

EMPLOYEE/PENSIONER ENROLLMENT FOR HEALTH CARD UNDER EHS SCHEME

USER MANUAL

The purpose of the document is to make the user understand how to get enrolled in the EHS scheme. Pensioner once enrolled under the scheme will be issued Health Card and avail the benefit. If not enrolled, he/she cannot avail the benefits under the scheme. The document will give a complete screen shots of how the Pensioner needs to enroll under the scheme. The guidelines of the scheme is inbuilt in the software application so that it will guide the user on how to get enrolled under the scheme.

1) The below documents are required to apply for EHS Health cards.

For Employees:

- 1) Scanned copy of passport size photo – Size less than 100KB.
- 2) Scanned copy of Aadhar/Aadhar Enrollment Certificate – Size less than 100KB.
- 3) Scanned copy of Service Register/Joining order – Size less than 100 KB.

For Pensioners:

- 1) Scanned copy of passport size photo – Size less than 100KB.
- 2) Scanned copy of Aadhar/Aadhar Enrollment Certificate – Size less than 100KB.
- 3) Scanned copy of Pensioner Payment Order – Size less than 100 KB.

For Dependents:

a) DOB is below 5 years:

- 1) Scanned copy of passport size photo – Size less than 100KB.
- 2) Scanned copy of Birth Certificate/Aadhar/Aadhar Enrollment Certificate – Size less than 100KB.

b) DOB above 5 years:

- 1) Scanned copy of passport size photo – Size less than 100KB.
- 2) Scanned copy of Birth Certificate/Aadhar/Aadhar Enrollment Certificate – Size less than 100KB.

2) As per GO. Ms. No. 174, dated: 01.11.2013, the following family members are entitled to avail of the Employees Health Scheme.

- a) Dependent Parents (either adoptive or biological; but not both);
- b) One legally wedded wife in case of a male employee / service pensioner;
- c) Husband in case of a female employee / service pensioner;); and
- d) Dependents of family pensioners shall also be eligible as in the case of service pensioners.

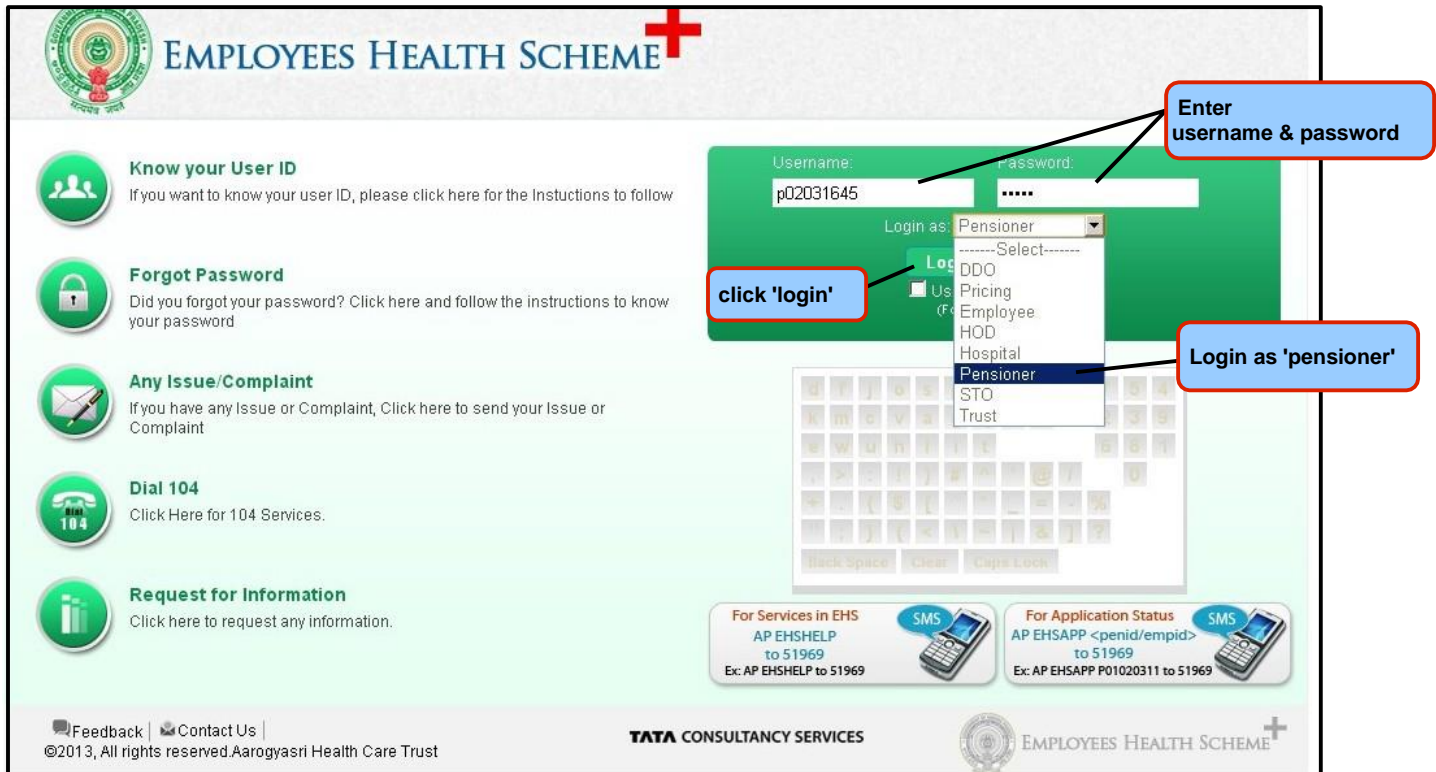
DEPENDENCY HAS THE FOLLOWING MEANING:

- a) In case of parents, those who are dependent on the employee for their livelihood;
- b) In case of unemployed daughters, those who are unmarried or widowed or divorced or deserted; and
- c) In case of unemployed sons, those who are below the age of 25 years.
- d) Disabled Children with a disability which renders them unfit for employment

3) For further clarification, visit EHS Website i.e. <http://www.ysraarogyasri.ap.gov.in/web/guest/ehs>

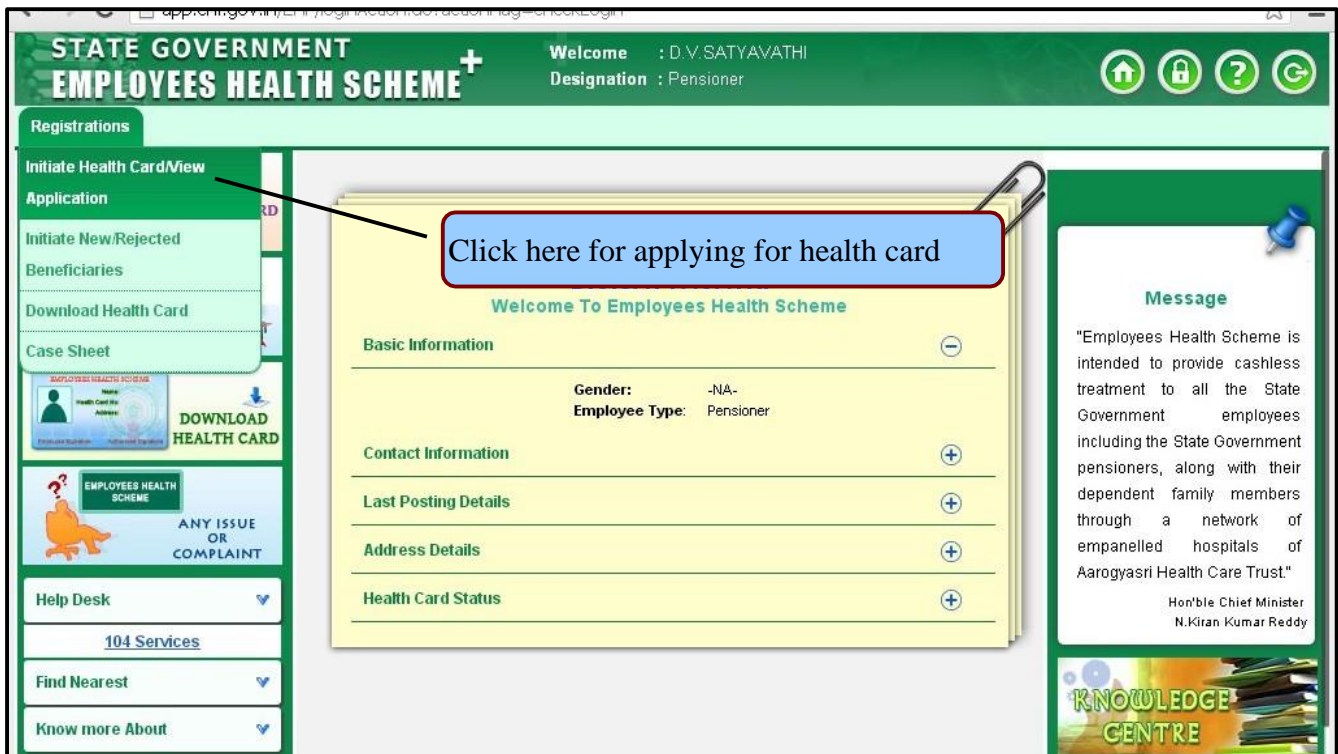
To apply EHS Health Cards:

1. Login to the EHS web portal using the URL <http://www.ysraarogyasri.ap.gov.in/web/guest/ehs>
2. Click on 'Sign-in' and Login as Employee/Pensioner with respective User ID & Password as shown in screen shot I.



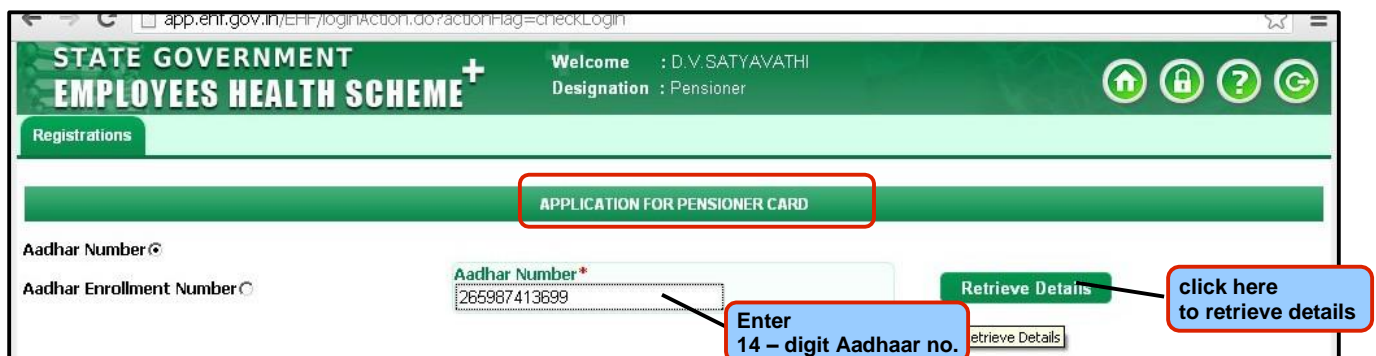
Screen Shot I

3. Click on 'Registrations' tab as shown in screen shot II.
 - ❑ **Initiate Health Card/View Application:**
This is to initially enroll for an health card or to view the already enrolled application.
 - ❑ **Initiate New/Rejected Beneficiaries:**
This is to add beneficiary or to remove already added beneficiary.
 - ❑ **Download Health Card:**
For downloading the health card, initially the submitted application has to be approved.
 - ❑ **Case Sheet:** To check the status of patient health record.
4. Click on **Registrations** → **Initiate Health Card/View Application** as shown in screen shot II.



Screen Shot II

- On clicking on 'Initiate Health Card/View Application' tab, a screen will be displayed wherein the user(Employee/pensioner) has to provide either Aadhaar No. (or) Aadhaar Enrollment No. for applying for an Health Card as shown in screen shot III.



Screen Shot III

6. On selecting either of the radio button(Aadhaar No. (or) Aadhaar Enrollment No.), a text box is provided for entering the Aadhaar/Aadhaar Enrollment No., Once entered the appropriate number, click on 'Retrieve Details' button as shown in screen shot III.
7. On clicking 'Retrieve' button, a page will be displayed as shown in screen shot IV wherein all the mandatory details to be filled by the user which includes personal details, address details(Residential), identification details, **last posting details, pension office details,**.

Pensioner Card Application

STATE GOVERNMENT EMPLOYEES HEALTH SCHEME +
Welcome : D.V. SATYAVATHI
Designation : Pensioner

Registrations

APPLICATION FOR PENSIONER CARD

Login Name: p02031845
Aadhar Number: Aadhar Enrollment Number: 265987413699

PERSONAL DETAILS

Retirement Type*: Voluntarily Retired Retired at end of service
Name*: D.V. SATYAVATHI
Date Of Birth*: 14/04/1971
Gender*: Male Female
Marital Status*: Married
Date of Retirement*: 03/12/2012
Community*: Others
Disabled*: Yes No
Disability*: test
Disability Percent*: 100

ADDRESS DETAILS

Residential Address:
House No*: 23
Street No*: 12
District*: Ranga Reddy
Mandal/Municipality*: Mandal
Mandals/Municipalities*: MOINABAD
Villages/Cities/Towns*: AMADAPUR
Email:
Mobile Number*: 9999999999

IDENTIFICATION DETAILS

Ration Card No:
Identification Marks 1*: test
Identification Marks 2:

LAST POSTING DETAILS

HOD*: A.P. State Disaster Response
Last Posted District*: APPO HYDERABAD
Pay Source*: UGC
PRC*: 1986
Pay Grade*: II

PENSION OFFICE DETAILS

Pension Office District*: APPO HYDERABAD
STO Office Unit*: APPO BANK & MQ(2560)
Pay Grades
UGC Scales

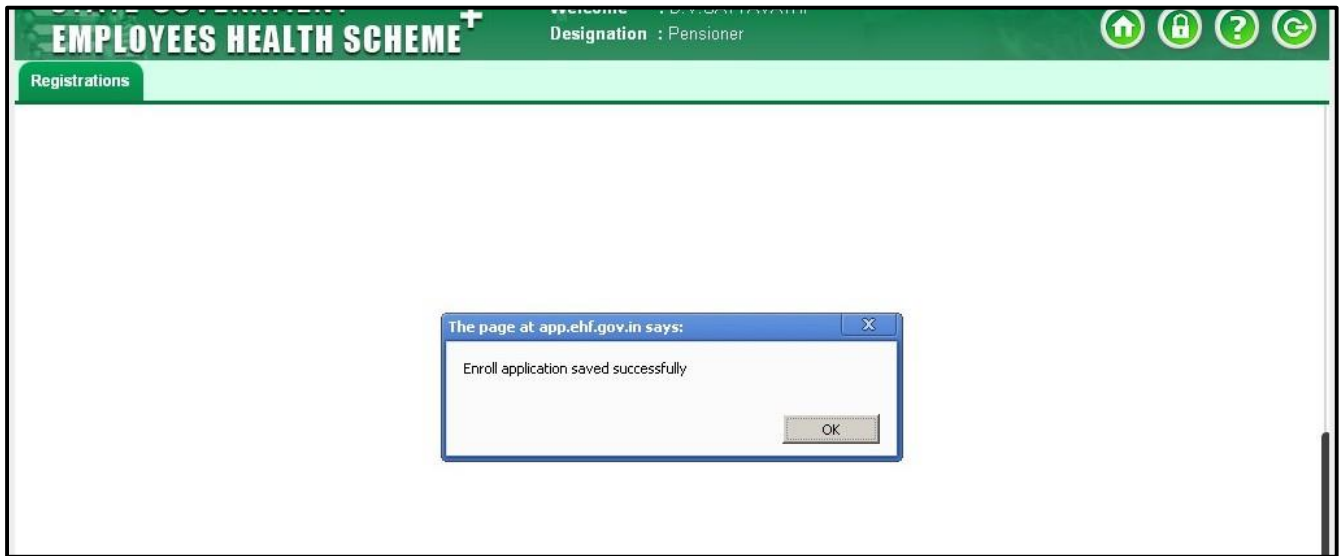
CARD ISSUING CENTER DETAILS

CIC District*: Hyderabad
CIC Name*: Khairatabad
NOTE: Please Select CIC To Collect Your Health Card After Approval.

To save the entered details before submission Save Reset **To erase the data & re-enter the details**

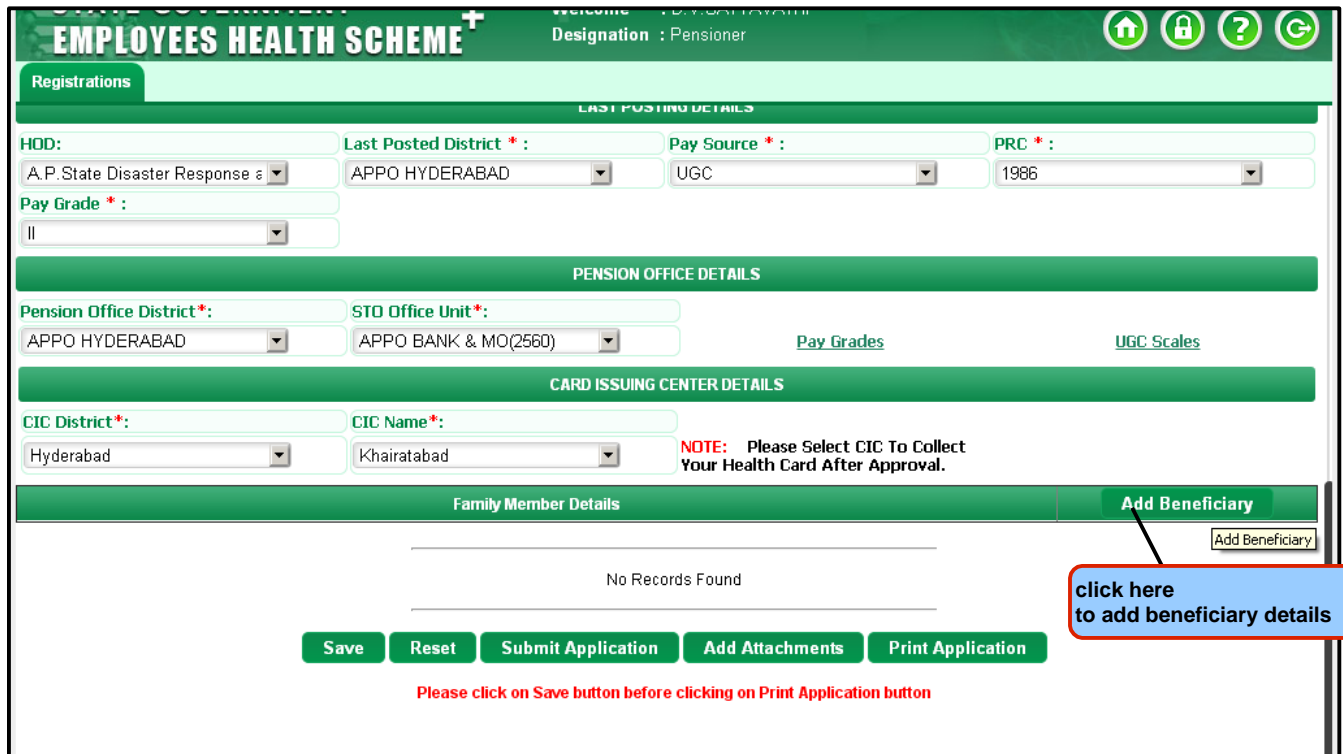
Screen Shot IV

8. After providing the mandatory information, the user needs to 'save' the application form. On clicking save button, a message will be displayed as '**Enrollment application saved successfully**' as shown in screen shot V.



Screen Shot V

9. Once the application form is saved, the user(Employee/Pensioner) has a provision to add 'family member details' as shown in screen shot VI.



Screen Shot VI

ADD BENEFICIARY SCREEN

NOTE: If the dependent family member **DOB is below 5years**, then it requests for **DOB certificate and Photo**.

The screenshot shows the 'ADD BENEFICIARY' screen. The 'Date Of Birth' field is set to 06/12/2011, with a callout box stating 'DOB below 5years'. The 'Beneficiary Details' section includes fields for Name (test), Gender (Male), Relationship (Son), Member disabled? (No), DOB Certificate (2.jpg), and Photo (3.jpg). A callout box points to the DOB Certificate and Photo fields, stating 'If DOB below 5yrs, then it requests for DOB certificate & photo'. The 'Submit', 'Reset', and 'Close' buttons are visible at the bottom.

NOTE: If the dependent family member **DOB is above 5years**, then it requests for **Aadhaar card certificate and Photo**.

The screenshot shows the 'ADD BENEFICIARY' screen for a dependent family member with a DOB above 5 years. The 'Date Of Birth' field is set to 08/12/1999, with a callout box stating 'f DOB above 5yrs, then it requests for aadhaar certificate & photo'. The 'Beneficiary Details' section includes fields for Name (testt), Gender (Male), Relationship (Father), Member disabled? (No), Disability (tt), Disability Percent (100), Disability Certificate (11.jpeg), Aadhaar Certificate (13.jpeg), and Photo (9.jpeg). A callout box points to the 'Member disabled?' field, stating 'If member disabled 'yes' then it request for disability & disability percent'. A callout box points to the 'Reset' button, stating 'Reset is to re-enter the data'. A callout box points to the 'Submit' button, stating 'To submit the added beneficiary details'. The 'Submit', 'Reset', and 'Close' buttons are visible at the bottom.

NOTE: If the **dependent family member spouse is Govt Employee/Govt Pensioner/Others**, then it requests for:

For Example:

If the **Spouse is a Government Pensioner:**

Govt. Pensioner: it requests for Pensioner ID, HOD, Last Posted District, Pension Office District, STO Office Unit, Pay Source, PRC, Pay Grade, Aadhaar Certificate & Photo.

The screenshot shows a web form titled "Beneficiary Details". At the top, there are fields for "Date Of Birth*" (04/12/1989), "Aadhar ID", and "Enrollment ID". Below this is a "Family Member Aadhar No" field with the value 877666767858. The form is divided into two columns. The left column contains: "Name*" (test), "Relationship*" (Wife), "Whether your spouse is" (radio buttons for Government Employee, Government Pensioner, Others), "Employee/Pensioner ID*" (p011319733), "HOD" (A.P.State Disaster Response z), "Pension Office District*" (DTO MEDAK), "Pay Source*" (UGC), "Pay Grade*" (II), "Aadhaar Certificate*" (Choose File, DOB.jpg), and "Photo*" (Choose File, 2.jpg). The right column contains: "Gender*" (radio buttons for Male, Female), "Member disabled?*" (radio buttons for Yes, No), "Last Posted District*" (DTO GUNTUR), "STO Office Unit*" (DUBBAK(1803)), and "PRC*" (1986). The "Government Pensioner" radio button is highlighted with a red box. A red bracket on the right side of the form groups the fields from "Last Posted District*" to "PRC*". At the bottom of the form are "Submit", "Reset", and "Close" buttons.

If the **Spouse is a Government Employee:**

Govt. Employee: it requests for Employee ID, HOD, District, DDO Code, Designation, Service, Category, Pay Source, PRC, Pay Grade, Current Pay, Certificate, Photo & Service Register Attachment.

Beneficiary Details	
Name*	Gender*
test	<input checked="" type="radio"/> Male <input type="radio"/> Female
Relationship*	Member disabled?*
Husband	<input type="radio"/> Yes <input checked="" type="radio"/> No
Whether your spouse is	<input checked="" type="radio"/> Government Employee <input type="radio"/> Government Pensioner <input type="radio"/> Others
Employee/Pensioner ID	
2133915	
HOD*	District*
A.P.State Disaster Response ε	Prakasam
DDO Code*	Designation*
Assistnat District Fire Officer(C	Superintendent
Service*	Category*
AP Ministerial Service	Class A-Category 1 Superinten
Pay Source*	PRC*
UGC	1986
Pay Grade*	Current Pay*
III	3700-125-4950-150-5700
DOB Certificate*	
<input type="button" value="Choose File"/> _ .jpg	
Photo*	
<input type="button" value="Choose File"/> 1.jpg	
Service Register Attachment*	
<input type="button" value="Choose File"/> 2.jpg	
<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Close"/>	

Conditions for adding beneficiary:

- (1) If the dependent family member DOB is above 5years, then it requests for Aadhaar card certificate and Photo.
- (2) If the dependent family member DOB is below 5years, then it requests for DOB certificate and Photo.
- (3) Beneficiary once added for any relationship, cannot be added twice in dependent family members details.
- (4) Son's age greater than 25 cannot be added. If son is disabled, then age greater than 25 will be accepted.
- (5) Dependent's daughter age greater than 25 is acceptable.
- (6) Relationship and Gender must match.

10. After adding the family member details, the user can find few options like:

- 🔗 **Save:** Save tab is to save the enrolled application.
- 🔗 **Reset:** Reset tab is to erase the entered data and re-enter the details.
- 🔗 **Submit Application:** is to submit the filled application form. Once submitted, user cannot make any changes in the application.
- 🔗 **Add attachments:** Relevant attachments to be added.
- 🔗 **Print Application:** In order to print the application, the user should for compulsion click on save button.

EMPLOYEES HEALTH SCHEME
 Designation : Pensioner

Registrations

A.P. State Disaster Response : APPO HYDERABAD UGC : 1968

Pay Grade * : II

PENSION OFFICE DETAILS

Pension Office District * : APPO HYDERABAD STO Office Unit * : APPO BANK & MO(2560) Pay Grades UGC Scales

CARD ISSUING CENTER DETAILS

CIC District * : Hyderabad CIC Name * : Khairatabad

NOTE: Please Select CIC To Collect Your Health Card After Approval.

Family Member Details Add Beneficiary

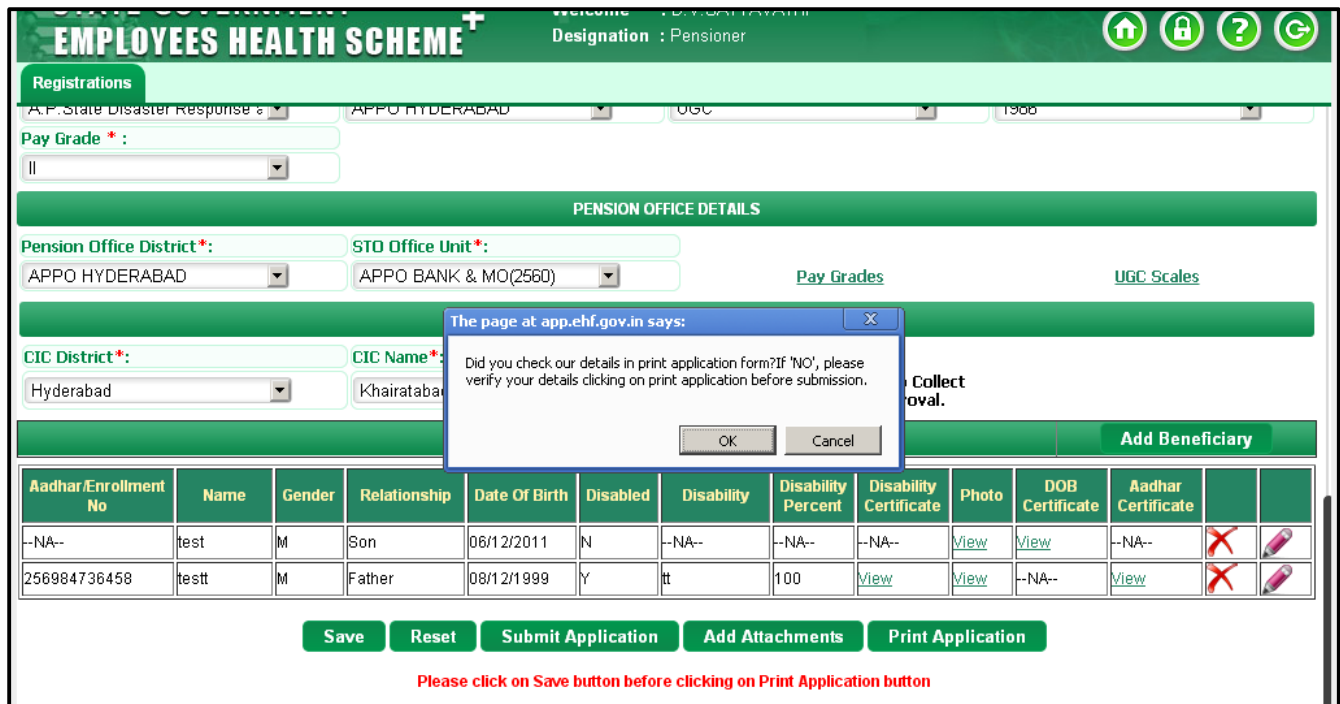
Aadhar/Enrollment No	Name	Gender	Relationship	Date Of Birth	Disabled	Disability	Disability Percent	Disability Certificate	Photo	DOB Certificate	Aadhar Certificate		
--NA--	test	M	Son	06/12/2011	N	--NA--	--NA--	--NA--	View	View	--NA--		
256984736458	testt	M	Father	08/12/1999	Y	tt	100	View	View	--NA--	View		

Save Reset Submit Application Add Attachments Print Application delete edit

NOTE Please click on Save button before clicking on Print Application button

Screen Shot VII

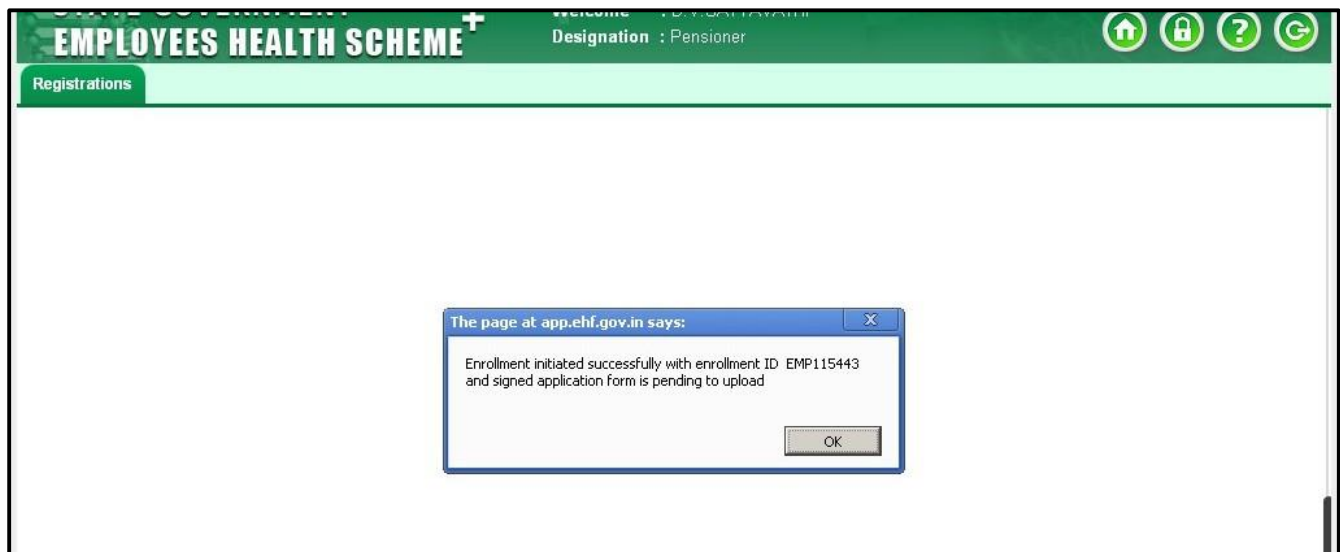
11. Before submitting the application, the user has a provision to 'print the application' for verification purpose. Once done with verification, the user can submit the application form as shown in screen shot VIII.



Screen Shot VIII

NOTE: Once the application form is submitted, the user has no provision to modify the details.

12. On clicking 'Submit Application', a message ' **Enrollment initiated successfully with Enrollment ID EMP111111 and signed application form is pending to upload** ' will be displayed as shown in screen shot IX.



Screen Shot IX

13. Once the enrollment initiated successfully, the user(Employee/pensioner) needs to attach the signed application form as shown in screen shot X.

- ❓ **Submit for Approval:** is to submit the verified application to the concerned person.
- ❓ **Add attachments:** is a provision to upload the scanned copy of the signed application form.
- ❓ **View Attachments:** is to view the previously added attachments.
- ❓ **Print/View Application:** is to view the printed application.

STATE GOVERNMENT EMPLOYEES HEALTH SCHEME
 Welcome : D.V.SATYAVATHI
 Designation : Pensioner

Registrations

HDD: A.P.State Disaster Response a
 Last Posted District *: APPO HYDERABAD
 Pay Source *: UGC
 PRC *: 1986
 Pay Grade *: II

PENSION OFFICE DETAILS

Pension Office District*: APPO HYDERABAD
 STO Office Unit*: APPO BANK & MO(2560)
[Pay Grades](#) [UGC Scales](#)

CARD ISSUING CENTER DETAILS

CIC District*: Hyderabad
 CIC Name*: Khairatabad
NOTE: Please Select CIC To Collect Your Health Card After Approval.

Family Member Details

Aadhar/Enrollment No	Name	Gender	Relationship	Date Of Birth	Disabled	Disability	Disability Percent	Disability Certificate	Photo	DOB Certificate	Aadhar Certificate
--NA--	test	M	Son	06/12/2011	N	--NA--	--NA--	--NA--	View	View	--NA--
256984736458	testt	M	Father	08/12/1999	Y	tt	100	View	View	--NA--	View

Submit for Approval Add Attachment View Attachments Print/View Application

NOTE
 Please Click On Add Attachment Button To Upload The Scanned Copy Of Your Signed Application Form.

Screen Shot X

14. On clicking 'Submit for Approval', a message 'Submitted successfully and pending with trust/DDO for verification' will pop up as shown in screen shot XI.

STATE GOVERNMENT EMPLOYEES HEALTH SCHEME
 Designation : Pensioner

Registrations

The page at app.ehf.gov.in says:
 Submitted successfully and pending with trust for verification
 OK

Screen Shot XI

Process Flow after the user(Employee) submits the application form:

Once the user (Employee) submits the application form, the form moves to concerned DDO for approval. If the DDO approved the Health Cards will be generated. If the DDO rejects the application, the application form is sent back to the employee login for verification and resubmit the application.

Process Flow after the user(pensioner) submits the application form:

Once the user(pensioner) submits the application form, the form moves to executive(trust) for approval process wherein the executive has option to Verify/Reject/On hold/Add attachments/Close.

Verify: Once the application form is verified, the request will go to concerned STO for further process. STO has an option to either Approve/Reject the application form. If Rejected, it goes back to pensioner for correction. If Approved, the application form goes to the card vendor wherein the Health card will be generated for the beneficiary.

Reject: Once the application form is rejected, the application form is sent back to the user(pensioner) for verification process.

On Hold: Executive has a provision to keep the request 'on hold'. If the request is on hold, it goes to Team Leader(TL) wherein he has a provision to either Approve/Reject the application form. If Rejected, it goes back to pensioner for correction. If approves the card will be generated.