

**GOVERNMENT OF NAGALAND
HEALTH & FAMILY WELFARE DEPARTMENT
NAGALAND :: KOHIMA**

No. SHA/CMHIS/2022/354

Dated Kohima the 19th Nov 2022

To,
The Deputy Commissioner of all districts, Nagaland.

Sub: Special Enrolment Drive for Beneficiaries under CMHIS

Sir,

In order to saturate registration of beneficiaries and Issuance of CMHIS Card, a Special Enrolment Drive for Beneficiaries will be held across the State w.e.f 25th November 2022. The Special Enrolment Drive will comprise of Pre-Enrolment Drive Awareness Campaign followed by Enrolment Drive in villages and town/wards.

During the Enrolment Drive in the rural areas the following categories of beneficiaries will not be required to produce IIC/PRC as KYC documents for registration under CMHIS(Gen) beneficiaries:

1) indigenous inhabitants of the district in rural areas.

The local administrative officer shall physically verify the genuineness of the beneficiaries and countersign the Household Verification Form provided in Annexure 3.

All other categories of beneficiaries shall produce IIC and PRC of the Head of household as KYC documents which will be verified by the local administrative officer during the drive.

In order to conduct the Special Enrolment Drive, you are requested to undertake the following:

1. Constitute a Working Group comprising of Administrative Officers and officials from CMO establishment.
2. To prepare the village/town/ward wise Microplan as per the template enclosed herein as Annexure: 2. The Microplan is to be submitted to the undersigned on or before 24th Nov 2022 through email to cmhis.controlroom@gmail.com and nagaland.nhpm@gmail.com with intimation to asbhatia@gov.in, hfw.ngld@gmail.com and thava1862@gmail.com positively.
3. Identify block wise villages and town/wards to conduct the Special Enrolment Drive with priority to the villages and town/wards with larger population taking into the consideration of no of Households (HH) not covered under AB PM-JAY. The details of HH with at least 1 AB PM-JAY eCard and No of HH with NFSA Ration Card is given as Annexure: 4
4. Identify teams and logistic requirement to conduct the Awareness Campaign and Enrolment drive in village/town/ward in each block. The Awareness Campaign must be held at least 1 week prior to the Enrolment Drive. The manpower and logistic requirement for Awareness Campaign and Enrolment drive is given at Annexure: 5
5. The budgetary support for the Special Enrolment Drive will be transferred to the respective DIU bank account.
6. An online training with the district teams will be held on 22nd Nov 2022 and the link for the VC will be communicated later.
7. The Coordinator for the Special Enrolment Drive at State level will be Shri Thavaseelan K, IAS Principal Director School Education and the Deputy Commissioners for the respective districts at District level.

The Deputy Commissioners shall ensure saturation of 100% registration as far as possible.

Sd/-(J. ALAM, IAS)
Chief Secretary to Government of Nagaland

No. SHA/CMHIS/2022/ 354

Dated Kohima the 19th Nov 2022

Copy to:

1. The Commissioner & Secretary to Governor of Nagaland, Raj Bhawan, Kohima.
2. The Principal Secretary to Chief Minister of Nagaland, Kohima.
3. The Sr PS to Minister, Health & Family Welfare, Nagaland.
4. The Deputy Secretary to Chief Secretary Government of Nagaland, Kohima.
5. The Commissioner Nagaland.
6. The Commissioner & Secretary, School Education
7. The Principal Director, Health & Family Welfare, Nagaland.
8. The Principal Director, School Education, Nagaland.
9. The Deputy Commissioner of all districts, Nagaland.
10. The Chief Medical Officer of all districts, Nagaland.
11. Office copy.

Asangla IMTI 19/11/22

(ASANGLA IMTI)

Secretary to Govt of Nagaland

SPECIAL ENROLMENT DRIVE MACRO PLAN

Objectives: Saturate Registration under CMHIS by 31st December 2022.

1. Process:

- a. Collect the offline application form (Household verification form) from the counter and duly fill up the form.
- b. Duly filled Household verification form to be signed by Head of Household and must be signed by Village Council Chairman on verification and to be counter-signed Local Administrative Officer **(not below the rank of EAC)**.
- c. **IIC/PRC will not be required for indigenous inhabitants of the district if duly filled and signed Household form is produced during Special Enrolment Drives in rural areas. However, IIC/PRC details will be required in all urban areas and for all other categories of beneficiaries in the rural areas.**
- d. **During the Special Enrolment Drive further verification and approval of IIC/PRC by the issuing District Administration will not be required once verified by the concerned Administrative Officer.**
- e. Registration and data entry by Operator; valid mobile number is mandatory for registration.
- f. Scan and upload the duly signed Household Verification form or IIC/PRC.
- g. Registration shall be auto-approved on submission and household ID auto-generated on the spot (Further verification and approval by respective district administration in the portal will not be required during special “Camp Mode” Enrolment drives).
- h. Collect eKYC for each member of the approved household in BIS (setu.pmjay.gov.in).
- i. Approval of eKYC for Card issuance shall be done by the Insurance Company/SHA approval team.
- j. Once eKYC approved, card shall be printed by the Zephyr Card print operator.

Note: There will be a mobile app specifically for the camp mode registration, which will also work in offline mode in places with no internet connectivity. However, Household IDs will not be generated until the data from the mobile app is synced with the server. In such cases, a PDF acknowledgement slip with the household details and details of registration centres for eCard generation will be generated and handed over to the beneficiaries (generated through the app/portal) .

2. Arrangement required on site for registration drive:

- a. Sensitise the target village/ward a week before the enrolment drive- IEC materials, KYC Documents required, offline forms to be filled up.
- b. Set up separate kiosks/tables for registration-
- c. for ration card holders- direct eKYC collection in the BIS portal and card generation
- d. for non-ration card holders
 - i) Fill up offline application form
 - ii) Self-certified, verified by VCC and counter sign by admin officer for indigenous inhabitants of the district in rural areas or IIC/PRC in Urban areas.
 - iii) Registration in the SBP by operators
 - iv) Once household ID is generated, move to the table for eKYC collection in BIS portal and card generation.

3. Team Composition:

There shall be one team for each subdivision, according to the tentative plan in Annexure 1. Each team shall comprise the following members:

- a. Admin Officer (District Administration official not below the rank of EAC),
- b. 3 Data entry Operator from Zephyr,
- c. 1 Card printing Operator- Zephyr.

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4. IT and other stationery Requirement

- a. Internet Connectivity
- b. Household verification Forms.

Laptops, PVC printer and finger print device (for eKYC of those that do not have Aadhaar linked mobile number for OTP based eKYC) for operators shall be the responsibility of Zephyr to equip its operators.

5. IT Requirements:

- a. Downloadable PDF format of household verification form to be made available in the website.
- b. Separate form and app for Camp mode registration shall be made available.
- c. Dashboard with drill down status report: submitted/pending/approved/rejected.

6. Expenses:

- a. Admin officers shall be reimbursed TA/DA for each village visit within their circle.
- b. Operators are allowed to charge Rs. 20/- (Rupees twenty only) for registration of 1 (one) household.
NB: There shall be no charge for eKYC collection and PVC Card printing, as the cost for those shall be paid by NHA directly to the Operators.

7. ROLES AND RESPONSIBILITIES

a. SHA:

- 1) Preparation of the master plan
- 2) Organize Orientation VC with the District administration/DCs
- 3) Create logins for operators as required
- 4) Trouble shoot issues and coordinate with NHA/State IT team for troubleshooting.
- 5) Print the offline household registration/verification form and dispatch to the districts.

b. DIUs:

- 1) Coordination with respective district Administration for mobilizing community support.
- 2) Coordinate with empanelled CHC/PHC to provide support to visiting admin officer/operators and village council for registration drive.

c. District Administration

- 1) Create micro plan based on the master plan.
- 2) Assign admin officers for each circle.
- 3) Communicate with all villages/wards to mobilize community participation.
- 4) Implement the Special Enrolment Drive as per the micro plan submitted.
- 5) Monitoring and supervision of the activities. Periodic review of the scheme implementation.

d. Zephyr Ltd.

- 1) Deploy manpower as per the plan.
- 2) Equip the operators with appropriate kit for registration- laptop, biometric device, dongle and PVC card printer(one per each team).
- 3) Monitoring and supervision of concerned operators.

e. State IT team

- 1) Develop and deploy app for the Special Enrolment Drive.
- 2) Create Dashboards at the following level:
 - i. State level
 - ii. District level- with access by the DIUs.
 - iii. Block/village level
 - iv. department wise for employees.

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Annexure 2:

Micro Plan Template:

1	District Name:			
2	Nodal Officer Name/Designation/Contact:			
3	No. of Sub-Divisions:			
4	Team Details	1 team for each Sub-division		
A	Team A	Sub Division:		
	Team Leader:			
	Name of Member	Designation	Contact No.	List of Villages to be covered
B	Team B	Sub Division:		
	Team Leader:			
	Name of Member	Designation	Contact No.	List Villages/Wards to be covered
C	Team C (..etc)			
4	Schedule for Visit			
1	Village/Ward Name	Team Name	Date of IEC	Dates of enrolment (Registration+Card Issuance)
2				
3				
4				
etc				

Signature with Seal of the Deputy Commissioner

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 Secretary to Government of Nagaland

**Application Form for Household Registration of Chief Ministers Health Insurance Scheme
(General Category) Beneficiaries:**

A. Details of the Head of Household (HoH)

1. Full Name * ^A	
2. House No./ Apartment / Building	
3. Village/Town/City/Ward*	
4. District*	
5. Pin Code*	
6. Rural / Urban Area (R/U)	
7. Date of Birth (dd-mm-yyyy)* ^A	
8. Mobile No*	
9. Gender (M/F/T)*	
10. Father's Name* ^A	
11. Mother's Name*	
12. Spouse's Name (if married) ^A	

NB:

- *In urban areas, only signature of HOH and counter signature of Administrative Officer will be required
- ^A(SlNo: 1, 7, 10 & 12) To be filled as per Aadhaar

B. Household Member Details:

NB: Aadhaar is mandatory for eCard Generation however members without Aadhaar should still be registered below. Please use Details as per Aadhaar if it is available.

A	B	C	D	E	F	G
Sl. No.	Name	Date of Birth	Father's Name	Mother's Name	Relationship with HoH	Recent Photograph

Signature of HoH

Signature & Seal of Village Council Chairman
Name:
Contact No:

Counter signature of Administrative Officer

Name :

Designation:

Seal:

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Details of HH with at least 1 AB PM-JAY eCard and No. of HH with NFSA Ration Card

District	No. of Vill/ Town	Total Population	Total No of HH (Census 2011)	Total No of AB PMJAY Beneficiary HH				No of Beneficiary HH to Register		
				SECC 2011 (upto Oct 2022)*	NFSA (wef from Nov 2022)*	with Atleast 1 eCard as per AKD*	Verified but without eCard as per AKD*	AB PMJAY (f-g)*	CMHIS (d-f)	Total
a	b	c	d	e	f	g	h	i	j	k
Chumoukedima	81	102496	36320	8979	32009	2917	2536	29092	4311	33403
Dimapur	31	234028	32818	9788	34926	2392	1822	32534	-2108	30426
Kiphire	99	70904	14770	10142	12558	3566	7234	8992	2212	11204
Kohima	58	211149	44161	13627	29161	4798	1373	24363	15000	39363
Tseminyu	39	56839	9161	6979	4624	2007	3982	2617	4537	7154
Longleng	46	50484	11985	5425	48262	1549	2405	46713	-36277	10436
Mokokchung	88	194622	42690	20154	15908	7292	4846	8616	26782	35398
Mon	122	250260	41978	28479	14129	16962	6917	-2833	27849	25016
Niuland	102	42287	9507	3902	8178	1137	1307	7041	1329	8370
Noklak	38	55434	11213	6191	20292	3141	1980	17151	-9079	8072
Peren	90	95219	18561	11311	14790	2996	4059	11794	3771	15565
Phek	99	163418	36311	19324	13257	7209	5843	6048	23054	29102
Tuensang	61	110162	19458	8806	7512	3232	4310	4280	11946	16226
Shamator	32	34100	6061	4576	4656	1708	2392	2948	1405	4353
Wokha	134	166343	31751	16106	10471	3745	6271	6726	21280	28006
Zunheboto	169	140757	27710	12739	18514	3972	5589	14542	9196	23738
Total	1289	1978502	394455	186528	289247	68623	62866	220624	105208	325832

NB:*AKD- "Aap Ke Dwar" Door to Door Household Verification by ASHAs

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Secretary to Government of Nagaland

Annexure 5:

Suggested team distribution for districts

District	No. of Vill	Pop	No. of admin circles*	No. of teams	No. of Admin officer	No. of operators	Team Composition and Logistics
Kohima	58	211149	5	4	4	16	I. Awareness Campaign: 1. Led by Block ASHA Coordinator 2. ASHAs
Mokokchung	88	194622	4	4	4	16	
Tuensang	60	110162	2	2	2	8	
Mon	122	250260	6	6	6	24	
Zunheboto	167	140757	6	6	6	24	
Wokha	130	166343	3	3	3	12	
Phek	97	163418	4	4	4	16	
Dimapur	32	234028	2	3	3	12	
Peren	90	95219	3	3	3	12	II. Enrolment Drive 1. Admin Officer: 1 2. Manpower from Zephyr i. Registration data entry operator:2 ii. eKYC operator: 1 iii. card printer: 1
Kiphire	99	70904	3	3	3	12	
Chumoukedima	87	102496	3	3	3	12	
Longleng	46	50484	2	2	2	8	
Noklak	35	55434	2	2	2	8	
Tseminyu	39	56839	1	1	1	4	
Niuland	107	42287	2	2	2	8	
Shamator	34	34100	2	2	2	8	
			50	50	50	200	Logistics: 1. Laptops 2. Internet Connectivity 3. Smartphones with the CMHIS offline app 4. Biometric finger print Device 5. PVC Card Printer(one per team)

(*admin circles - Higher of ADC or SDO circles)

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