gazetted Officer Class-I or Magistrate 1<sup>st</sup> Class 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

**Disclaimer : In case of submission of any fraud claim documents he/she shall be removed from the PRMB membership permanently.**

## ANNEXURE-A

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

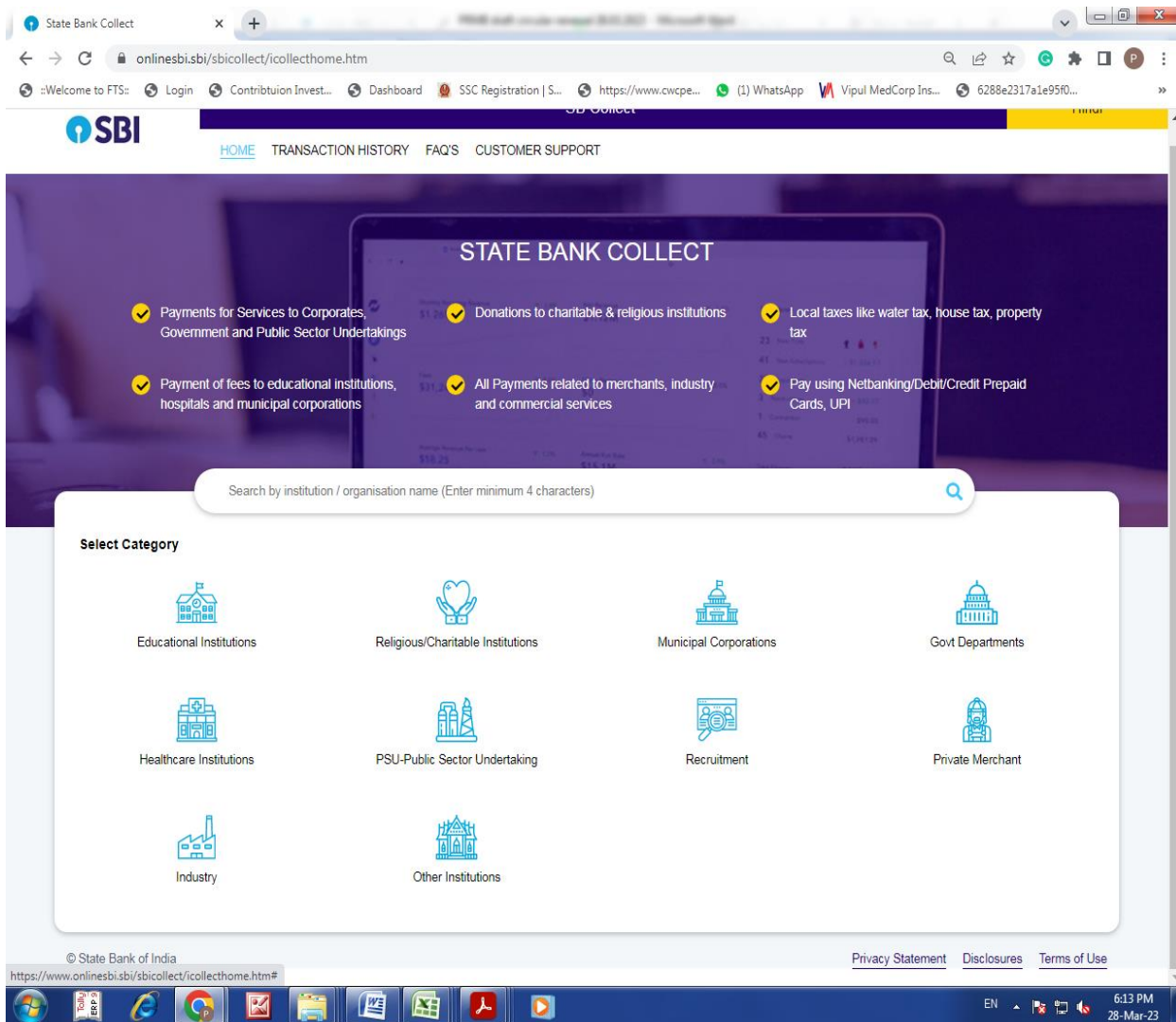
- **Step: I**

Go to SBI Website:- [www.onlinesbi.com](http://www.onlinesbi.com)

The screenshot displays the SBI Online website interface. At the top, there is a navigation bar with links for Services, Mobile Banking, FAQ, Corporate Website, SBIPay Life (insurance), SB Collect, Electoral Bond, Videos, mCash, Apply for SBI Current Account, NPS, SBI Unipay, and SBI Loans. Below this, a warning message states: "If slowness is observed during Login Page loading, please refresh the page for better experience. SBI never asks for confidential information such as PIN and OTP from customers. Any such call can be made only by a fraudster. Please do not share personal info." The main content area is divided into two sections: PERSONAL BANKING and CORPORATE BANKING. The PERSONAL BANKING section has a LOGIN button and links for New User Registration, How Do I, Customer Care, and Lock & Unlock User. The CORPORATE BANKING section has a LOGIN button and links for New Corporate Registration, How Do I, and Customer Care. A central banner for SBI DEBIT CARD EMI features the text "AB KHUSHIYAN MILENGI ON-THE-SPOT." and "Now, shop with your SBI Debit Card and pay in easy EMIs." Below the banner, it lists "Loans up to ₹2,00,000/- | No Processing Fee | Easy EMI: 3/6/9/12/18/24/30/36 Months" and provides a contact number for eligibility checks. The bottom of the page shows the URL "https://www.onlinesbi.sbi/sbicollect/icollecthome.htm" and the date "28-Mar-23".

- **Step: II**

- i. Click on :-PSU- PUBLIC SECTOR UNDERTAKING



- **Step: III**

- i. Selection of State Filter : - National Capital of Territory of Delhi
- ii. Selection of PSU Name:- CWC EMPLOYEES POST RETIREMENT MEDICAL BENEFIT TRUST

State Bank Collect

onlinesbi.sbi/sbicollect/payment/listinstitution.htm

SB Collect

HOME TRANSACTION HISTORY FAQs CUSTOMER SUPPORT

Payment Progress

Select Payee Enter Payment Details Verify Payment Details Complete Payment Print Receipt

Select Payee

Category: PSU-Public Sector Undertaking

Search for PSU-Public Sector Undertaking

Filter by State: National Capital Territory of Delhi

Name of PSU-Public Sector Undertaking	State
<a href="#">CWC EMPLOYEES POST RETIREMENT MEDICAL BENEFIT TRUST</a>	National Capital Territory of Delhi
<a href="#">I.P. POWER GENERATION CO.LTD</a>	National Capital Territory of Delhi
<a href="#">NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED</a>	National Capital Territory of Delhi
<a href="#">PRAGATI POWER CORPORATION LTD</a>	National Capital Territory of Delhi

Showing 1 to 4 of 4 entries (filtered from 115 total entries)

Back

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6:28 PM 28-Mar-23



## Step: IV

- Select payment Category:-
  - PRMB Annual Contribution
  - PRMB Top-up Premium

The screenshot displays the SBI online payment interface. At the top, the browser address bar shows the URL `onlinesbi.sbi/sbicollect/payment/listcategory.htm`. The page header includes the SBI logo and navigation links: HOME, TRANSACTION HISTORY, FAQ'S, and CUSTOMER SUPPORT. A 'Payment Progress' section shows a five-step process: Select Payee (completed), Enter Payment Details (current step), Verify Payment Details, Complete Payment, and Print Receipt. Below this, the user is identified as 'CWC EMPLOYEES POST RETIREMENT MEDICAL BENEFIT TRUST' with the address '4/1 SIRI INSTITUTIONAL AREA AUGUST KRANTI MARG, SOUTH DELHI-110016'. The 'Enter Payment Details' form contains a 'Payment Category' dropdown menu with options: '--Select any Category--', 'PRMB ANNUAL CONTRIBUTION', and 'PRMB Top-up Premium'. A yellow 'Back' button is located to the right of the dropdown. The footer includes '© State Bank of India' and links for 'Privacy Statement', 'Disclosures', and 'Terms of Use'. The Windows taskbar at the bottom shows the system tray with the date '28-Mar-23' and time '6:31 PM'.

## Step: V

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

The screenshot shows the SBI Collect payment interface. At the top, there is a navigation bar with the SBI logo and links for HOME, TRANSACTION HISTORY, FAQ'S, and CUSTOMER SUPPORT. Below this is a 'Payment Progress' section with a progress bar showing five steps: Select Payee (completed), Enter Payment Details (current step), Verify Payment Details, Complete Payment, and Print Receipt. The main content area is titled 'Enter Payment Details' and contains the following fields:

- Payment Category\*: PRMB ANNUAL CONTRIBUTION (dropdown)
- CPF CODE \*
- FULL NAME \*
- DATE OF BIRTH OF EMPLOYEE \* [dd/mm/yyyy]
- DATE OF RETIREMENT/DEATH \* [dd/mm/yyyy]
- MOBILE NO \*
- SPOUSE NAME
- SPOUSE DATE OF BIRTH [dd/mm/yyyy]
- CADRE
- ANNUAL MEMBERSHIP
- Remarks :

The Windows taskbar at the bottom shows the time as 6:32 PM on 28-Mar-23.

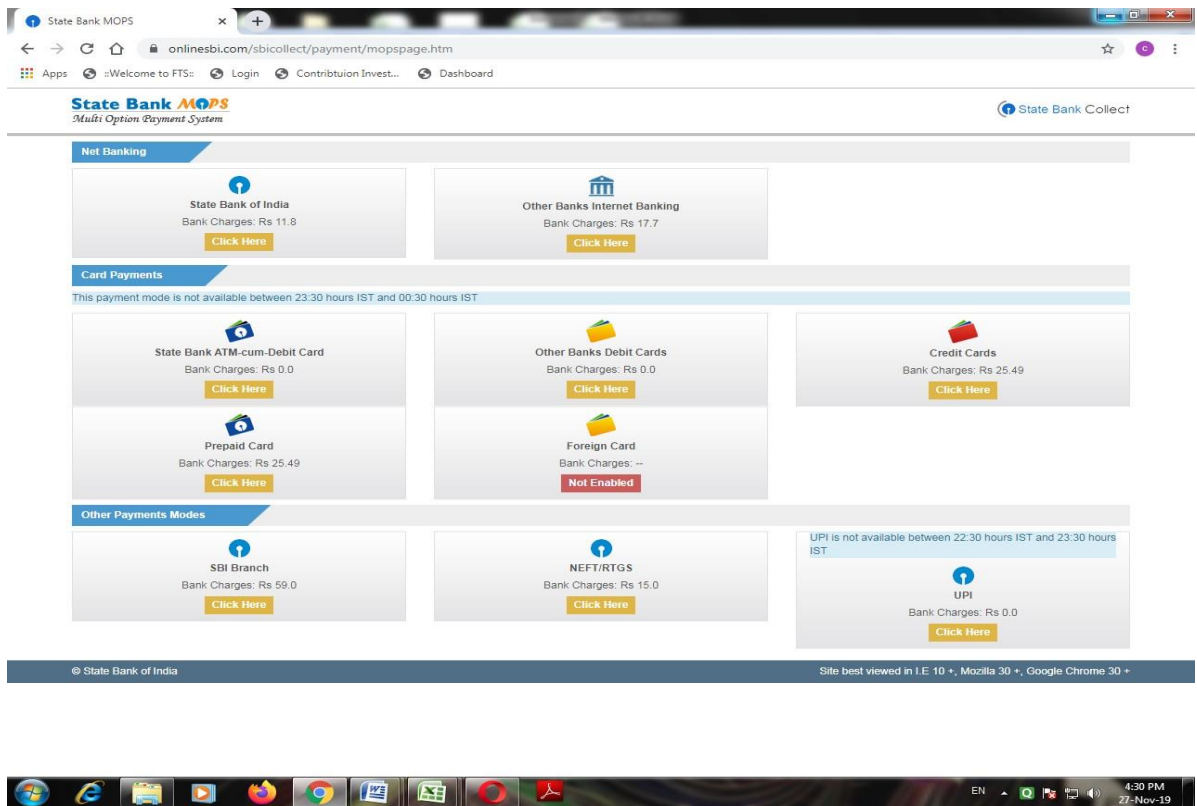
The screenshot shows the SBI Collect payment interface at the 'Enter Your Details' step. The fields from the previous step are visible at the top. The current step includes:

- Enter Your Details section with radio buttons for Individual (selected) and Organisation / Corporate.
- Name \* and Date of Birth \* [dd/mm/yyyy] with a calendar icon.
- Mobile No \* and Email ID \*.
- On successful completion of payment, you will receive the transaction reference number on this mobile number.
- On successful completion of payment, you will receive the transaction reference number on this email ID.
- A checkbox for 'I have read and agreed to the Terms & Conditions'.
- A captcha section with the text '5d3wb' and a refresh icon. Below it are radio buttons for Image Captcha (selected) and Audio Captcha.
- Buttons for Back, Reset, and Next.

The Windows taskbar at the bottom shows the time as 6:33 PM on 28-Mar-23.

- Verify transaction and confirm

- **Step: VI**
- Selection of payment gateway as per your comfort



- **Step: VII**
- 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.

## ANNEXURE-B

### 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.

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

Log in (PRMB)

User Name\*:

Password\*:

Enter Image\*:

P J 5 X Y


LOG IN RESET

Go To Back

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- Enter correct username (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**

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

- User to select the Financial Year i.e. FY 2024-25
- After login user will redirected to the user dashboard of the PRMB Portal.



- **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:-

**Retired Employee with Spouse:**

**Only for Retired employee without spouse:**

**Spouse of Deceased Employee:**

### 3.1.1. Only for Retired employee without spouse:

The screenshot shows a web browser displaying the PRMB Annual Contribution Form. The page title is 'THE CWC'S DEFINED CONTRIBUTION SUPERANNUATING BENEFIT (PENSION) TRUST'. The form is titled 'APPLICATION FOR REMMITING ANNUAL CONTRIBUTION FORM1' and is divided into two main sections: 'Employee Details/Spouse Details' and 'Bank Details'.

**Employee Details/Spouse Details:**

- Applicant:**  Retired employees with spouse,  Only for retired employee without spouse,  Spouse of Deceased Employee.
- Financial Year:** 2023-2024 (5 April 2023 to 4 April 2024).
- Employee Name:** T.Laxmana
- Spouse Name:** T SHARADHA
- Building No / Flat No.:** HOUSE NO 2-10-879
- Name of the Premises/Building:** Shyam
- State:** Uttar Pradesh
- City/Towns/Locality/Village:** mailk pur
- Email ID:** pavan.kumar02@rvsolutions.
- Designation (At the time of Retirement):** SUPERINTENDENT
- Date of Appointment in CWC:** 05-06-1984
- Last place of posting:** CW MUNDRA
- Cadre:** B
- Date of retirement/VRS/SVRS Employee:** 31-08-2006
- Date of Birth Employee:** 15-08-1946
- Date of Birth Of Spouse:** 21-05-1948
- Floor No.:** preet vihar
- Road/Street:** JYOTHI NAGAR
- District:** Ayodhya
- Pin Code:** 110009
- Mobile No.:** 9494824305
- CPF Code:** 06697D
- Last Basic Salary Drawn (Rs):**
- Last Region of Posting:** AHMEDABAD
- Annual PRMB Contribution:** 1200.00
- Mode of Exit from Copotation:** Superannuation

**Bank Details:**

- Name Of Bank:** PUNJAB NATIONAL BANK
- Bank A/C No.:** 3630000100081408
- IFSC Code:** PUNB0363000
- Remarks:**

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

Buttons: NEXT, BACK

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

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 **with Pin Code**.
- Mobile No.: Contact No of the Employee.
- Email ID: Email ID of the Employee is optional are mandatory.
- Designation: Fill the Designation of the employee at the time of the retirement.
- CPF Code: Will be Filled automatically and user can not 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, however It is advised to provide the detail Basic withdrawn details.
- 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

- 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**

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

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

- a. Upload Scan Copy of Payment receipt (SBI 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 Updated CWC retired Employee identity card: Mandatory to upload by the User.
- 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. The ex-employees who wish to opt for top-up option they have to select ‘Yes’, otherwise select ‘No’.
- g. Top-up policy is open for all new retirees.
- h. After Uploading all the document, Please click on the “**Submit**” Button, to submit the PRMB Application.



## Retired Employee with Spouse:

PRMB Form

APPLICATION FOR REMMITING ANNUAL CONTRIBUTION FORM1

**Employee Details/Spouse Details**

Applicant :  Retired employees with spouse  
 Only for retired employee without spouse  
 Spouse of Deceased Employee

Financial Year : 2023-2024  
5 April 2023 to 4 April 2024

Employee Name : T. Laxmana  
Date of Birth Employee : 15-08-1946

Spouse Name : T. SHARADHA  
Date of Birth Of Spouse : 21-05-1948

Building No / Flat No : HOUSE NO 2-10-879  
Floor No : preet vihar

Name of the Premises/Building : Shyam  
Road/Street : JYOTHI NAGAR

State : Uttar Pradesh  
District : Ayodhya

City/Town/Locality/Village : malik pur  
Pin Code : 110009

Email ID : pavan.kumar02@nvsolutions  
Mobile No. : 9494824305

Designation (At the time of Retirement) : SUPERINTENDENT  
CPF Code : 06697D

Date of Appointment in CWC : 05-06-1984  
Last Basic Salary Drawn (Rs) :

Last place of posting : CW MUNDRA  
Last Region of Posting : AHMEDABAD

Cadre : B  
Annual PRMB Contribution : 1200.00

Date of retirement/VRS/SVRS Employee : 31-08-2006  
Mode of Exit from Copotation : Superannuation

**Bank Details**

Name Of Bank : PUNJAB NATIONAL BANK  
Bank A/C No. : 3630000100061408

IFSC Code : PUNB0363000  
Remarks :

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

NEXT BACK

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- 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.

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.
- Spouse Name : Enter the name of the Spouse.
- Date of Birth of Spouse : Enter the date of birth of the Spouse
- Full Address: Complete address of the Employee with Pin Code.
- Mobile No.: Contact No of the Employee.
- Email ID: Email ID of the Employee is optional are mandatory.
- Designation: Fill the Designation of the employee at the time of the retirement.
- CPF Code: Will be Filled automatically and user can not 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, however It is advised to provide the detail Basic withdrawn details.
- 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

- 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 :* <small>Only pdf &amp; jpg files allowed(Max 5MB).</small>	<input type="button" value="Choose File"/> No file chosen
Scan Copy Of Office identity card :* <small>Only pdf &amp; 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 &amp; 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 &amp; 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 &amp; 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 (SBI 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 Updated CWC retired Employee identity card: Mandatory to upload by the User.
- 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. The ex-employees who wish to opt for top-up option they have to select 'Yes', otherwise select 'No'.
- g. Top-up policy is open for all new retirees.
- h. After Uploading all the document, Please click on the "Submit" Button, to submit the PRMB Application.

## Spouse of Deceased Employee

PRMB Form

APPLICATION FOR REMMITING ANNUAL CONTRIBUTION FORM

Employee Details/Spouse Details

Applicant  Retired employees with spouse  
 Only for retired employee without spouse  
 Spouse of Deceased Employee

Financial Year   
5 April 2023 to 4 April 2024

Employee Name  Date of Birth Employee

Spouse Name  Date of Birth Of Spouse

Building No / Flat No  Floor No

Name of the Premises/Building  Road/Street

State  District

City/Town/Locality/Village  Pin Code

Email ID  Mobile No

Designation (At the time of Retirement)  CPF Code

Date of Appointment in CWC  Last Basic Salary Drawn (Rs)

Last place of posting  Last Region of Posting

Cadre  Annual PRMB Contribution

Date of retirement/VRS/SVRS Employee  Mode of Exit from Corporation

Bank Details

Name Of Bank  Bank A C No

IFSC Code  Remarks

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

NEXT BACK

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

The 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.
- 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 with Pin Code.
- 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 are mandatory.
- Designation: Fill the Designation of the employee at the time of the retirement.
- CPF Code: Will be Filled automatically and user can not 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, however It is advised to provide the detail Basic withdrawn details.
- Last place of posting: Enter the Name of the place where user was last posted.

- q. Last Region of Posting: Select the last posting region of the Employee.
- r. Cadre : Select the Cadre for the User A/B/C/D
- s. Annual PRMB Contribution: Enter the amount of Annual PRMB Contribution
- t. Date of retirement /VRS/SVRS 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.

- a. Upload Scan Copy of Payment receipt (SBI Collect): Mandatory to upload by the User.
  - b. Scan Copy of Updated CWC retired Employee identity card: Mandatory to upload by the User.
  - 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. The ex-employees who wish to opt for top-up option they have to select 'Yes', otherwise select 'No'.
  - f. Top-up policy is open for all new retirees.
  - g. After Uploading all the document, Please click on the "**Submit**" Button, to submit the PRMB Application.
-

#### 4. **Top-up Form:**

On Clicking on the Top Up “Yes” option user will redirect to the **TOP UP Form**, where he/she have to fill the required information including the Premium amount as per slab mentioned in the Circular.

##### Application for Self Contributory top up cover under group Medi-claim policy

###### Employee Details/ Spouse Details

Applicant :	Retired employees with spouse		
Spouse Name :	1	Date of Birth Of Spouse :	01-03-2020
Full Address :	1	Mobile No. :	8979567675
Email ID :	1@gnauk.com	Date of retirement/VRS/SVRS :	01-03-2020
Designation(At the time of Retirement) :	1	CPF Code :	03342A
Cadre :	A		
Last place of posting :	1	Last place of Region :	AHMEDABAD
Sum Insured Amount (Rs.) :* :	Select... ▼ *		

###### Premium Payment

SBI Collect reference no. :* :	98029480	Date of Deposit :* :	04-03-2020
Premium Amount :* :	78.00	SBI Collect E-receipt :* :	Choose File No file chosen View

###### Bank Details

Name Of Bank :	1	Bank A/C No. :	1111111111111111
IFSC Code :	1111IUOIUOI		

Status:

Remarks:

**SUBMIT**

After filling the required information, **user has to upload SBI Collect E-receipt of premium payment** and click on the submit button, on Clicking on submit, application will be submitted to the Admin for the approval.

## 5. 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 :

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	<a href="#">View</a>   <a href="#">Download</a>

- 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.