

## **PROCEDURE TO FILL UP THE N FORM IN SAMADHAN PORTAL**

1. Your Name

2. Your Scale during retirement

3. From 3.1 To 3.4 your address

Split the residential address and fill the address1 address 2  
address 3 address

4. & 5. Will be picked up automatically

6. & 7. From 7.1 To 7.4 AGM PPG (Address of your Circle LHO of  
the place you are drawing pension, Branch and code no is the  
branch you retired from.

8. From 8.1 To 8.6 ignore

9. select Claims (other than industrial dispute)

9.1 select The Payment of Gratuity Act 1972

9.2 Upload support document ... Upload Claim file sent to PPG (  
in pdf format) IGNORE FORM N IN THE BOX

10. Will pick up automatically \_

Fill the Annexure\_ -----

1. Name & Address

2. Select For VRS - RETIREMENT or Superannuation

3. Name & address (Fill it don't write as 1 above)

4. As relevant to you

5. Employers address AGM PPG LHO ( of you circle where  
pension is drawn)

6. Your last worked branch name and br code
7. Scale during retirement and your HRMS No.-
8. Your date of Appointment in Bank
9. Date of retirement and next field select ( Superannuation or retirement for VRS)
- 10 Length of service \_\_\_\_ Year \_\_\_\_ Months \_\_ Days
11. Gross salary as mentioned in Claim form ( last month's on exit from Bank)
12. To 15 ignore
16. Total Gratuity payable As mentioned last page of Claim form
17. 100%
18. Difference Payable As mentioned last page of Claim form Tick the declaration form CLICK NEXT/PERVIEW

Next page you can preview the data keyed in... If correct confirm else go back and edit....

Once confirmed you will get message in Mail as well as SMS.. from IG Kishore( +917092944344)

After getting reference number msg in email and SMS, follow the following procedure to take print of the covering letter (1 page) N form (2 pages ) to be submitted on first hearing date to ALC

1. Login samadhan portal
2. Click on registration number.
3. Click on print symbol.

You will get page 1 Page 2 process

1. Click on the view claim option on page 1.
  2. You will get to N form 2 pages in pdf 3. Click on print symbol
- Take printout 4 copies each 1 page and N form (2 pages)**