



**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/2

Date: 26 February 2026

**EXTENSION OF SUBMISSION OF LIFE CERTIFICATE ONLY THROUGH GRSE PORTAL FOR FY: 2026 – 27  
UPTO 10<sup>TH</sup> MARCH 2026**

All Ex-Employees

1. The submission of the Life certificate for Post-Retirement Medical Insurance Scheme for FY 2026-27 (**both PRE – 2007 & POST – 2007**) is ongoing at present. In accordance with the Administrative Order, a self-declaration has to be submitted through on-line process only.
2. This is being intimated to all ex-employees that the date of submission of Life Certificate for Group Medical Insurance Policies has been extended up to **10<sup>th</sup> March 2026**.
3. **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.
4. **For on-line submission of Life Certificate, follow the steps: -**  
**Open Google Chrome → type “ <https://grse.in>” → Click on “Retirement” section → click the link(Online 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”.**
5. **You can also download the submitted Life Certificate by following process:**  
**Click the link (Online 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.**  
After downloading the submitted form kindly send it to [psmbs@grse.co.in](mailto:psmbs@grse.co.in) and hr.med.am, Kaushik Talukdar <[talukdar.kaushik@grse.co.in](mailto:talukdar.kaushik@grse.co.in)>. by email only – no hard copy
6. **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, your Post-Retirement Medical facility will be withdrawn.
7. **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.**
8. 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)