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# **PUBLIC TRANSPORT DEPARTMENT EMPLOYEE HEALTH SCHEME (EHS)**

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## ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.E1/EHS(05)/2021-PD

Office of the Commissioner: PTD,  
RTC House, PNBS, Vijayawada.

### CIRCULAR NO. PD - 2/ 2021, Dated: 12.05.2021

Sub: **EHS** – Implementation of Employee Health Scheme (EHS) to the employees of Public Transport Department and their eligible dependant family members – Instructions – Reg.

- Ref: 1. G.O.Ms.No.52 of T, R&B (TR.II), dated 31.12.2019.  
2. Letter No.E1/EHS(01)/2020-PD, dated 01.06.2020.  
3. G.O.Ms.No.23 of HM& FW (I.1) Department, Dated 02.03.2021.  
4. Lr.No.Dr.YSR AHCT/EHS/108/PTD Employees, dated 05.03.2021  
5. Circular Dr. YSRAHCT/EHS/112/2021 of Dr. YSR AHCT, dated:27.04.2021.  
6. Letter No.E1/EHS(04)/2021-PD, dated 29.04.2021.

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Vide G.O. under reference 1<sup>st</sup> cited, all the employees of APSRTC were absorbed into Government Service w.e.f., 01.01.2020 by creating a new Head of the Department by name “Public Transport Department (PTD)” under the administrative control of T,R&B Department and salaries are being paid through APCFMS portal of GoAP to PTD employees from January, 2020 onwards.

Vide G.O. under reference 3<sup>rd</sup> cited, the Government of AP have accorded permission to implement Employee Health Scheme (EHS) to employees of PTD. Accordingly, the monthly contribution towards Employee Health Scheme (EHS) was recovered from all employees of PTD initially in the month of March, 2021, through APCFMS, as per the slabs communicated vide G.O.Ms.No.54, dated 06.05.2020 of Health, Medical and family welfare (I.1) Department. Thus, all employees of PTD are brought under the coverage of EHS from April, 2021.

Dr. YSR Aarogyasri Health Care Trust generated Employee Health Cards to all PTD employees (without photos), in EHS portal and sent SMSs to all employees with details of Health Card number, Login ID, password along with web link. All Employees can download their Health cards and also to the eligible dependant family members, directly from EHS portal duly uploading the details as required. Detailed procedure is given at Para. 3 of this Circular.

### **1. SALIENT FEATURES OF EMPLOYEE HEALTH SCHEME (EHS):**

The Employees Health Scheme (EHS) is formulated to provide **Cashless treatment** to the employees and pensioners of the State Government and their dependent family members with benefits such as in-patient treatment in empanelled hospitals, post-operative care and out-patient treatment for chronic diseases which do not require hospitalization.

## **1.1. ELIGIBILITY:**

### **i) Employees covered under EHS:**

The following categories of employees are covered under EHS.

#### **a) Serving employees:**

1. All regular State Government employees.
2. Provincialized employees of local bodies (Ex: Municipalities)

#### **b) Retired employees:**

1. All Service Pensioners
2. Family pensioners
3. Re-employed service pensioners

### **ii) Employees not covered under EHS:**

1. Those who are covered under other Insurance schemes such as CGHS, ESIS, Railways, APSRTC., Aarogya Bhadratha of Police Department and Aarogya Sahayatha of Prohibition & Excise Department;
2. Law officers (Advocate General, State Prosecutors, State Counsels, Government Pleaders and Public Prosecutors);
3. Casual and Daily paid workers;
4. Biological parents if adopted parents exist;
5. All independent children (who are not dependant on employee) ; and
6. AIS officers and AIS pensioners.

### **iii) Family members of the employees covered under EHS:**

- 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;
- d) Wholly dependent legitimate children (including step children and adopted children);
- e) Dependents of family pensioners in the case of service pensioners.

### **iv) DEPENDENCY - MEANING:**

- a) **In case of parents** (either adoptive or biological; but not both): Those who are wholly dependent on the employee for their livelihood;
- b) **In case of daughters:** Those who are unemployed and unmarried/ widowed/ Divorced/ deserted;
- c) **In case of Sons:** Those who are unemployed and below the age of 25 years; and
- d) **Disabled Children** with a disability which renders them unfit for employment

**1.2. MEDICAL BENEFITS COVERED UNDER EHS:** On production of Health Card, Employee and his/her eligible dependant family member can avail the following Medical benefits.

#### **i. In-Patient Treatment:**

- a) The scheme will provide **cashless In-patient treatment** for all the listed therapies under all specialties in the empanelled Hospitals.

b) Necessary follow-up treatments of surgical or medical ailments.

ii. **Out-patient Treatment:** Out-Patient (OP) treatment for pre-defined long-term (chronic) diseases will be provided in the notified hospitals.

iii. **Assistance at Network Hospital:** Aarogyamithra belonging to Aarogyasri Health Care Trust (AHCT) located in the empanelled hospital will guide and facilitate the movement of EHS patient from the time of registration till the time of discharge. The network hospital will earmark one of their staff as EHS liaison assistant to liaise with EHS patients.

### 1.3. SUBSCRIPTION TO EHS:

- a) The monthly subscription towards EHS will be recovered from the salary bills of all employees @ Rs.225/- (for 27650-830-92360 and below Pay Scales in PTD) and @Rs.300/- (for 32350-970-108100 and above Pay Scales in PTD).
- b) The eligibility for Rs.225/- recovery will be semi-private ward, and for Rs.300/- recovery will be private ward.
- c) The monthly subscription for service pensioners or family pensioners will be according to the Pay Grade of the post from which the pensioner retired from service.
- d) If both of the spouses are Government employees or Service Pensioners, contribution by any one of the spouses is sufficient. In such a case, the applicant shall give a declaration to the effect that the other spouse is a Government employee / Service Pensioner, duly indicating the Employee Code / Pensioner Code of the other spouse.

### 1.4. FINANCIAL COVERAGE FOR TREATMENT:

- a) The employees, pensioners and their dependent family members will be eligible for a sum of **Rs.2.00 lakhs (Rupees two lakhs only)** per episode of illness with no limit on the number of episodes as existing in APIMA Rules, 1972. However, in the cases where the cost of treatment exceeds Rs.2.00 lakhs, cashless treatment will continue. No network hospital shall deny the treatment in such cases.
- b) The limit of Rs.2.00 lakhs will not apply in cases where predetermined package rates are above Rs.2.00 lakhs.
- c) Chief Executive Officer, Aarogyasri Health Care Trust will settle the claims which exceed Rs.2.00 lakhs, following the standard claims settlement process after obtaining the approval of the Technical Committee constituted by the Government.
- d) Any irregularities or misuse committed by the beneficiaries coming to the notice of Government or AHCT will entail disciplinary action as per A.P. C.S. (CCA) Rules, 1991 and may attract penal action as per law.

### 2. IMPLEMENTATION MECHANISM OF EHS:

- a) Chief Executive Officer, Aarogyasri Health Care Trust will incur expenditure for implementation of Employees Health Scheme (EHS).

- b) Dr. YSR Aarogyasri Health Care Trust will implement EHS under the supervision of Government of Andhra Pradesh.
- c) Steering Committee under the Chairmanship of Chief Secretary to Government will review the implementation of the Scheme from time to time.
- d) The Steering Committee will meet as frequently as required, discuss, monitor and review the Scheme, benefit packages, grievances, quality of medical care including the modalities of Employees Health Trust.

### **2.1. NETWORK HOSPITALS:**

The list of empanelled hospitals located in all districts of the State and in neighbouring States such as Telangana, Karnataka and Tamilnadu, is available in the official websites given below.

<https://www.ysraarogyasri.ap.gov.in/> (OR)  
<https://auth.ehs.ap.gov.in/HomePageAP/findHospAction.do?actionFlag=findHosp>

### **2.2. PAYMENT TO NETWORK HOSPITALS:**

- a) Payments under the scheme will be based on approved package prices.
- b) The period from the date of reporting to hospital to 10 days after the date of discharge from the hospital will be treated as part of the package.
- c) The package will include the entire range of investigations, medicines, implants, consumables, diet, post-operations / post-treatment complications and follow up care arising from the therapeutic intervention.

### **3. GENERATION OF HEALTH CARDS:**

The details of employee such as Photo, Blood group and address shall be uploaded in EHS portal by using his/her login credentials and then download Health Card.

In case of eligible dependant Family members, the details shall be uploaded in EHS portal, as per detailed below.

#### **3.1. Submission of details by the Employee:**

Every employee must submit "Family members declaration form" duly affixing photos of all eligible dependant family members along with Aadhar Copies (2 Sets), to the Depot Manager/ Unit Officer. Employees shall mention Government HRMS ID (7-digit code) and APSRTC Staff number on the Family members declaration form.

#### **3.2. Role of PD Staff / Supervisor:**

PD Staff/Supervisor shall verify all the details of the eligible dependant family members furnished by the employee in Family members declaration form and certify the eligibility as

per criteria discussed above at **para no. 1.1** obtain the signature of the Depot Manager/Unit Officer.

PD Staff/Supervisor shall take the images of Aadhar card and photo of each eligible dependant family member (**by using cell phone camera only –JPEG/JPG format**) and save the images in the computer (with staff number, for easy identification and retrieval).

PD Staff/Supervisor shall upload the details of the eligible dependant family members into EHS portal by using the login credentials of the respective employee.

The following procedure shall be followed to upload eligible dependant family members details into EHS portal.

1. Go to <https://www.ehs.ap.gov.in/EHSAP/>
2. Enter **username**: Government HRMS ID of employee for whom details are to be entered (7digit number – you can find this ID on pay slip).  
Enter **Password**: same (Government HRMS ID)
3. Enter captcha code; You will be directed to EHS portal (Employee menu)
4. Click on **“Initiate new/Rejected Beneficiaries”** (you can find this on left side)
5. Click **“Add new Beneficiary”**
6. Enter **“Date of Birth”** of the family member in the field and click on **“Submit”**
7. Select **“Aadhar ID”** and enter Aadhar number in **“Family member Aadhar No”** field.  
(Note: If age of a family member is below 5 years, you need to upload **“Date of Birth Certificate”**)
8. Data entry screen will be displayed.
9. Enter name of the family member in **“Name”** field
10. Select **“Gender”**.
11. Select **“Blood Group”**.
12. Select **“Relationship”**.
13. In case of Spouse, select whether the spouse is Government employee, Government pensioner or others.
14. Select **“Member Disabled”** (Yes/No).
15. In case of physically disabled members, enter the type of disability and its percentage.
16. Upload disability certificate.
17. Upload **“Aadhar certificate”**.
18. Upload **“Photo”**.
19. **Size of each image shall not exceed 200 KB and PDFs are not allowed, only JPEG/JPG images are allowed.**
20. Click on **“Save”**. (Note: Don't press **“Submit”** button)
21. On successful saving of the details, it will be directed to previous page.
22. Click on **“Employee code”**.
23. The entered details of the family member will be displayed on the screen.
24. Check the details once again and click on **“Submit”** button.
25. For addition of another family member, repeat the steps from 4 to 24.

Following the above procedure, PD staff shall enter the details of eligible family members of all the employees of the Depot/Unit. Screen shots of the above stated steps for uploading of Family member details are given at Annexure.

Upon successful uploading of details of eligible dependant family members of all employees, PD Staff shall send one set of Family declaration form along with Aadhar cards to PO-IT: HO.

### 3.3. APPROVAL OF HEALTH CARDS BY DDO:

All the details of eligible dependant family members entered by the PD Staff/Supervisor in EHS portal are sent online by the system to Drawing and Disbursing Officer (DDO) for cross verification and approval.

On verification of the physical documents received from the Depots/Units, DDO will approve the details of each family member in EHS portal. Upon approval of DDO, Health Card will be generated automatically for the family members in the EHS portal which can be downloaded by the employee by using his/her login credentials.

### 3.4. PRINTING OF HEALTH CARDS:

PD Staff of depots/ Units are instructed to guide the employees and provide PDF copies of the family members' Health cards to the employees who approach office requesting to provide PDF copy of EHS cards. The employees will get Health cards laminated themselves at internet centers. Employees and their family members are advised to carry their Aadhar card also while approaching network hospital for medical treatment.

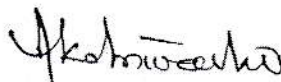
### 4. CONCLUSION:

For the treatment in Network Hospitals under EHS on production of Health Cards, the Medical Officers/ Senior Medical Officers of the Corporation need not issue any Credit Reference Form. The employees and their eligible dependant family members can avail cashless treatment at all network hospitals for all the listed therapies under all approved specialities and also Out-Patient (OP) treatment for pre-defined long-term (chronic) diseases in the notified hospitals.

The assistance of Aarogyamitra located in the network hospitals may be availed, if required.

All bills of network hospitals will be settled by Dr. YSR AHCT as per the procedure.

For any information/complaints/grievances regarding medical treatment at Network Hospitals, employees are advised to contact Toll free number **18004251818**.



ADDITIONAL COMMISSIONER (ADMIN)

Annexure

Step-by-step Procedure (with computer screen shots) for uploading of Family member details:

**Registration**

- INITIATE HEALTH CARD
- Initiate New/Rejected Beneficiaries**
- DOWNLOAD HEALTH CARD
- EMPLOYEES HEALTH SCHEME
- ANY ISSUE OR COMPLAINT
- Help Desk
- 104 Services
- Find Nearest
- Know more About

**Click here**

**K. BALAJIK. BALAJI**  
Welcome to Employees Health Scheme

Basic Information

Employee Type:	Employee
Contact Information	
Work Date City	
Health Care Status	

Message

"Employees Health Scheme is intended to provide cashless treatment to all the State Government employees including the State Government pensioners, along with their dependent family members through a network of empanelled hospitals of Dr. YSR Aarogyash Health Care Trust."

KNOWLEDGE CENTRE

**INITIATE HEALTH CARD**

**Initiate New/Rejected Beneficiaries**

**DOWNLOAD HEALTH CARD**

**EMPLOYEES HEALTH SCHEME**

**ANY ISSUE OR COMPLAINT**

Help Desk

104 Services

Find Nearest

Know more About

**Initiate New/Rejected Beneficiaries**  
If you have not added any beneficiary in main application or if you want to remove any beneficiary [Click Here](#)

**Click here**

Message

"Employees Health Scheme is intended to provide cashless treatment to all the State Government employees including the State Government pensioners, along with their dependent family members through a network of empanelled hospitals of Dr. YSR Aarogyash Health Care Trust."

KNOWLEDGE CENTRE

Dial 104  
Click Here for 104 Services



Click here

Beneficiary Worklist

Add New Beneficiary

No Records Found

HOD Name :

DDO Name :

NOTE : Please cross check the DDO details before submission of the form, and the same DDO has to approve the application for adding/removing beneficiaries. If any Changes required for DDO, Please click here.

ehs.ap.gov.in/DHSAP/empEnrolmntAction.do?actionFlag=addBenry&enrolParentId=EMP976732&value=fromBen

Enter DOB

Date Of Birth\*

Submit

Date Of Birth\*

05/11/1986

Submit

Click here

Date Of Birth\*

05/11/1986

Aadhar ID  Enrollment ID

Select this

Date Of Birth\*

05/11/1986

Aadhar ID  Enrollment ID

Family Member Aadhar No

985158747580

Retrieve

Enter Aadhar no.

Date Of Birth*	Aadhar ID	Enrollment ID
06/11/1986	Family Member Aadhar No	985158747580

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**Personal Details**

Name*	Gender*	} Enter details
BIYYALA JYOTHI	<input type="radio"/> Male <input checked="" type="radio"/> Female	
Blood Group*	B+ve	
Relationship*	Member Disabled?*	
Wife	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Whether your spouse is <input type="radio"/> Government Employee <input type="radio"/> Government Pensioner <input checked="" type="radio"/> Others		
Aadhar Certificate*		
Choose File JyoAadhar.jpeg	Upload Aadhar card image	
Photo*		
Choose File JyoPhoto.jpeg	Upload family member photo	

Click on "Save"; don't press "submit"

ehs.ap.gov.in/EHSAP/empEnrolmntAction.do?actionFlag=add&enry&flag=retrieve&enrolParentId=EMP976732&value...

ehs.ap.gov.in says  
Are you sure you want to save

Date Of Birth*	06/11/1986	
Name*	Gender*	} Click ok
BIYYALA JYOTHI	<input type="radio"/> Male <input checked="" type="radio"/> Female	
Blood Group*	B+ve	
Relationship*	Member Disabled?*	
Wife	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Whether your spouse is <input type="radio"/> Government Employee <input type="radio"/> Government Pensioner <input checked="" type="radio"/> Others		
Aadhar Certificate*		
Choose File JyoAadhar.jpeg		
Photo*		
Choose File JyoPhoto.jpeg		

ehs.ap.gov.in says  
Beneficiary details saved successfully

OK

Click ok

NOTE : Please cross check the DDO details before submission of the form and the same DDO has to approve the application for adding/removing beneficiaries. If any Changes required for DDO, Please [click here](#).

Employee Code	Name	Aadhar ID	Gender	Relationship	Date Of Birth	Registered Date	Status	Remove
EHS581231	BIYYALA JYOTHI	985158747580	F	Wife	06/11/1985	05/05/2021 13:40:51 PM		

Click on employee code

Date Of Birth\* 05/11/1985    Aadhar ID\* Family Member Aadhar ID 985158747580    Enrolment ID

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Name\* BIYYALA JYOTHI    Gender\* Male & Female

Blood Group\*    Relationship\*    Member Disabled?\*

Whether your spouse is    Government Employee    Government Pensioner    Others

Aadhar Certificate

Choose File | No file chosen

Choose File | No file chosen

Save    Submit    Reset    Close

Click on submit

onFlag=getBeneficiaryDetails&printId=EMP9787328,enrollId=EHF6581201&status=fromlink

ehs.ap.gov.in says  
Are you sure you want to submit

ment ID  
98515

OK Cancel

Click on ok

Gender\*\*  
 Male  Female  
B+ve  
Member Disabled?\*

ag=saveBeneficiaryDetails&value=true&btnType=submit

ehs.ap.gov.in says  
Beneficiary application successfully submitted and pending with  
concerned DDO/STO for verification

OK

Click on ok

NOTE : Please cross check the DDO details before submission of the form and the same DDO has to approve the application for adding/removing beneficiaries. If any changes required for DDO, Please [click here](#).

Employee Code	Name	Aadhar ID	Gender	Relationship	Date Of Birth	Registered Date	Status	Remove
5097422	BIYYALA JYOTHI	965156747580	F	Wife	06/11/1986	05/05/2021 12:43:10 PM	<a href="#">View Status</a>	<a href="#">Delete Beneficiary</a>

Click here

Beneficiary Details - Google Chrome

ehs.ap.gov.in/EHSAP/beneficiaryWorklistAction.do?actionFlag=getBeneficiaryDetails&unitid=EMF978752&enrollid=EHF6...

ehs.ap.gov.in says  
Pending with DDO/STO

Date Of Birth\*  
06/11/1986

Name\*  
BIYYALA JYOTHI

Gender\*  
 Male  Female

Blood Group\*  
B+ve

Relationship\*  
Wife

Member Disabled?\* Yes  No

Aadhar Certificate  
[View Existing Aadhar Certificate](#)

Photo

OK

Click here

\*\*end\*\*