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	BHARAT SAN	CHAR NIGAM LIMITED
2	Title:	User Manual: ESS: for "BSNL Health Insurance Scheme" Option
BSNL Connecting India	Module Name	ERP-HCM (Health Insurance Scheme)

Via Menus	Portal login $\rightarrow$ Employee Self Service $\rightarrow$ <u>BSNL Emp. Health Insurance</u>
	→ HIS-Health Insurance Scheme Option



**Note: - Please go through first HIS-Guidelines**. After that click on: "HIS-Health insurance scheme option"

1. Following Screen will appear after clicking on above link.

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Apps MARTFORM N KIC Email 1     Welcome SANJEEV GANGOLI     Home Employee Set/Service Manager Set     Overrider Employee Set/Service Manager Set     Overrider Employee Set/Service Manager Set     Manag	27 SAP NetWeaver Por       © Create Dynamic Tab       29 BURL       SAP Net Certification.       (*) Uttarakhand PSC R       Image: StUDY       (*)         Paddet Medith Insurance scheme       BSNL EMPLOYEES HEALTH INSURANCE SCHEME, 2021         Employees are advised to go through the full scheme 'HEALTH INSURANCE SCHEME' for BSNL Employees       Employees are advised to go through the full scheme 'HEALTH INSURANCE SCHEME' for BSNL Employees         The Scheme has six options ;       ()       () Three option are available for all employees lic employees having scale of pay E5 & above in the category of R5 lakh insurance cover with time family option respectively in each category.       () is so ptions are available for all employees in with scale of pay E5 & above in the category.         () of premium anount of each option and for further details, please refer to the policy document attached       Option ':         Option ':       ()         Option ':       () <td>Append new colum</td> <td>Peading list     Log.off     Sources     Sources     Sources     Sources     The sources</td>	Append new colum	Peading list     Log.off     Sources     Sources     Sources     Sources     The sources
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Please select one option from drop down as willingness like: OPTED or Non Opted or Consider Later.

On choosing OPTED, it will move to the T&C of HIS scheme as shown in below screenshot.

Update Health insurance	e scheme	
Name of Executive : V HRMS No. 2 Designation A	/IPIN 00301425 sst. General Manager (Adhoc)	
scale of pay	JS-E3	
(A) Option for 'Health	Insurance Scheme, 2021' for B	SNL employees with "The New India Assurance Co Ltd"
1. Tentative date of cor	nmencement of policy	01.09.2021
2. Sum Assued		:Rs 5 Lakhs (Applicable for all employees i/c employees having scale of pay E5 & above)
		Rs 10 Lakhs (Applicable for all employees having scale of pay E5 & above)
3. Membership Duratio	n	: Till Retirement (Employee shall have option of entering/withdrawing from the scheme after one year)
4. Premium Payment		Annually
5. Annual Premium Rat	te (Applicable for all employees	
i/c employees having s	cale of pay E5 & above)	Option1 -Without Parents Rs.7198/- (including 18 % GST)
		Option2 -With One Parents Rs. 10620/- (including 18 % GST)
		Option3 -With two Parents Rs.11328/- (including 18 % GST)
6. Annual Premium Rat	te (Applicable only for employe	88
having scale of pay E5	& above as on 01.09.2021)	Option4 -Without Parents Rs.9794/- (including 18 % GST)
		Options -with one Parents Rs.14042/- (including 18 % GST)
(B) Term and Conditio	ins:	
(i) No Medical Test.		
(ii) New entrant may jo	in only on next Annual Renewal	Date (ARD).
(iii) Further details may	be referred from the policy do	cument/guidelines.
It is advised to go thro	ugh the full scheme Health Insu	rance Scheme 2021 for BSNL Employees
Certified that I have rea	ad above information to the bes	t of my knowledge and therefore I hereby opt for
the Health Insurance S	cheme, 2021 for BSNL Employe	es as decided by BSNL and authorize the
employer to deduct the	premium of nearth insurance s	Cheme from my salary on annual basis.
AGREE		Disagree

1. On Choosing the Disagree, a pop up window will appear for confirmation. By Clicking on Yes, it will record your disagreement. It will keep you on same Screen if chosen "No".

opoate nearth insurant	se scheme:		
Name of Executive : HRMS No. Designation Scale of pay	VIPIN 200301425 Asst. General Manager (Adhoc) IDS-E5 Information to Confirm.	X	
<ul> <li>(A) Option for 'Healt</li> <li>1. Tentative date of co</li> <li>2. Sum Assued</li> <li>3. Membership Durati</li> <li>4. Premium Payment</li> <li>5. Annual Premium R</li> <li>16 employees having</li> </ul>	Please confirm	if disagree with T&C?  pay E5 & above) ove) m the scheme after one year)  Yes No	
i. Annual Premium R naving scale of pay E	ate (Applicable only for employe 5 & above as on 01.09.2021)	Option3 -With two Parents Rs.11328/- (including 18 % GST) es Option4 -Without Parents Rs.9794/- (including 18 % GST) Option5 -With one Parents Rs.14042/- (including 18 % GST) Option5 -With two Parents Rs.15694/- (including 18 % GST)	
(b) term and Condit	IORS:		
<ol> <li>No Medical Test.</li> <li>New entrant may ji iii) Further details ma t is advised to go thin Certified that I have re the Health Insurance employer to deduct the</li> </ol>	oin only on next Annual Renews by be referred from the policy do ough the full scheme Health Ins ad above information to the be Scheme, 2021 for BSNL Employ be premium of health insurance	I Date (ARD). scument/guidelines. urance Scheme 2021 for BSNL Employees st of my knowledge and therefore I hereby opt for ees as decided by BSNL and authorize the scheme from my salary on annual basis.	
AGREE		[✔] Disagree	

- 2. On Choosing Agree checkbox, it will move further for choosing health insurance plan as per T&C/ Pay scale and to fill relationship details accordingly.
- 3. Employee can choose the Top up cover of 5 Lakh OR 10 Lakh/15 Lakh as per pay scale & chosen plan (Please refer Guidelines for details).
- 4. Premium for Basic plan will be picked automatically as per the plan chosen. Additional Premium for Top Cover shall be decided & deducted as per T&C.

5. Please fill all relevant fields as per chosen plan. Please do not fill anything in the row which is not relevant for you.

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Welcome SANJEEV GANGOLI	Update Health insurance scheme								e   SAP Store	1 Log.off	SAP
	Select Health Insurance Plan										_
Home         Employee Self-Service         Manager Sel           Overview         Employee Search         Personal Inform           HIS-Health Insurance Scheme         ************************************	Name of the Officer/Official HRMS NO Designation DOB of officer/Official AGE Gender Plan Opted Sum insured Top Up Required Top Up Cover Premium Amount <sup>4</sup> Wole: Alove premium amount does Aremum for Top Up cover will be de	not include Top Up a	V 2 A 5 N 2 5 N 2 2 0 5 N 2 5 0 7 8 0 7 8 C	IPIN 00301425 Sst. General Manager (Adhoc) 3031968 2 - Year 11 - Month 30 - Day ale nd Opt. With One Parent (Rs. 2 - Staths ▼ 10,620.00	5 Lakhs)	¥		nefits a	and Payment   1	/RS-2019 .y <u>Bac</u>	E Forward E
	Please Fill Relationship Details										
	Relationship with Officer/Official	Self	Male	VIPIN	Date of birth:	03.09.1968	-				
	Relationship with Officer/Official	Spouse	•		Date of birth:						
	Relationship with Officer/Official	Child1	-		Date of birth:						
	Relationship with Officer/Official	Child2			Date of birth:		92) (75)				
	Relationship with Officer/Official	Childo			Date of birth.		9 <u>12</u>				
	Submit	Father Father in law Mother Mother in law		1	, 0 biti.						
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6. After filling all the relevant details, Please click on submit button. On submit, it will again ask for final confirmation as shown below

Update Health insurance scheme								
Select Health Insurance Plan								
Name of the Officer/Official HRMS NO Designation DOB of officer/ Official				IPIN 00301425 sst. General Manager (Adhoc) 3.09.1968				
AGE Information Gender Plan Opted Sum insured Top Up Required Top Up Cover Premium Amount* *Note: Above-premium Fremium for Top Up co	n to Confirm, Do You want to	submit the	opt	tion finally		Yes No		
Please Fill Relationship Details								
Relationship with Officer/Official	Self	Mafe		VIPIN	Date of birth	03.09.1968		
Relationship with Officer/Official	Spouse	Female	¥	Vinita	Date of birth	01.01.1975	10	
Relationship with Officer/Official	Child1	Male	×	Vinay	Date of birth:	01.01.2014	100 H	
Relationship with Officer/Official	Child2	Female	¥	vidhisah	Date of birth:	01.01.2016	西	
Relationship with Officer/Official	Child3	Male	T	Sonu	Date of birth:	01.01.1997	100 N	
Relationship with Officer/Official	Father 💌	Male		Ramesh	Date of birth	01.09.1936	10)	
Relationship with Officer/Official	Mother	Female		Radha	Date of birth:	31.10.1936	10	
Submit	Close							

Click on Yes, if wish to submit the option Finally. If still not sure, click on NO, then it will get back on previous window.

On clicking on Close button, it will close the window without recording any details.

Once submitted finally, no correction is feasible and option shall be considered as final submitted.