



ESIC Pehchan

The concept of Project Pehchan is to establish error free identification process with no room for subjectivity.

Three forms of Identification data will be captured.

- I. **Descriptive** : All details about name, IP number, address, fathers name, etc.
- II. **Image** : Passport size frontal chest level photograph of individuals and his Dependents.
- III. **Biometric** : Finger prints.

Two sets of cards will be delivered - one for use of the employee and the other for use of their respective dependents.

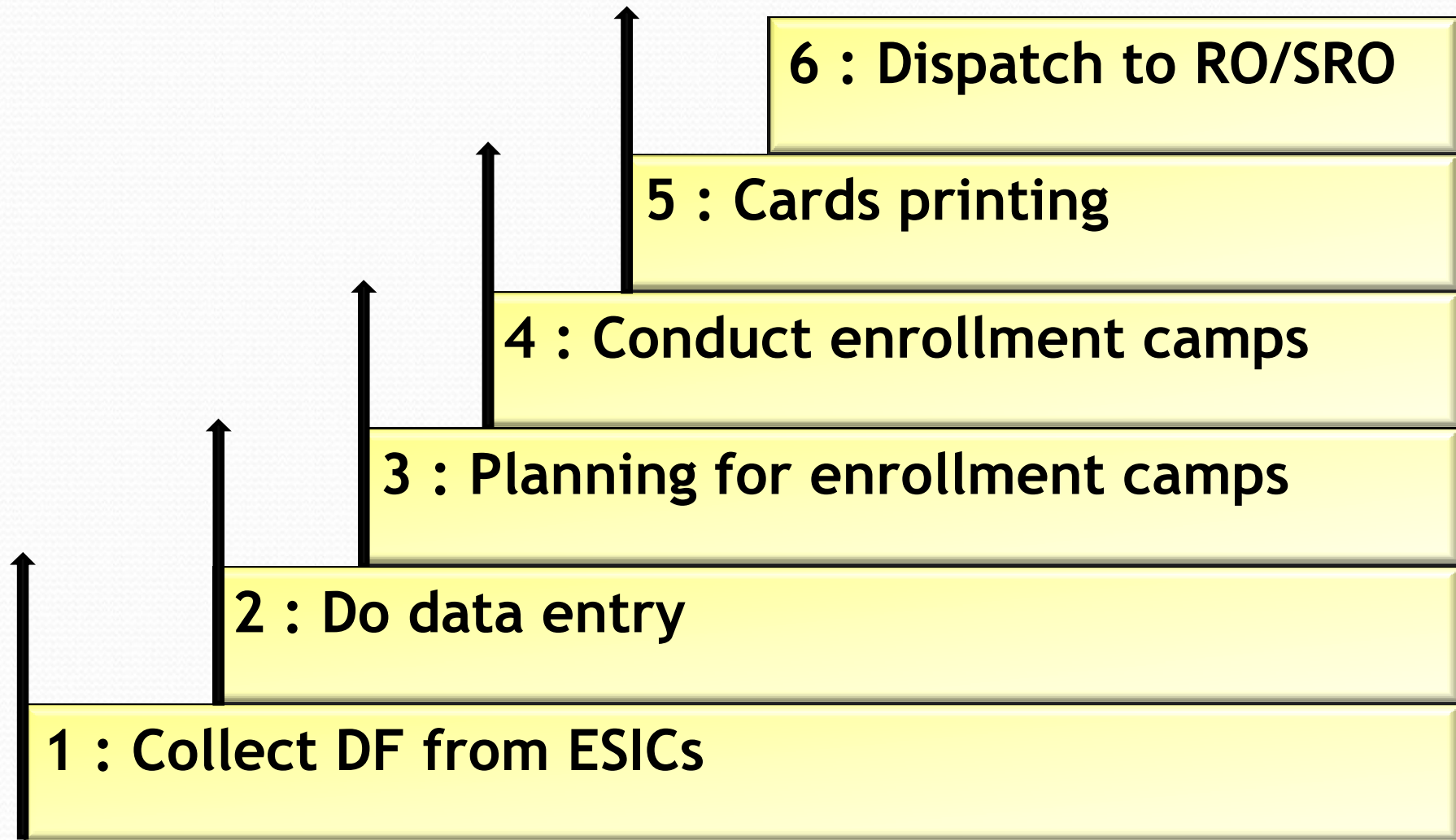
The trigger to initiate the identification process in any case will be IP number.

Key Benefits

Highlights

- All Insured Persons will be issued with two magnetic cards, one for the Insured persons & the other for family members
- Central database will be created with demographic and biometric details of Insured persons and their families.
- Insured Persons and their family members can avail treatment in any ESI Hospital or dispensary across India.
- Biometric details (finger prints) to verify and authenticate Insured Persons and their families through card swipe.
- Employers can submit their Return of Contribution online
- Employers can collect information on employees' benefit availed by respective employees online.
- One time registration. Employees will carry forward with same set of cards every time they change employment.
- Duplication of enrolment can be avoided

Process flow of Enrollment Activity



Checklist for ESIC officer prior to handing over DFs to Wipro

- 1: Deletion or Addition in the DF form - Not allowed at enrollment camp.**
- 2: Address of the Nominee - Should be mentioned if not residing with the IP and nomination declared by the Insured Person in DF.**
- 3: Covering note from Employer - Indicating summary of DFs.**
- 4: New DF Forms received from IPs - To be signed by ESIC Officer with ESIC Seal before giving it to Wipro for Pre-Enrollment Data Entry.**
- 5: Disability of IP - Disability certificate must be accompanied with DF - Number of Disabled I Ps be listed in covering note.**

DF Collection

Conduct awareness program to all senior ESIC officials to explain the process and procedures.

Send intimation letters to employers advising them collect fresh DF from their employees who are covered by ESIC scheme.

FI will visit employers, collect the DFs. Ensure the following

- The handwriting is clear.
- It is written in English(CAPS)/Hindi.
- Employer code is as per new codification scheme.
- Mandatory fields like date of birth, date of appointment, employer name etc are written.

Handover employer wise DFs with prescribed covering letter.

Data Entry

Collect filed DFs from ESIC office and take it to data entry center.

Do data entry, verification and store into the software.

After data entry , return the DFs back to ESIC.

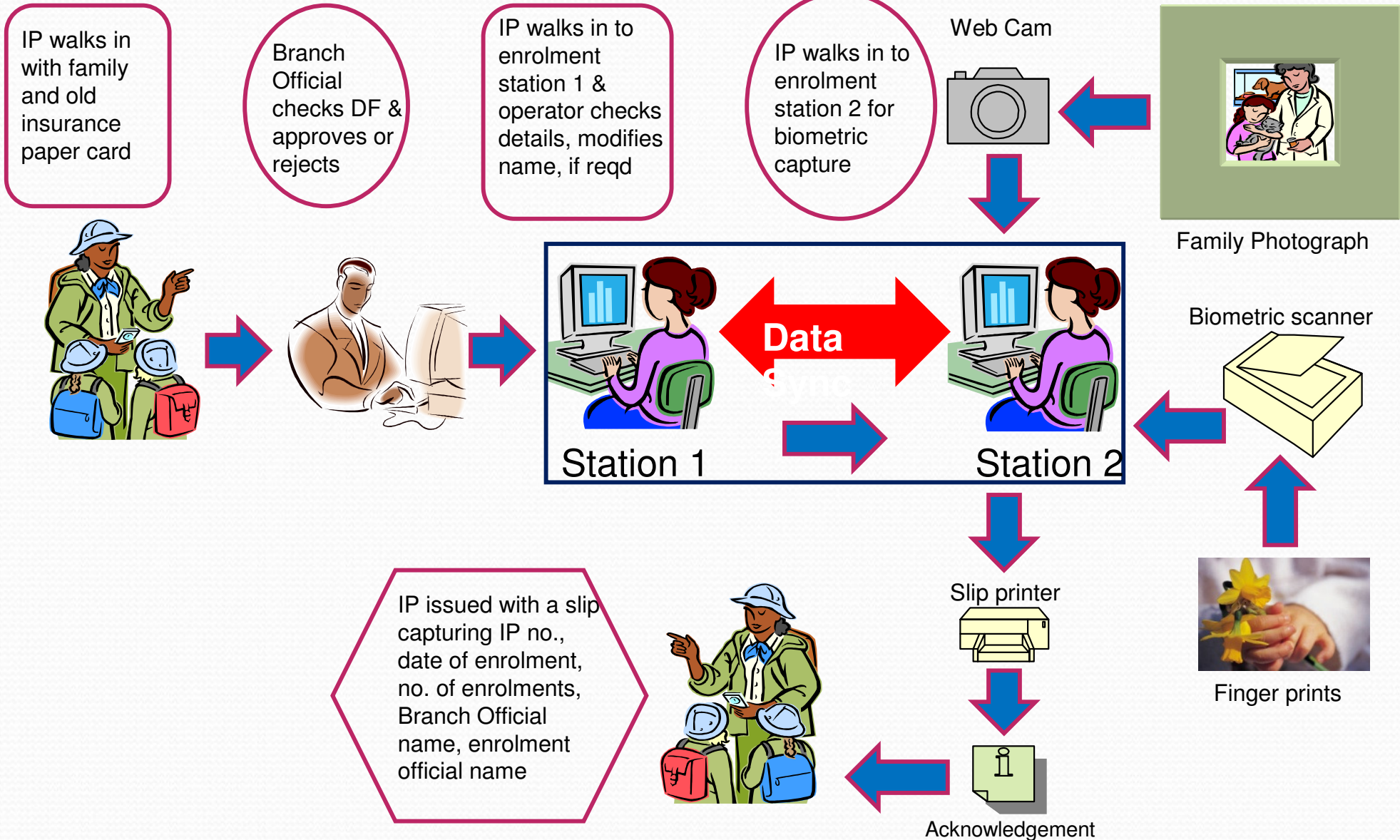
- Location Identification basis on number of Employees, availability of basic infrastructure , Employers and ESICs consent. Suitable place for camp can be employer's premises, ESICs Office, community center etc.
- ESIC Offices will be the best place for common camps to enroll IPs from various small employers.
- Infrastructures required - tables, chairs, power connection, basic amenities like water, shades.
- Specific concern/suggestion of site owner should be taken into consideration.
- When and how many days to conduct the camp (start date and end date).
- List of employers to cover, number of IPs to cover.
- Send intimation to employers and insist them for maximum participation of IPs.
- Information about designated ESIC official at the camp.

Enrollment Activity

When IPs DF is available

- IP will visit the camp with dependents and meet ESIC officer at front desk.
- ESIC officer will check for the DF, hand it over to IP and ask him to go to the counter.
- In the counter, operator will enter the IP number in to the computer.
- Computer will show the details of the IP (Date entry is already done in step 2) and operator will verify the details.
- Operator will then ask IP and each dependent to place their fingers in a finger print scanner one person at a time. Computer will capture the fingerprints and store it.
- Operator will then ask IP and dependents to stand together and capture the family photograph.
- After details of IP and his dependents are stored enrollment is done for that IP.

Field enrolment process



Demographic Data

Mandatory Fields in Declaration Form

- Personal Details of Insured Person : Name, Father/Husband Name, Date of Birth, Gender, Marital Status
- Insurance no. (10 digit : first two digits – Region Code, Last eight digits – Insurance/employee Code)
- Employer's Details : Employer's name, Employer Code (new 17 digit code), Address and Date of appointment
- Address of Insured Person : Present and Permanent Address with PIN (postal codes)
- Dependents'/Family Details : Dependents' names, dates of birth, relationship, address. Relationship of children to be clearly mentioned according to ESIC's definitions. Complete address is must if dependents are not staying with Insured Person.
- Nominee Details : Nominees' names, relationship, complete address (if the Insured Person has declared any nominee)

Biometric Data

Capturing of Biometric Details

- Finger prints of all 10 fingers of the Insured persons their respective family members using NEC CrossMatch scanner supplied with the kit.
- Finger prints of Insured Person and his/her respective family must be captured in strict accordance with the sequence of names entered in demographic details. It is advisable to call each person by name in sequence and the respective person validates his/her name.
- Proper queue management is mandatory to restrict any error while capturing biometric data. Crowding in front of finger print scanner should be strictly avoided and next person should be allowed to come for enrolment while finger print capture of preceding person is completely done.
- Kids, young children should be handled with caution for not to touch the scanner while finger print scanning of other person is going on.
- Finger print once captured can not be reverted / rectified later.
- Provision of hand wash and drying is recommended at the enrolment site.
- Family photograph of Insured Persons with their respective families (as declared in the Declaration form) using a white background, 1000W focus light and autofocus Web camera supplied with the kit.

Card Printing & Delivery

Card Printing & Delivery

- Card printing stations receives data from Datacentre post duplication check.
- Pre-printed IP Cards for personalization
- Personalizes IP details on each card –
 - 10 digit Insurance ID
 - IP Name, Date of Birth
 - Address
 - family photograph
 - 10 digit Insurance number is printed on magnetic stripe for identity upon card swipe.
- 2 cards for each Insured person
- Cards delivered to ESIC Regional Offices for respective Branches

Card Disbursement

Printed cards will be delivered from print center to ESIC BO along with delivery challan.

ESIC officer will receive the cards and sign the delivery challan.

ESIC officer will hand over the ID card after getting signature.

Checklist of covering note

Covering note from Employer should contain the following information when accepting DFs from Employer.

Sn	Particulars
1	Employer Code No.
2	Employer Details.
3	Date of handover of DFs to ESIC official.
4	Number of DFs.
5	List of I Ps.
6	Date of acknowledgement by ESIC official.
7	Name of the ESIC Field Inspector.

Insurance Card

Introduction to IP card

- Pre printed magnetic card with ESIC logo & address in front & statutory instructions pre-printed on the back
- Security features – Micro line, micro text, UV text, Hologram



- Insurance Number
- Name of the Insured Person
- Date of Birth
- Address
- Family photograph
- Micro line
- UV Text

- Magnetic Stripe
- Micro Text
- Statutory Instructions
- Hologram



Cyclic process to conduct enrollment camp.

Meeting with ESIC-RO/BO for collecting the latest Employer list and ESIC Field officer assigned to these employers.

Meeting with ESIC Field Officer for collecting the DF collection schedule & dates, he will be provided the Camp infrastructure list by Wipro.

Once the DF collection status is known, Wipro & ESIC FO will team up to prepare the plan for camp site visit & finalize camp location & employer covered under respective camp.

Once the camp locations & Employers covered under the camps were identified, FO & Wipro will prepare camp wise IP roster covering camp days, no of Kits, IPs to be covered, start time & End time , ESIC officer who will be present at Camp.

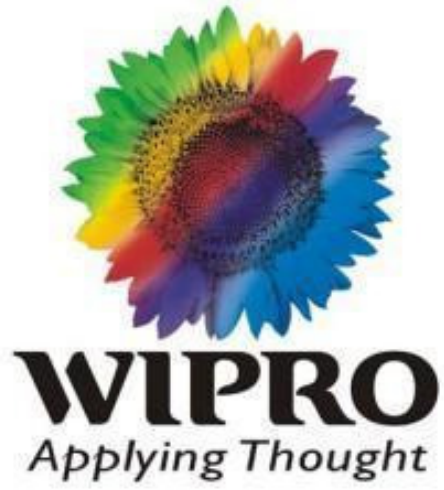
Once the roster is prepared, the confirmation for same from ESIC & Employer will be required, if needed changes will be accommodated and roster revised.

Once the final roster is approved, then ESIC BO/FO has to make awareness campaign to employers & IPs, ensuring maximum turnout at enrollment camp.

Making enrollment camp operational & conduct Enrollment of IP & dependent, after successful completion of one camp move to other camp.

Dependencies

- DF Collection from Employers.
- Employers vigorous support to meet out maximum productivity.
- Need ESIC's hard push to employers to promote participation of IPs.
- Need adequate no of manpower from ESIC and Wipro to conduct maximum no of camps on concurrent mode.
- Infrastructure availability.



Thank You