

INSTRUCTIONS

- The employee details are required for the purpose of updating the following :
 - A. Personal details for updating CV
 - B. Family details for Mediclaim Insurance Coverage
 - C. Passport details for Overseas Mediclaim Coverage, etc.
 - D. Aadhaar Card Details for Universal Account Number (UAN) for EPF
 - E. Nomination Details for EPF / Gratuity / Superannuation / Group Term Life Insurance (GTLI)
 - F. Contact details viz. address / telephone nos. for Group HR etc.

- This system is made available in six sections
 - 1. Primary Details
 - 2. Secondary Details
 - 3. Nominations
 - EPF
 - Gratuity / Superannuation
 - 4. Mediclaim
 - 5. Passport /Aadhaar
 - 6. GTLI Details

- Guidelines to Fill the Data :

- ❖ All the five sections mentioned are required to be filled by newly joined employees starting from point No.1 to 6.

The existing employees should contact HR dept. for unlocking the sections as and when they wish to make changes in any of the sections.

- ❖ **Primary / Secondary Details :**

- All fields marked in red colour are mandatory and should be filled up
- In case you do not wish to fill the other fields, it can be marked with a dash (-) or N.A. Do not leave any fields blank as the data will not get saved.
- All Dates should be filled in dd/mm/yyyy format wherever applicable
- In case you do not possess a passport, please fill in the details as below :
 - Name as per Passport : N.A.
 - Issue Date : 11/11/1111
 - Expiry Date : 11/11/1111
 - Issued at : N.A.
- If you do not have Aadhaar Number, please fill in the details as below :
 - Aadhaar No. : N.A.
 - Name as per Aadhaar : N.A.
- After entering the Passport and Aadhaar details it is Mandatory to UPLOAD copy of Passport and Aadhaar Card in the system.
- In case of changes in address for existing employees, the employees should inform HR dept. through email to unlock the system and should send proper supporting documents as proof for the change of address. Records will not be changed without any legal supporting documents.

❖ **EPF / Gratuity / Superannuation :**

- Newly joined employees who are freshly filling in their data are required to save the data, print and submit the signed hard copy to HR dept.
- Existing employees who wish to update / change the nomination details should inform HR dept. about the change through email and submit proper legal/ supporting documents.
- In case of married members, it is Mandatory to Nominate his / her spouse. A copy of gazetted marriage certificate needs to be submitted as proof. A signed hard copy should be submitted to HR after making the changes.

❖ **Mediclaime Details :**

- Employees should enter full names i.e. Name & Surname of all family members i.e. self, spouse and two dependent children upto the age of 22 years. Do not write self name as "Self". In case of Middle name only enter initials :
eg. Avinash G. Kelkar
- Do not mention titles before the name viz. Mr. Mrs., Miss, Master etc.
- Ensure that the names of all covered members including self is entered only once. Do not make double entries.
- Select the correct option for relation i.e. self / spouse/ daughter / son.
- Please note that if the employee does not enter his / her (self) name in the system and only adds his / her family members' names, in such cases the employee as well as the family members will also not be included for Insurance coverage.

❖ **GTLI :**

- Once an employee opens the GTL nomination form, he / she will find, by default, the nominations he / she has given for PF.
- The employee may change the default nomination in the form or decide to keep it unchanged.
- Changes made in the Nomination should be SAVED immediately.
- The employee shall take a print of the nomination form, sign, fill up the date and upload it in the system.
- As soon as the signed form is uploaded in the system, his / her data will be locked automatically.
- It is the responsibility of every employee to ensure that the nomination/s is duly saved, printed, signed and uploaded in the system.
- After uploading the signed Nomination form in the system, the employee shall press the VIEW button to preview the content of the uploaded form vis-à-vis the data keyed in the system and check veracity of the same.
- Whenever an employee wants to make change/s in the nomination subsequently or if there is any mistake in uploading the Nomination Form, he / she has to inform HR (Mr. Avinash Kelkar / Ms. Annie Fernandes) to unlock the system.
- After the system is unlocked by HR, the previously uploaded (signed) GTLI Nomination Form shall get deleted.
- The employee can make the desired change/s and follow STEP 3 to STEP 7 as mentioned above.
