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1. Introduction

1.1 Objective
The objective of this document is to provide sufficient information to the user so that he/she can access the application and understand the flow of the application with ease. This manual will provide the details of the available functionalities in the system and how to use them.

1.2 Scope
The scope of this document is to explain the functionalities related to Pre Implementation Survey Process so that the user can understand and work with ease.

1.3 Intended Audience
This manual is meant for ESIC personnel working at Inspection Division, Regional Office, Actuarial Department and Planning and Development Division at Headquarters. It is expected that the users of the manual possess the knowledge of the actual functions that they perform. This manual only provides the guidelines of how to use the system to perform those functions, but not define/prescribe the functions themselves.

1.4 Conventions Used
Some or all of the following format elements are used in this book to distinguish elements of text:

<table>
<thead>
<tr>
<th>Conventions</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Bold text</td>
<td>Describes actions performed within the system.</td>
</tr>
<tr>
<td>Any information should be entered by the user</td>
<td>Say 'User Name' and 'Password'</td>
</tr>
<tr>
<td>Names of keys, buttons or other screen elements are shown on bold type</td>
<td>For example, Click on ‘Submit’, ‘View’.</td>
</tr>
</tbody>
</table>

Apart from this some other notifications are being used as described below -

| 2 Note | Provides information that emphasizes or supplements important points of the main text. |
| I Important Note | Provides information essential to the completion of the task. |
| J Tip | Provides information that helps you apply the techniques or procedures described in the text to your specific need. |
| M Caution | Advises you that failure to take or avoid a specified action could result in loss of data. |
| N Warning | Advises you that failure to take or avoid a specified action could result in physical harm to you or the application or your hardware. |
2 About Pre Implementation Survey

2.1 Introduction

Pre Implementation survey is the survey done to assess an area for implementation of the ESI scheme. Regional Offices all over India identify a list of areas which are then surveyed by an Insurance Inspector. On the basis of this survey, the feasibility of the implementation of the scheme is assessed.

The Regional Office all over India takes a Survey of the number of Factories who have not registered with ESIC. This Survey is done with Insurance Inspectors. They provide the details about the surveyed areas to the Regional Office. And once the Survey gets approved it is submitted for the Phased program and then passed on the Planning and Development Division for the inclusion in the Phased Program.

2.2 Purpose

The main purpose of this module is as follows:

- To cover the Peripheral areas which are not covered by ESIC Scheme.
- Surveying the areas leads to the implementation of various benefits such as Medical, Bank and Draft details so that the employees get benefited.

3 LOGIN SCREEN

3.1 Login by Dealing Assistant of RO

- Login into the ESIC home page.
3.2 **Login as ESIC Official**

- ESIC Official can login using his/her Id & Password.

**Login Landing Page -**

On successful Login by Dealing Assistant of RO this page is loaded. This landing page includes the Links-

- Revenue HQ
- Pre Implementation Survey
- MIS Revenue Reports
Main Screen -

On clicking the “Pre Implementation Survey” link, it navigates to the Main Screen which contains various links.
Creation of New Survey can be done as shown below.

- At the time of creating new Survey, the DA has to mention the proposed area, division, taluk etc. for the survey.
- One more option as “Add Additional Inspectors” has been given to add up any number of Inspectors for the inspection of Survey.
After filling up the information the DA of the Regional Office should submit the form or he can reset it by adding up Additional Inspectors. Additional Inspectors added up can be assigned for different areas and a new survey can be created.
3.2 Login by Superintendent Of RO

- After the creation of new Survey by DA ,it passes on to the SP of RO. The SP should login with his Username and Password in the ESIC home page as shown in Fig - 3.1.a.
- Once it has been logged in, the page containing the links as shown in Fig -3.1.2.a
- Click onto the “View Survey” link to view the survey area.
Fig-3.2.a

- The Survey number which has been added up can be viewed as in Fig-3.2.b
Click “Select search criteria” and select one of the options such as area or status mentioned over there.

The status should be mentioned by SP to pass on the survey to BO of the Regional Office as shown in Fig-3.2.c
Click on to choose the area which is under Survey, and then click on to the Survey number as shown.
Click on the Survey number to view the details of the surveyed area. The SP of the RO can also view the list of Insurance Inspectors by clicking on to “View Inspectors” as shown in Fig-3.2.1.
• The SP can “Send back” to DA if it needs further more corrections or it may be “Forwarded” to the BO of the Regional Office.
If it is forwarded to BO, the SP will get the page as survey is forwarded successfully as shown in Fig-3.2.g
3.3 Login by BO (Branch Officer) of RO:

- Login to the Home page as shown in Fig-3.1.a
- After the user is logged in the next page with the links will be seen as shown in Fig-3.1.2.a.
- The details which are required should be filled up by the BO. The Surveyed can be approved by BO or it can also be forwarded to RD as shown in Fig-3.3.a
3.4 LOGIN BY REGIONAL DIRECTOR OF RO

- RD should login as shown in Fig-3.1.a
- Main Screen with the Pre Implementation Survey Link gets displayed as in Fig-3.1.2.a
- RD should mark the status and should be passed on to the Insurance Inspectors to fill up the S1 and S2 declaration forms.
4 INSPECTION DIVISION

- The Insurance Inspectors should login to the home page as shown in Fig -3.1.a
- The Inspector could only view the Survey as shown in Fig-4c
- After filling up the S1 and S2 declaration form, the areas will be surveyed and it should be submitted for implementation as in Fig-4a & 4b
### Pre-Implementations Survey of Factory Establishment - Form PIS 1

<table>
<thead>
<tr>
<th>Area</th>
<th>Testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue Village in Which the Area is Situated (in and Around FWI of the Area)</td>
<td>Testing</td>
</tr>
<tr>
<td>Taluk</td>
<td>Testing</td>
</tr>
<tr>
<td>District</td>
<td>Testing</td>
</tr>
<tr>
<td>Total No. of Persons covered Under Section 31(2)</td>
<td>1</td>
</tr>
<tr>
<td>Total No. of Establishments covered Under Section 31(3) e</td>
<td>0</td>
</tr>
<tr>
<td>Total No. of Covered Employees in Establishments Under Section 31(2) e</td>
<td>0</td>
</tr>
<tr>
<td>Heaviest Practised Area</td>
<td>0</td>
</tr>
<tr>
<td>Heaviest Branch Office</td>
<td>0</td>
</tr>
<tr>
<td>Existing Medical Arrangements in the Area</td>
<td>0</td>
</tr>
<tr>
<td>Banking Arrangements</td>
<td>0</td>
</tr>
<tr>
<td>Residential Concentration of Employees</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Any Other Recommendation of the Inspectors R.O Manager:

- [Form S1](form_url) (Form S1)

---

*Note:* This is a screenshot of a webpage related to a pre-implementation survey for a factory establishment. The image shows a form with various fields for data entry.
The Insurance Inspector can view the list of areas as shown in Fig -4d
• After the submission of Insurance Inspector it is passed on to the DA of the Regional Office.
• The DA passes to the SP. The SP just the views and forwards to BO.
• The BO may approve or it may be forwarded to RD for approval.
• RD approves and then it is sent to DA of RO for submitting it in the phased program and it is sent to the DA at Planning and Development Division.
• DA at Planning and Development Division includes it in the phased program for the time period for which the implementation has to be done.
• The DA at RO logins for entering the Medical Benefits, Bank and Draft details and once it is submitted it is included in the phased program.
<table>
<thead>
<tr>
<th>Table:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>District:</td>
<td></td>
</tr>
<tr>
<td>No. of Employees to be Covered:</td>
<td></td>
</tr>
<tr>
<td>Type of Medical Care to be Provided: Restricted/Extended Full</td>
<td></td>
</tr>
<tr>
<td>Systems to be Adopted for Out Door Care - Panel / Service:</td>
<td></td>
</tr>
<tr>
<td>Out Door Care:</td>
<td></td>
</tr>
<tr>
<td>Sanctioned No. of ESI Dispensaries / Set up IMPs Select:</td>
<td></td>
</tr>
<tr>
<td>Whether Sanctioned No. of IMPs in Para-Medical Staff:</td>
<td></td>
</tr>
<tr>
<td>IMPs appointed:</td>
<td></td>
</tr>
<tr>
<td>Whether Pharmacy/Dispensary Management Form:</td>
<td></td>
</tr>
<tr>
<td>Pharmacy/Dispensary Management Form:</td>
<td></td>
</tr>
<tr>
<td>Whether Physiotherapy referred to the nearest Dispensary:</td>
<td></td>
</tr>
<tr>
<td>Whether Physiotherapy to be done on the premises of the unit:</td>
<td></td>
</tr>
<tr>
<td>Whether Physiotherapy Appointed:</td>
<td></td>
</tr>
<tr>
<td>Whether X-ray/Radiotherapy etc:</td>
<td></td>
</tr>
<tr>
<td>Specialist Services and Investigation Facilities:</td>
<td></td>
</tr>
<tr>
<td>a) Specialist Services for:</td>
<td></td>
</tr>
<tr>
<td>b) Supply of Special Medicines:</td>
<td></td>
</tr>
<tr>
<td>c) Pathological Facilities and Laboratory Investigation:</td>
<td></td>
</tr>
<tr>
<td>d) X-ray and Radiological Investigation:</td>
<td></td>
</tr>
<tr>
<td>Hospitalisation:</td>
<td></td>
</tr>
<tr>
<td>Whether Hospitalisation Arrangement made:</td>
<td></td>
</tr>
<tr>
<td>No. of Beds in the Hospital:</td>
<td></td>
</tr>
<tr>
<td>Whether Arrangements for Emergency Services:</td>
<td></td>
</tr>
<tr>
<td>Whether Arrangements for Ambulance Services:</td>
<td></td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
</tr>
</tbody>
</table>

**Fig-4e**
Once the medical and Bank Draft details are submitted the user can view the cost implication details for the required time period in the phased program as shown in Fig -4h
• SP just views and sends the form to BO of Regional Office.
• BO may approve the details filled in or may forward it to RD.
• RD then approves and submits it to the Actuarial Department.

5 ACTUARIAL DEPARTMENT

• The DA of Actuarial Department fills in the cost estimation and then it is sent to the DA of Planning and Development Division.
• The cost details, status and Remarks can be viewed as showed in 5.a
6 PLANNING AND DEVELOPMENT DIVISION

The Planning and Development Division works for the implementation of various benefits in the peripheral areas.

6.1. PROCESS USERS

- Dealing Assistant
- Section Officer
- Joint Director
- Insurance Commissioner
- Director General
6.2 LOGIN BY DA OF P&D

- After the inclusion in the phased program the DA of P&D has to login as in Fig-3.1.a
- Click on to the Pre Implementation Survey link as shown in Fig-3.1.2.a
- Click on “View Phased Program Link” as shown in Fig-6.1.1.a

![Fig-6.1.1.a](image)

- Click on to Implementation as Phased Program, the phased program can be viewed for a particular time period and also can be viewed for all the time periods as in Fig-6.1.1.b
On Clicking it generates the reports for the required time period as shown in Fig-6.1.1.c.
6.3 LOGIN BY SO OF P&D

- SO has to login into ESIC homepage as shown in Fig -3.1.a
- Click onto the Pre Implementation survey link as in Fig -3.1.2.a
- Select "Implementation as Phased Program" to view the Survey Details Report as shown in Fig-6.1.1.c

6.4 LOGIN BY JD OF P&D

- JD has to login into ESIC home page as in Fig -3.1.a
- Click on to the Pre Implementation Survey link as in Fig -3.1.2.a
- The Survey Details Report could be viewed by the Joint Director of the Planning and Development Division.
6.5  LOGIN BY IC OF P&D

- The Insurance Commissioner of P&D Division has to login into the ESIC home page as in Fig-3.1.a
- Click onto the Pre Implementation Survey link as in Fig-3.1.2.a
- The Insurance Commissioner can also view the survey details Report, but does not have the authority to approve the Survey Reports.

6.6  LOGIN BY DG OF P&D

- The Director General of P&D has to login into the ESIC home page as in Fig -3.1.a
- Click on to the Pre Implementation Survey link as in Fig -3.1.2.a
- The Director General has the authority to approve the Survey status and cost implication details.

Fig-6.1.5.a
• DG gets the notification Registry for the surveyed areas in which the notification number will be displayed as shown in Fig-61.5.a
• Click on to the Notification Registry to get the details about the particular area as shown in Fig-6.1.5.b

The Director General of P&D Division has to send e-mails to the State Government for the approval. Once implemented the actual implementation on the surveyed areas is carried on.