



भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)



Title:

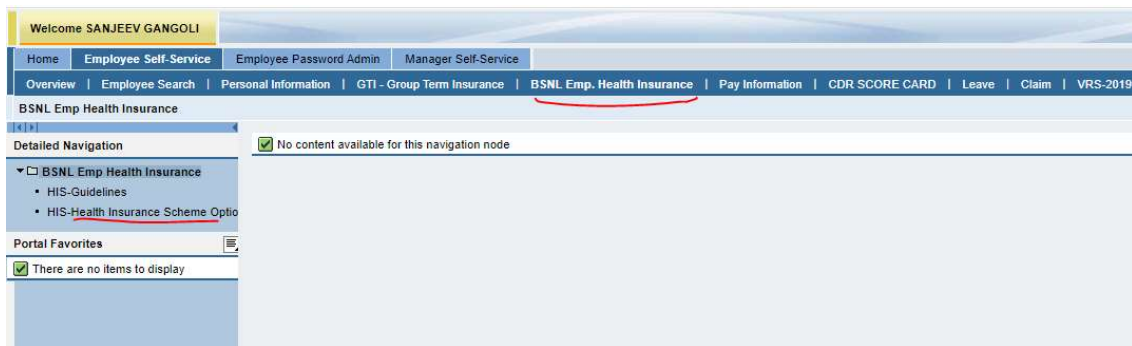
User Manual: **ESS: for “BSNL Health Insurance Scheme” Option**

Module Name

ERP-HCM (Health Insurance Scheme)

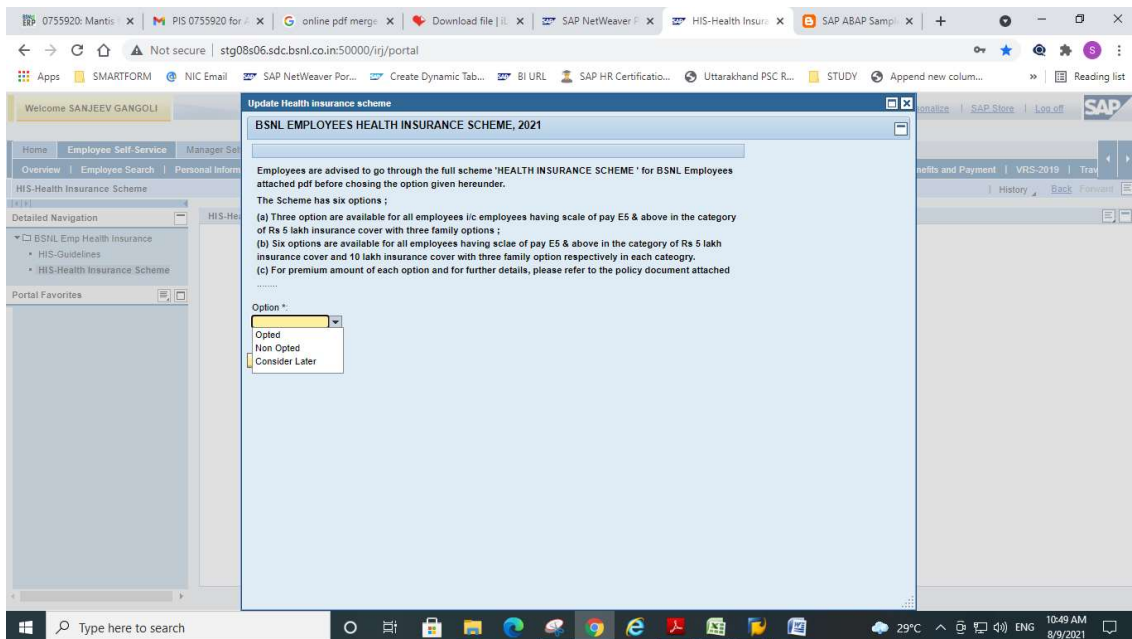
Via Menus

Portal login → Employee Self Service → **BSNL Emp. Health Insurance**
→ **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.



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 scheme

Name of Executive : VIPIN
 HRMS No. 200301425
 Designation Asst. General Manager (Adhoc)
 Scale of pay IDS-E5

(A) Option for 'Health Insurance Scheme, 2021' for BSNL employees with "The New India Assurance Co Ltd"

1. Tentative date of commencement of policy 01.09.2021
 2. Sum Assured :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 Duration : Till Retirement (Employee shall have option of entering/withdrawing from the scheme after one year)
 4. Premium Payment :Annually
 5. Annual Premium Rate (Applicable for all employees i/c employees having scale 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 Rate (Applicable only for employees having scale of pay E5 & above as on 01.09.2021)
 Option4 -Without Parents Rs.9794/- (including 18 % GST)
 Option5 -With one Parents Rs.14042/- (including 18 % GST)
 Option6 -With two Parents Rs.15694/- (including 18 % GST)

(B) Term and Conditions:

(i) No Medical Test.
 (ii) New entrant may join only on next Annual Renewal Date (ARD).
 (iii) Further details may be referred from the policy document/guidelines.
 It is advised to go through the full scheme Health Insurance Scheme 2021 for BSNL Employees
 Certified that I have read above information to the best of my knowledge and therefore I hereby opt for the Health Insurance Scheme, 2021 for BSNL Employees as decided by BSNL and authorize the employer to deduct the premium of health insurance scheme 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".

Update Health insurance scheme

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 HRMS No. 200301425
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 3. Membership Duration : Till Retirement (Employee shall have option of entering/withdrawing from the scheme after one year)
 4. Premium Payment :Annually
 5. Annual Premium Rate (Applicable for all employees i/c employees having scale of pay E5 & above)
 Option3 -With two Parents Rs.11328/- (including 18 % GST)
 Option4 -Without Parents Rs.9794/- (including 18 % GST)
 Option5 -With one Parents Rs.14042/- (including 18 % GST)
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 It is advised to go through the full scheme Health Insurance Scheme 2021 for BSNL Employees
 Certified that I have read above information to the best of my knowledge and therefore I hereby opt for the Health Insurance Scheme, 2021 for BSNL Employees as decided by BSNL and authorize the employer to deduct the premium of health insurance scheme from my salary on annual basis.
☐ AGREE ☒ Disagree

Information to Confirm.
 Please confirm if disagree with T&C?

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.

Update Health insurance scheme

Select Health Insurance Plan

Name of the Officer/Official: VIPIN
 HRMS NO: 200301425
 Designation: Asst. General Manager (Adhoc)
 DOB of officer/ Official: 03.09.1968
 AGE: 52 -Year 11 -Month 30 -Day
 Gender: Male
 Plan Opted:
 Sum insured:
 Top Up Required:
 Top Up Cover:
 Premium Amount*: 0.00

**Note: Above premium amount does not include Top Up cover.
 Premium for Top Up cover will be decided and deducted as per T&C.*

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:	
Relationship with Officer/Official	Child3			Date of birth:	

- 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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Apps SMARTFORM NIC Email SAP NetWeaver Por... Create Dynamic Tab... BI URL SAP HR Certification... Uttarakhand PSC R... STUDY Append new colum... Reading list

Welcome SANJEEV GANGOLI

Home Employee Self Service Manager Se
 Overview Employee Search Personal Inform
 HIS-Health Insurance Scheme
 Detailed Navigation
 BSNL Emp Health Insurance
 HIS-Guidelines
 HIS-Health Insurance Scheme
 Portal Favorites

Update Health insurance scheme

Select Health Insurance Plan

Name of the Officer/Official: VIPIN
 HRMS NO: 200301425
 Designation: Asst. General Manager (Adhoc)
 DOB of officer/ Official: 03.09.1968
 AGE: 52 -Year 11 -Month 30 -Day
 Gender: Male
 Plan Opted: 2nd Opt With One Parent (Rs 5 Lakhs)
 Sum insured: Rs 5 lakhs
 Top Up Required:
 Top Up Cover:
 Premium Amount*: 10,620.00

**Note: Above premium amount does not include Top Up cover.
 Premium for Top Up cover will be decided and deducted as per T&C.*

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:	
Relationship with Officer/Official	Child3			Date of birth:	
Relationship with Officer/Official	Father			Date of birth:	
Relationship with Officer/Official	Father in law			Date of birth:	
Relationship with Officer/Official	Mother			Date of birth:	
Relationship with Officer/Official	Mother in law			Date of birth:	

Type here to search 30°C 11:09 AM 8/9/2021

- 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

AGE

Gender

Plan Opted

Sum insured

Top Up Required

Top Up Cover

Premium Amount*

*Note: Above premium

Premium for Top Up co


VIPIN

200301425

Asst. General Manager (Adhoc)

03.09.1968

Information to Confirm.



Do You want to submit the option finally

Yes

No

Please Fill Relationship Details

Relationship with Officer/Official	Self	Male	VIPIN	Date of birth:	03.09.1968
Relationship with Officer/Official	Spouse	Female	Vinita	Date of birth:	01.01.1975
Relationship with Officer/Official	Child1	Male	Vinay	Date of birth:	01.01.2014
Relationship with Officer/Official	Child2	Female	vidhisah	Date of birth:	01.01.2016
Relationship with Officer/Official	Child3	Male	Sonu	Date of birth:	01.01.1997
Relationship with Officer/Official	Father	Male	Ramesh	Date of birth:	01.09.1936
Relationship with Officer/Official	Mother	Female	Radha	Date of birth:	31.10.1936

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.