

**SJVN
CORPORATE HRM DIVISION
SHIMLA**

No. SJVN/CHQ/HR/Estt. / 2021-1627

Dated: 12.11.2021

CIRCULAR

Respected Seniors,

Greetings to all!

Most respectfully it is to inform that the medical portal for online display of post-retirement Medical Cards has been developed in SJVN. The requisite input data which has been provided by many ex-employees in the circulated format has been incorporated in the portal for generation of online Medical Cards. The Medical Card in PDF format can be downloaded from this portal by the ex-employees and printouts if desired can also be taken.

Ex-employees shall receive login IDs and default password to access this portal on their informed Mobile Numbers. The procedure as under is to be followed for accessing these Medical Cards:

1. Click on the web link provided in the SMS, which will take you to SJVN web portal.
2. On SJVN Web Portal Click on the link "Medical card for retired employees".
3. Fill in the user ID and default password as provided in the SMS.
4. Set new password.
5. Download the Medical Card.
6. Take the printout if required or save the soft copy.

The Medical Card in soft format could not be prepared for those ex-employees from whom requisite input in the circulated format has not been received. Accordingly, it is once again requested that those **ex-employees for whom the details are still pending**, to provide us the same in **hard copy** (not through email) in the attached format at the earliest. The photographs of self and dependents may please be ensured to be of good quality and high resolution for clarity in online Medical Cards.

This is for kind information of all concerned please.

Regards Shree

Shallinder Singh
21.5.21
21/11/21
12/11/21

(Shallinder Singh)
Gen. Manager (HR)

Distribution:

- All HoPs/ CEOs – for wider circulation and sensitization of all executives.
- All HoDs / Sectional Heads of CHQ, Shimla- for wider circulation and sensitization of all executives.
- ✓ ED (HR) / ED (F&A) / GM (OL) / MPP Section, Shimla
- All Ex-employees – for kind info and n.a. please.
- Notice Boards – All Projects / CHQ.

HoD(HR) to Sectional Heads of HR through e-mail.