



गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड
Garden Reach Shipbuilders & Engineers Limited

(भारत सरकार का उपक्रम, रक्षा मंत्रालय)
(A GOVERNMENT OF INDIA UNDERTAKING, MINISTRY OF DEFENCE)
CIN NO: L3511WB1934GOI007891

SPEED POST

M. A. No «MA_NO»

Ref No: Med_Cell/PSMBS/ 2023-24/LC/«DSN»

Date: 09 November 2023

To
Name : «BENEFICIARY_NAME»
Address: «ADDRESS»
Mobile no. - «MOBILE_NO»

POST SUPERANNUATED MEDICAL BENEFIT SCHEME & LIFE CERTIFICATE

Sir / Madam,

1. This is to inform you that renewal of Post-Retirement Medical Insurance Scheme (retired after 01.01.2007) will be due shortly. In accordance with the Administrative Order, a self-declaration has to be submitted either by e-mail at psmbs@grse.co.in or through Registered Post with acknowledgement or in person at Medical Cell of Main Works within **31st December 2023**.

2. Kindly keep few blank copies of Life Certificate for coming years or download the form from GRSE Post Retirement Section from next year onwards and send duly filled up and signed / thumb impression Life Certificate within 31st December of every year.

“GRSE Post Retirement Section” in the website. (Steps to follow)

Open Google Chrome → type “GRSE Retirement Benefit” → Click on “Retirement Benefit” → Download the Blank Form

3. Send the filled-up Life Certificate Form **only in PDF** through email at psmbs@grse.co.in

4. Rename your document: first your ex MA No, then one space, then employee name

Example: Suppose your MA No 123456 and your name Ramesh Chandra Roy, your document rename will be “123456 Ramesh Chandra Roy”

5. While sending the Life Certificate through mail, kindly write the subject in mail in the same format as described above.

6. No Life Certificate will be entertained in WhatsApp.

7. For any change of address, a covering letter requesting for change of address and proof to be submitted, otherwise address will not be changed.

8. List of Life Certificate will be uploaded in the GRSE Post Retirement Section in the GRSE website. **Kindly Check your name**. As per the extant policy if Life Certificate is not submitted Post-Retirement Medical facility will be withdrawn.

Yours faithfully,

For Garden Reach Shipbuilders & Engineers Ltd.

Enclosed:

1. Blank Life Certificate

(Dr Sukanta Kumar Pal)
Senior Manager (Medical)