



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

NOTICE

Ref No: Med_Cell/PSMBS/ 2026-27/LC/1

Date: 14 November 2025

SUBMISSION OF LIFE CERTIFICATE ONLY THROUGH GRSE PORTAL FOR FY: 2026 – 27

All Ex-Employees

1. The renewal of Post-Retirement Medical Insurance Scheme for FY 2026-27 (both PRE – 2007 & POST – 2007) will be due shortly. In accordance with the Administrative Order, a self-declaration has to be submitted through on-line process by 31st December 2025. The portal will be opened on 01st December 2025.
2. Further, this is to inform that on-line submission of Life Certificate through the retirement section of GRSE website is mandatory from this year onward. No hard copy of Life Certificate will be forwarded to you and neither it will be accepted by Medical Cell through mail or hard copy. **Only On-line submitted Life Certificate will be accepted.** This has already been informed in the last year.
3. For on-line submission of Life Certificate, follow the steps: -
Open Google Chrome → type “ www.grse.in ” → Click on “Retirement” section → click the link(On Line Submission of Medical Life Certificate) → select PRE-2007 / POST-2007 → select “Confirm & Proceed” → enter Ex-MA No and Date of Birth (in the format DD – MM – YYYY) → click “Save and Process → select option “ Both Employee and spouse / Only employee / only spouse” as the case may be → a page will open (check all details) → fill the blank columns and click “Confirm and Proceed” → upload photo and click “Save and Proceed” → another page will open. Check all details(draft) and click “Confirm & Submit”. You will get a message on screen “Thank you, Your application has been submitted Successfully”
4. You can also download the submitted Life Certificate by following process:
Click the link (On Line Submission of Medical Life Certificate) → select PRE-2007 / POST-2007 → select “confirm & proceed” → enter Ex- MA No and Date of Birth (in the format DD – MM – YYYY) → click “Save and Process”. An option will come “download as PDF”. Click the same. Your download will be completed.
5. 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 within 31st December 2025, your Post-Retirement Medical facility will be withdrawn.
6. **Help Line:** Mr. Kaushik Talukdar, JM(Medical), 91471 64232 (Monday to Friday between 9 am to 4 pm & Saturday between 9 am to 12 noon). If anyone faces any problem can contact Medical Cell.
7. Kindly check the website at regular intervals regarding all updates and any extension of the last date of submission.

Yours faithfully,
For Garden Reach Shipbuilders & Engineers Ltd.

(Dr Sukanta Kumar Pal)/ डॉ सुकांत पाल
Deputy General Manager (Medical) / उप महाप्रबंधक (मेडिकल)