

HEALTH CARD EMPLOYEE ENROLMENT FORM

Employee code [as given by DTA]:

Tick the one you possess: Aadhaar Card Number Aadaar Enrolment Receipt Number

Aadhaar card number [12 digit]:

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Aadhaarenrolment number [28 digit]:

PERSONAL DETAILS*

Name [as in Service Register]:

Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Community: <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> BC <input type="checkbox"/> MIN. <input type="checkbox"/> OTHERS	Marital status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
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Date of Birth [dd-mm-yyyy]:	Date of Joining service[dd-mm-yyyy]:
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Disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No	Disability: <input type="checkbox"/> Orthopaedic <input type="checkbox"/> Visual <input type="checkbox"/> Hearing <input type="checkbox"/> Mental	Disability Percent:
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RESIDENTIAL ADDRESS

House Number:	Street:	District:
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Tick one: <input type="checkbox"/> Mandal <input type="checkbox"/> Municipality	Mandal/Municipality Name:	Village/Town/City name:
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Email:	Mobile Number [personal cell]:												
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OFFICE ADDRESS

House Number:	Street:	District:
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Tick one: <input type="checkbox"/> Mandal <input type="checkbox"/> Municipality	Mandal/Municipality Name:	Village/Town/City name:
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Mandal/Municipality Name:	Mobile Number [office cell if it exists]:												
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IDENTIFICATION DETAILS

Ration Card Number:

Identification Mark 1*:

Identification Mark 2:

CURRENT POSTING DETAILS*

Head of the Department:

District of Posting:

DDO Code [write the DDO code of your Drawing and Disbursing Officer given by DTA]:

Category [write the name of category of post you are holding. Ex: Senior Assistant]:

CURRENT PAY DETAILS*

Pay Grade [write your paygrade as per PRC, from 1 to 32]:

Source [write your source PRC 93, PRC 99, PRC 2005, PRC 2010] :

Pay Scale [write your payscale]: Current Pay[write your currenty pay]:

ATTACHMENTS*

SELF

Service Register (two pages): Scan the pages 1 and 2 of old service register (or) pages 4 and 5 of new service register with your name etc. clearly visible.

Photo: Scan a 45 mm x 35 mm ICAO compliant passport size colour photograph of 200 Kb size.

Aadhaar Card/Receipt: Scan the Aadhaar card with your name and number clearly visible if you are giving the Aadhaar number (or) scan the Aadhaar enrolment receipt with your name and enrolment number clearly visible if you are giving the Aadhaar enrolment number.

Disabled Certificate: Scan your disability certificate if you are disabled.

DEPENDENT FAMILY MEMBERS

Photo: Scan a 45 mm x 35 mm ICAO compliant passport size colour photograph of 200 Kb size.

Aadhaar Card/Receipt: Scan the Aadhaar card with your name and number clearly visible if you are giving the Aadhaar number (or) scan the Aadhaarenrolment receipt with your name and enrolment number clearly visible if you are giving the Aadhaar enrolment number.

DoB Certificate: Scan the Date of birth certificate if the dependent family member is less than 5 years of age.

Disabled Certificate: Scan disability certificate if family member is disabled.

DEPENDENT FAMILY MEMBER DETAILS

Relationship	Name	Sex (tick one)	DoB (dd-mm-yyyy)	AadhaarNumber (tick one and write the number)	Disability																																												
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PRC

DECLARATION*

The above information is true to the best of my knowledge. I agree to share my Aadhaar details of self and family with Government of Andhra Pradesh. I am aware that declaration of wrong dependents will entail disciplinary action against me.

Employee's signature: _____ *Date:* _____

STEPS TO ENROLL FOR HEALTH CARD

BEFORE LOGIN, BE READY WITH THE FOLLOWING DOCUMENTS/PHOTOS:

SELF (Scanned copies) :

- **Aadhaar card/Aadhaar enrollment card.**
- **1 & 2 pages of Old Service Register (or) 4&5 of New Service Register**
- **Passport size photo (45mm X 35mm ICAO Complaint)**
- **Disability Certificate, If you are disabled**

DEPENDENTS (Scanned copies) :

- **Aadhaar card/Aadhaar enrollment card**
- **Passport size photo (45mm X 35mm ICAO Complaint)**
- **Birth certificate in case of children below 5 years.**
- **Disability Certificate, If disabled.**

NOW LOG IN TO: www.ehf.gov.in

- **Click on Sign-in (Top right side of the screen)**

- **Your user ID is: your Employee ID(available with your DDO)**
- **Password is also: Your Employee ID(i.e. user ID as above)**
- **After login: change your password**
- **Enter your mobile number**
- **New password will be sent to your mobile as message**
- **After you sign-in: Click on “Registrations” in the left side**
- **Then click on : “Initiate Health Card”**
- **Now click on : Aadhaar No/ Aadhaar Enrollment No as the case may be**
- **Enter Aadhaar No/ Aadhaar Enrollment number**
- **Aadhaar Number is having 12 digits**
- **Aadhaar Enrollment No is having (14 on left side+ 14 on right side and enter without special characters like ‘ / ‘ ‘ : ‘ etc)**

- **Now click on “Retrieve Details”**
- **Application form appears**
- **Enter the details as required**
- **After entering details ‘ Save ‘**
- **Then click on “ Add attachments ”**
- **Before uploading attachments see that their size should be less than 200KB, If not you can compress the picture through ‘edit option’ in MS Office picture manager (or) MS-Paint, so that memory size will be below 200 KB**
- **Now add family members by clicking ‘Add Beneficiary ’**
- **Upload photo & Aadhaar Card of family members**
- **Save the enrollment form**
- **View the enrollment form by clicking “Print/View application”**
- **Verify the correctness of the details**
- **Edit the details if required and save again**
- **Now print the Application Form**
- **Sign the printed application and make a scan copy**
- **Now submit the application**

- **Message will be sent to your mobile as:
“Application submitted successfully; Your health card enrollment ID:..... ; Your signed application uploading is pending”**
- **Now upload signed application by clicking “add attachment”**
- **Now submit application for approval**
- **Task will be sent to your DDO login**
- **If rejected by your DDO, again you can edit and resubmit for approval from your login.**

PRTU