

Help document for Services related online claims for ONGC Ex-employees:

Following is the top most part of Bandhan portal (bandhan.ongc.co.in) where Ex-employee logs in the system:



On pressing **Online Claims** button in Bandhan portal system takes user to following screen:

Bandhan - ONGC Ex-Employee Service

Employee Number: 00000031
Date of Birth:

Welcome Tooki Gupta!

Payment Slip For Month: 01 Year: 2007

Address
 Cellphone Details
 Bank Details
 Medical Reimbursement Claim
 Medical Payment Report
 FORM 16 LIC
 Email Details
 Spectacles claim
 Asha Kiran

Note - In case of any discrepancy please contact Retired Employee Cell
Kindly provide your latest Cellphone number to the concerned Retired Employee cell to enable system based SMS messages.
[Help document for Medical Reimbursement](#)

Enter your date of Birth as recorded in ICE HR

Here Ex-employee needs enter his/her Date of Birth.

Bandhan - ONGC Ex-Employee Service

Employee Number:

Date of Birth: 

Welcome Tooki Gupta !

Payment Slip For Month: Year:

Address

Cellphone Details

Bank Details

Medical Reimbursement Claim

Medical Payment Report

FORM 16 LIC

Email Details

Spectacles claim

Asha Kiran

Above services for ex-employees are explained below:

1. Payment slip

Ex-employee or beneficiary needs to enter the Month and Year for which Retired payment slip is required to be viewed. E.g. To view July 2014 payment slip user needs to enter 07 and 2014 and press '**Get Payment Slip**' button as shown below :

Payment Slip For Month: Year:

On pressing the button pay slip will appear as following;

On pressing this **'Edit/Create'** button system will open the fields in editable mode for allowing user to record changes in the address type. Previous values will still be shown in the editable format.

Care Of:

Street and House No.:

2nd Address Line:

City/Postal Code:

District:

State:

Country:

After changing the details user will press **'Update'** button to update the values in system in IT 0006 (**subtype 20** for **Settlement Address** – where ex-employee is alive, or **subtype 30** for **Beneficiary Address** – in case of demise of employee).

A common report will be executed by concerned REC HR user to unlock this change/creation and the same will be reflected in this service as well as HR master for the ex-employee.

On unlocking by HR user a mail and an SMS will be sent to employee's mail ID and mobile number.

3. Cellphone details service

Modified Cellphone details service allows ex-employee to apply for making changes in Entering or Editing his Mobile Phone details.

A button for **'Edit/Create'** has been added in the service as shown below:

Payment Slip

Address

Cellphone Details

Bank Details

Medical Reimbursement Claim

Medical Payment Report

FORM 16 LIC

Email Details

Spectacles claim

Asha Kiran

Mobile No.:

On pressing this **'Edit/Create'** button system will open the fields in editable mode for allowing user to record changes in the Mobile number. Previous values will still be shown in the editable format.

Payment Slip
 Address
 Cellphone Details
 Bank Details
 Medical Reimbursement Claim
 Medical Payment Report
 FORM 16 LIC
 Email Details
 Spectacles claim
 Asha Kiran

Mobile No.:

User needs to enter his/her mobile details in above editable field and press **UPDATE** button. The updated value will be saved in Infotype **0105 subtype CELL**. A report will be given to HR user of Senior Employees Establishment.

On unlocking by HR user a mail and an SMS (on new number) will be sent to employee's mail ID and mobile number as available in system.

4. Bank Details:

Here user can view his/her bank details after selecting '**Bank Details**' radio button:

Payment Slip
 Address
 Cellphone Details
 Bank Details
 Medical Reimbursement Claim
 Medical Payment Report
 FORM 16 LIC
 Email Details
 Spectacles claim
 Asha Kiran

Payee Name:

Bank Key:

Bank Account:

Note - In case of any discrepancy please contact Retired Employee Cell

5. Medical Reimbursement Claim

Here Ex-employee is prompted to enter his/her PAN number. System first validates the entered PAN number and on successful validation allows user to enter the details of Medical claim.

Payment Slip
 Address
 Cellphone Details
 Bank Details
 Medical Reimbursement Claim
 Medical Payment Report
 FORM 16 LIC
 Email Details
 Spectacles claim
 Asha Kiran

PAN No.:

After pressing 'Validate PAN No' system takes user to another screen to allow entering the details of medical bills:

Outdoor Indoor
 Claim Month:
 Year:

In this screen user can enter details of bills or print the already submitted medical details. On pressing **Enter Details** button system allows user to enter details of bills:

Claim Period: Month: Year:

SL. No.	Patient Information	Age	Nature of illness	Doctor	Claim Type	Date	Amount Claimed	Advance Taken	Bill No.
							0.00	0.00	
							0.00	0.00	
							0.00	0.00	
							0.00	0.00	
							0.00	0.00	
							0.00	0.00	

6. Medical payment report

In this service user enters the period for which he/she requires the report on **medical claims payments** or **status of claims** raised by him/her. After entering the dates and pressing the 'View Report' system shows the output in printable format.

Payment Slip
 Address
 Cellphone Details
 Bank Details
 Medical Reimbursement Claim
 Medical Payment Report
 FORM 16 LIC
 Email Details
 Spectacles claim
 Asha Kiran
 Medical Payment Details
 Medical Claim Status
 Claim Date From: To:
 Note - In case of any discrepancy please contact Retired Employee Cell

7. Form 16 LIC

Through this service user can get the Form 16 received from LIC for the Leave Encashment payments made by LIC on behalf of ONGC during the period the ex-employee was in service of ONGC.

8. New service for Email Address

A new service for **Email Details** has been added to allow ex-employee to apply for making changes in Entering or Editing his Email Address.

A button for '**Edit/Create**' has been added in the service as shown below:

Payment Slip
 Address
 Cellphone Details
 Bank Details
 Medical Reimbursement Claim
 Medical Payment Report
 FORM 16 LIC
 Email Details
 Spectacles claim
 Asha Kiran

Email ID:

On pressing this '**Edit/Create**' button system will open the fields in editable mode for allowing user to record changes in the Email address. Previous values will still be shown in the editable format.

Payment Slip
 Address
 Cellphone Details
 Bank Details
 Medical Reimbursement Claim
 Medical Payment Report
 FORM 16 LIC
 Email Details
 Spectacles claim
 Asha Kiran

Email ID:

User needs to enter his/her mobile details in above editable field and press **UPDATE** button. The updated value will be saved in Infotype **0105 subtype MAIL**. A report will be given to HR user of Senior Employees Establishment.

On unlocking by HR user a mail (on new mail id) and an SMS will be sent to employee's mail ID and mobile number as available in system.

9. Spectacle Reimbursement process

A new service has been created for Ex-employee to claim reimbursement of cost of Spectacles. On selecting the '**Spectacles Claim**' service ex-employee will be required to enter the details of the bills for Spectacles/Contact lens purchased by him/her as shown below:

- Payment Slip
- Address
- Cellphone Details
- Bank Details
- Medical Reimbursement Claim
- Medical Payment Report
- FORM 16 LIC
- Email Details
- Spectacles claim
- Asha Kiran

Block Year

From: To: Year of Availment:

Bill No*: Bill Date:

Vendor Name:

Vendor Address:

Claim Details						
Select	Full Name	Age	Relation	Bill Amount	Claim Amount	
<input checked="" type="checkbox"/>	Tooki Gupta	081	Self	4,000.00	4,000.00	
<input checked="" type="checkbox"/>	Rajeshwari Gupta	074	Spouse	2,000.00	2,000.00	

I certify that the claim is submitted in system is as per company policy .

On pressing the '**Submit**' button system will update the entry for the claim in IT 9940 in locked mode. Ex-employee will then be required to submit the bills to concerned **HR user of Senior Employees Establishment (SEE)** for approval/unlocking of the claim for payment through salary.

System will check the eligibility of the ex-employee or his/her dependant from medical card details in IT 9919 (Medical card History).

On unlocking of record through a report system will create payment record in Infotype **0015** in locked mode. This locked record will then be processed by **PCS** user of Senior Employees Establishment through **ZPYUNLOCK_RETD** as is being done for other payments for ex-employees.

Kindly note that on unlocking by HR user a mail and an SMS will be sent to employee's mail ID and mobile number as available in system (Infotype 0105 subtype MAIL for email address and subtype CELL for mobile number)

10. New service for Asha Kiran Process

A New service is being provided to Ex-employee or his/her beneficiary with simplified screen to enter his/her Asha Kiran claim. On choosing this service system will ask user to select one or multiple (maximum 4) types of situation under which payment is sought under this scheme.

ASHA KIRAN	
Payment for	
Select Situation Types:	
<input type="checkbox"/> 01 Natural Calamities	
<input type="checkbox"/> 02 Food suppliments/Vitamins/Life support/Nourishment	
<input type="checkbox"/> 03 Old Age mobility issue	
<input type="checkbox"/> 04 Support to dependent Parents/in laws/Grand children	
<input type="checkbox"/> 05 Financial Emergencies	
<input type="checkbox"/> 06 Victim of act of Terrorism	
<input type="checkbox"/> 07 Any other Emergencies	
<input type="button" value="Back"/>	Total Amount <input type="text" value="0.00"/>
<input type="checkbox"/> I certify that here mentioned claim is according to company policy.	
Income Details	
PRBS Income <input type="text" value="0.00"/>	Interest Income <input type="text" value="0.00"/>
Aggarni Samman Inc. <input type="text" value="2,472.00"/>	Other Income <input type="text" value="0.00"/>
Total Income <input type="text" value="2,472.00"/>	<input type="button" value="Update Income"/>

On selecting each situation type system will bring forth the Data entry screens for selected situation type as shown below:

Payment for	
Select Situation Types:	
<input checked="" type="checkbox"/> 01 Natural Calamities	
<input type="checkbox"/> 02 Food suppliments/Vitamins/Life support/Nourishment	
<input checked="" type="checkbox"/> 03 Old Age mobility issue	
<input checked="" type="checkbox"/> 04 Support to dependent Parents/in laws/Grand children	
<input type="checkbox"/> 05 Financial Emergencies	
<input type="checkbox"/> 06 Victim of act of Terrorism	
<input type="checkbox"/> 07 Any other Emergencies	
<input type="button" value="Back"/>	Total Amount <input type="text" value="0.00"/>
<input type="checkbox"/> I certify that here mentioned claim is according to company policy.	
Income Details	
PRBS Income <input type="text" value="0.00"/>	Interest Income <input type="text" value="0.00"/>
Aggarri Samman Inc. <input type="text" value="2,472.00"/>	Other Income <input type="text" value="0.00"/>
Total Income <input type="text" value="2,472.00"/> <input type="button" value="Update Income"/>	
Natural Calamities	
Subtype	Max Amt for this situation <input type="text" value="200,000.00"/>
<input type="checkbox"/> 01 Partial Damage to dwelling goods/Household goods	Max Amt <input type="text" value="150,000.00"/> Claim Amt <input type="text" value="0.00"/>
<input type="checkbox"/> 02 Total damage to dwelling unit	Max Amt <input type="text" value="200,000.00"/> Claim Amt <input type="text" value="0.00"/>
Beneficiary name <input type="text"/>	
Old age Mobility Issue	
Subtype	Max Amt for this situation <input type="text" value="30,000.00"/>
<input type="checkbox"/> 01 Provisioning Protective railing, support, ramp	Max Amt <input type="text" value="10,000.00"/> Claim Amt <input type="text" value="0.00"/>
<input type="checkbox"/> 02 Expenses on emergency ambulance, short stay	Max Amt <input type="text" value="30,000.00"/> Claim Amt <input type="text" value="0.00"/>
<input type="checkbox"/> 03 Expenses on services/items of personal hygiene	Max Amt <input type="text" value="20,000.00"/> Claim Amt <input type="text" value="0.00"/>
Beneficiary name <input type="text"/>	
Support to Dependent parents/in laws/GrandChildren	
Subtype	Max Amt for this situation <input type="text" value="30,000.00"/>
<input type="checkbox"/> 01 Support to parents/parents-in-law	Max Amt <input type="text" value="30,000.00"/> Claim Amt <input type="text" value="0.00"/>
<input type="checkbox"/> 02 Support to grand children	Max Amt <input type="text" value="30,000.00"/> Claim Amt <input type="text" value="0.00"/>

Agrani Samman will be picked up by screen automatically. User will then select the required subtypes to activate the claim amount fields. User will make entries in claim amount fields, beneficiary name and select the checkbox for declaration – “I certify that here mentioned claim is according to company policy”.

This will bring forth the submit button. On pressing submit button system will update the claims in Infotype 9976 (Asha Kiran) in locked mode. After submission concerned ex-employee will approach the Senior Employees Establishment for approval of claim.

HR user will then run the common report to complete the Asha Kiran claim raised by ex-employee. On completion of claim the process for move ahead in existing manner involving checking by PCS user, Unlocking by HR user of Senior Employees Establishment and payment of Asha Kiran amount by CPCS/LPCS.