

DIRECTORATE OF TREASURIES AND ACCOUNTS, CHENNAI
NEW HEALTH INSURANCE SCHEME

Data entry for details of Id card not received- status as on 28.02.2009

ACTION TO BE TAKEN BY PAO / SPAO / TO

(The data to be collected is with respect to the status as on 28.02.2009, ie. the staff strength, vacancy, eligible employees, forms uploaded, cards received, cards not received with respect to the employees on Position as on 28.02.2009 and NOT with respect to any previous dates)

- Circular may be issued to DDOs communicating the guidelines to the DDOs (attached herewith) immediately within a day and should be informed over phone also, to post the status report on NHIS in the programme hosted in the website. web Id. <http://karuvoolam1.tn.gov.in/ddo.asp> w.r.t to ID card not received immediately and to complete the work before **09.04.2009**.
- Guiding the DDOs properly regarding opening of website, posting of details, as and when approached.
- As the data once entered is frozen on confirmation, the procedures for corrections at the DDO level will not be possible as of now and the actions for corrections will be informed separately.
- The **PAO / SPAO / TO** to obtain a copy of the report generated through computer from the DDOs regarding the completion of entry and if any obvious errors noticed then it has to be informed to them for necessary corrections.
- Suitable instructions to be given by Treasury Officer to the Assistant Treasury Officers/Sub Treasury Officers under their control on the same day
- Notice should be displayed in the office regarding posting of details by DDOs duly mentioning the website address, importance of completion of work by specifying due date etc.,
- Daily progress to be watched by the **PAO / SPAO / TO** (feasibility of computer generated report is being attended to)
- A daily report in the following format to be sent by 5 p.m to the Regional Joint Director of Treasuries by the Treasury Officers. The RJDs will send the consolidated report districtwise to the DTA. Similarly PAOs and SPAOs to send the details to the DTA through email everyday.

NHIS- Posting of ID card not received status report as on 28.02.2009

Name of the PAO/SPAO/District:

Date of reporting:

Sl. No.	Total No. DDOs	No. Of DDOs posted the Details	No. of DDOs yet to post the Details	Percentage of DDOS posted	Remarks
a	b	c	d	e = c/d*100	f