Department of Medical Health and Family Welfare
Government of Uttar Pradesh

USER MANUAL
OF
CHIEF MEDICAL OFFICER LOGIN
(CMO LOGIN)

For

**Online Processing of Applications Received
on Janhit Web Portal (www.up-health.in) Under
Janhit Guarantee Act, 2011**

1. Registration of Medical Establishment
2. Payment of Unsuccessful Family Planning
3. Issuance of Disability Certificate
4. Issuance of Age Certificate
5. Payment of Medical Reimbursement

For

DEPARTMENT OF MEDICAL, HEALTH &
FAMILY WELFARE, UTTAR PRADESH

Designed & Developed By :

Team IT Cell
DGMH UP

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1. General Instructions

1.1 How to Access Janhit Web Portal (www.up-health.in)

1.2   Chief Medical Officer Login (CMO Login)

- Fill User ID, Password and captcha then click on Login button.
- Click on Reset button to reset the details.
- After successful login user will be redirected to the Dashboard.

1.3 Chief Medical Officer Dashboard (CMO Dashboard)

- Above displayed services will be listed on your dashboard.

Service No.:-1
"Registration of Medical Establishment"
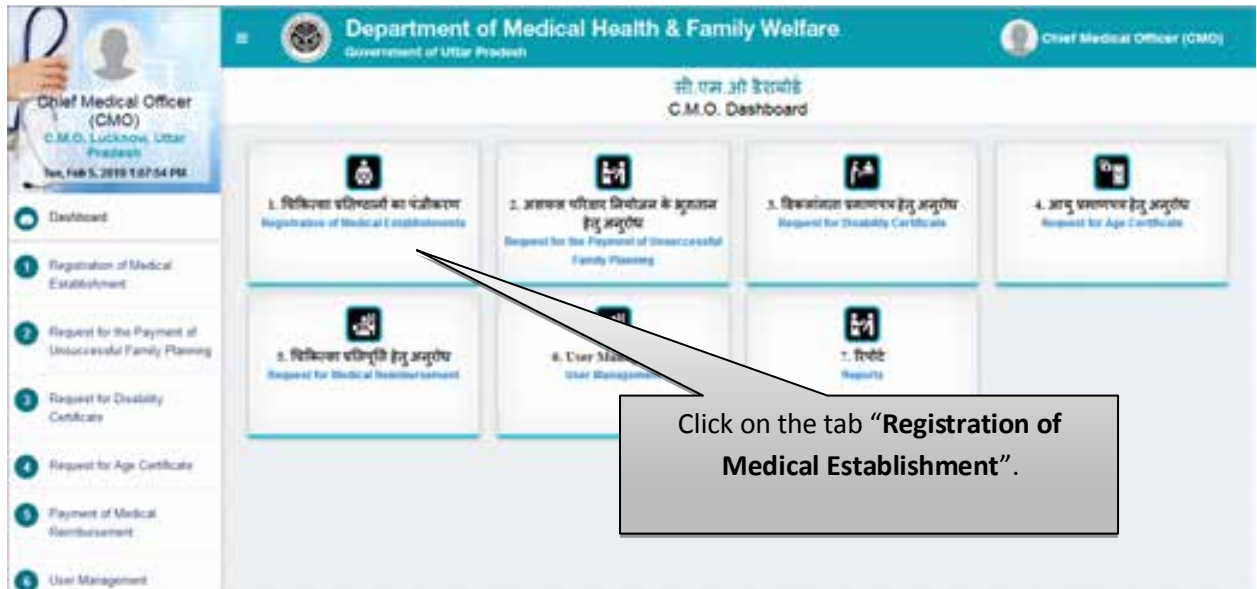
- Click on the tab of Registration of Medical Establishment to process the Registration of Medical Reimbursement.
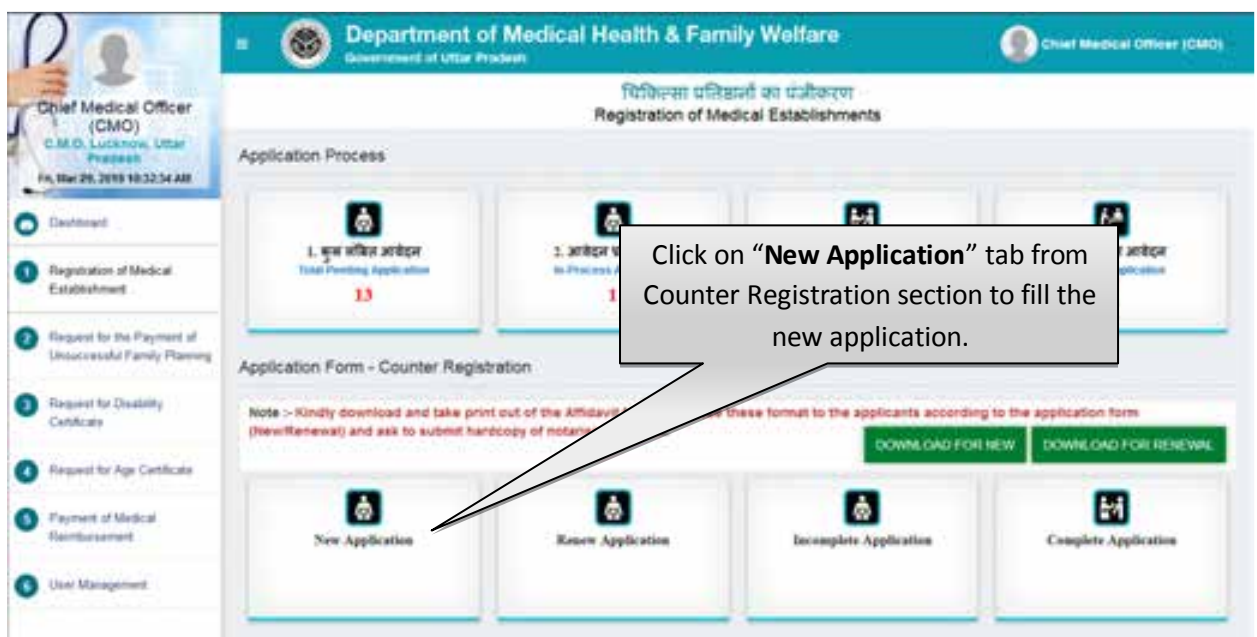
Counter Registration Process- New Application

- Click on New Registration tab from Counter Registration section to fill the new application for Registration of Medical Establishment.

Step 1 :- Details of Person in Charge

- Select and fill all the details then click on Save and Continue button.
- After that user will be redirected to the next step automatically.
- Click on the Reset button to reset the details.

Step 2 :- Details and Address of Medical Establishment

- Select and fill all the details then click on Save and Continue button.
- After that user will be redirected to the next step automatically.
- Click on the Reset button to reset the details.

Step 3:- Details of Doctor, Paramedical Staff and Type of Facilities Offered

- Select and fill all the details then click on Submit button.
- After that user will be redirected to the next step automatically.
- Click on the Reset button to reset the details.

Step 4:- Check List

- Click on checkbox of all the mandatory details and then click on Save and Continue button.
- After that the Registration Process will complete and application will move to the list of Pending Applications.
- Click on the Reset button to reset the details.

Total Pending Application

- Click on the Total Pending Application tab to check the list of application in pending stage.
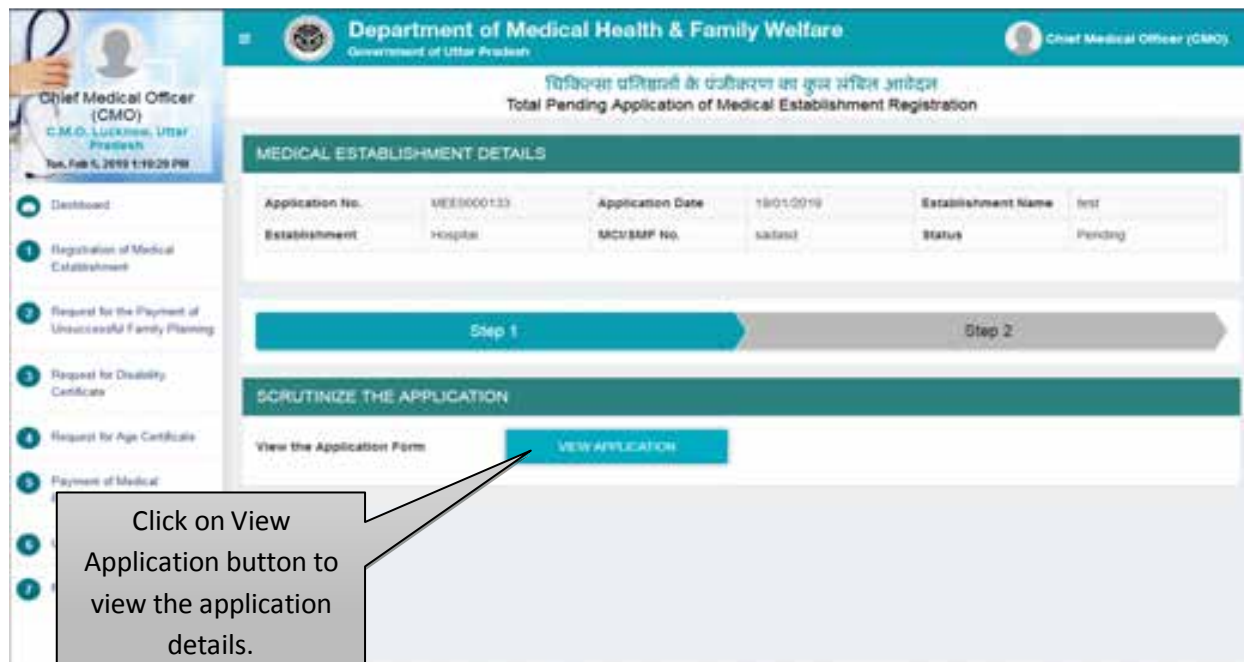
List of Total Pending Applications

- Fill Application No., Application date and Application Status then click on Search button.
- Click on Reset button to reset the details.

- Click on this ☑ icon to perform the action on particular application.

Step 5 :- Scrutinize the Application

- Click on the View Application button to check and evaluate application form.

- Check and evaluate the application form then click on the Accept button to accept the application.
- Check and evaluate the application form then Click on Reject button to reject the application. Screen will be displayed as shown below:

- In case of Rejection, Remarks has to be feeded in the system.
- Application will be rejected and move to the Rejected Application List.
- In case of acceptance of application the next screen will be displayed as shown below:

- If you want to cancel the submission process of application then click on No, Cancel it! button.
- If you want to submit the application then click on Yes, Accept it! button.

Step 6:- Schedule Date for Committee Inspection

- Schedule inspection date and then click on Proceed button.
- By Clicking on Proceed button, application will be moved to In–Process Applications section.

List of In-Process Application

- Fill Application No., Application Date and Application Status then click on Search button.
- Click on this icon to perform the action on particular application.

Step 7 :- Upload Inspection Report
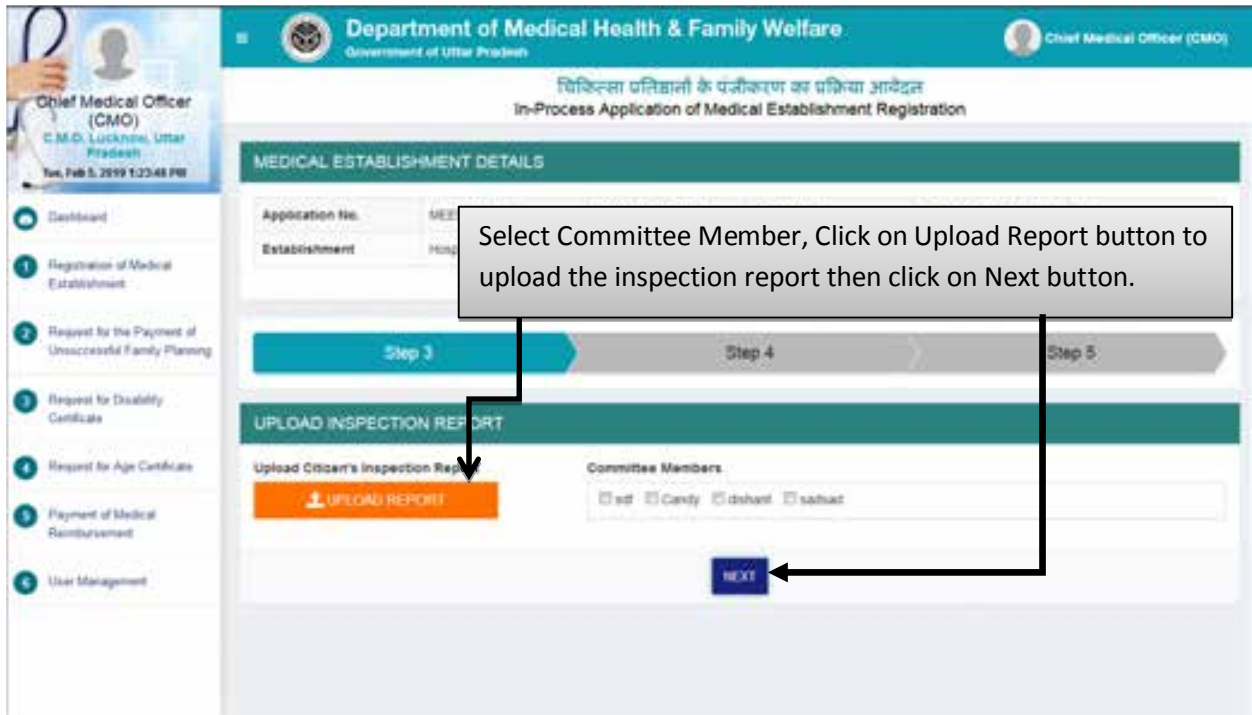
- Select Committee Member, Click on Upload Report button to upload the inspection report then click on Next button.

Step 8 :- Update Final Status of Report
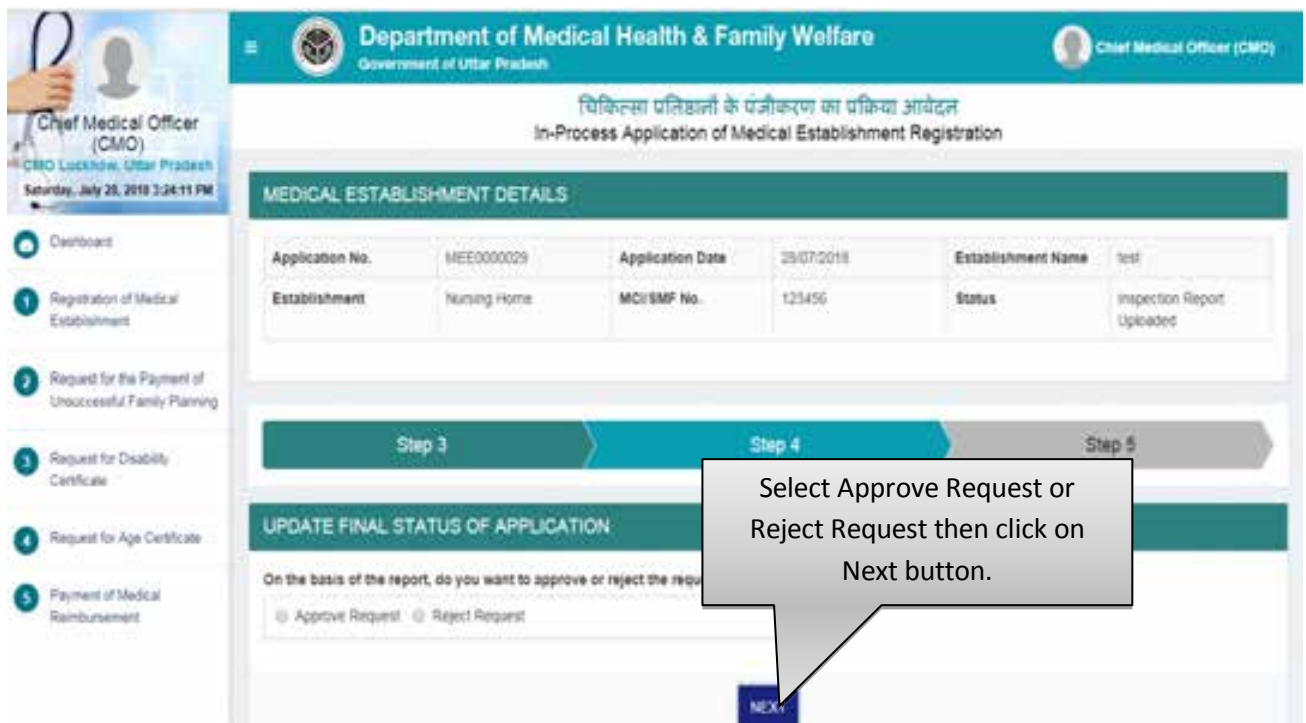
- Select "Approve Request" if you want to approve the application.
- By clicking on "Next" you will be redirected automatically to Generate Certificate page.

- Select "Reject Request" if you want to reject the application.
- By Clicking on "Reject Request" radio button you will need to fill the Reason of Rejection. After that the next screen will be dispalyed as shown below:
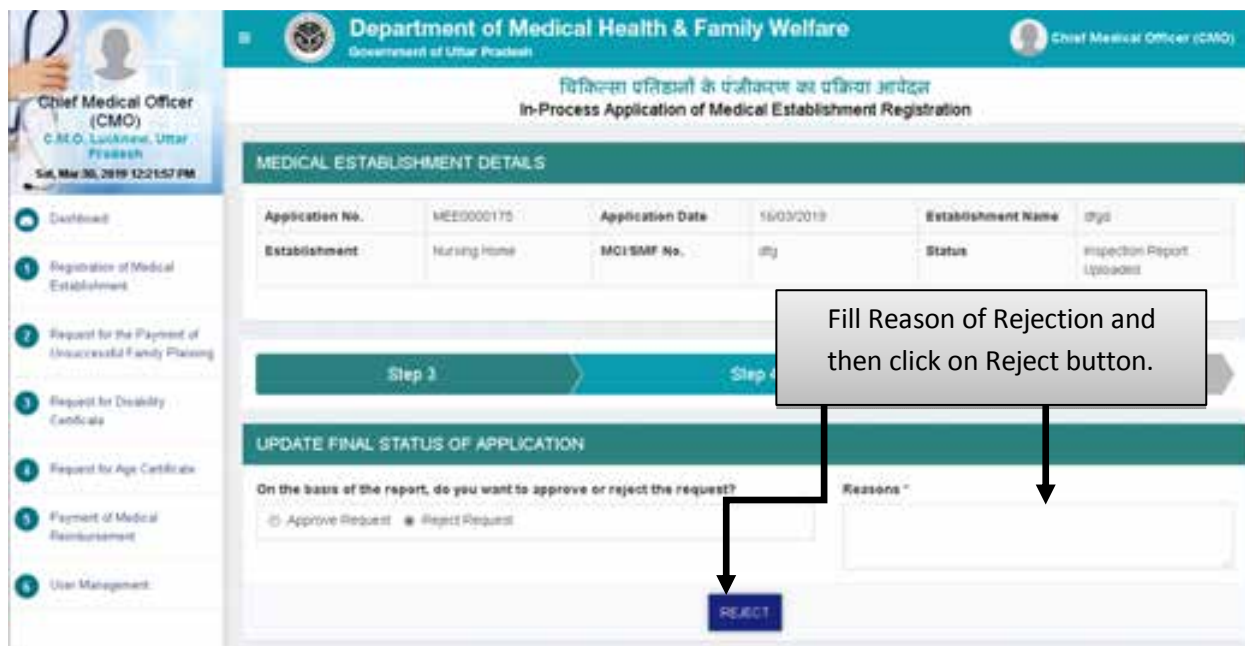
- Fill Reason of Rejection and and then click on Reject button after which the application will move to the List of Rejected Applications.

Step 9 :- Generate Certificate
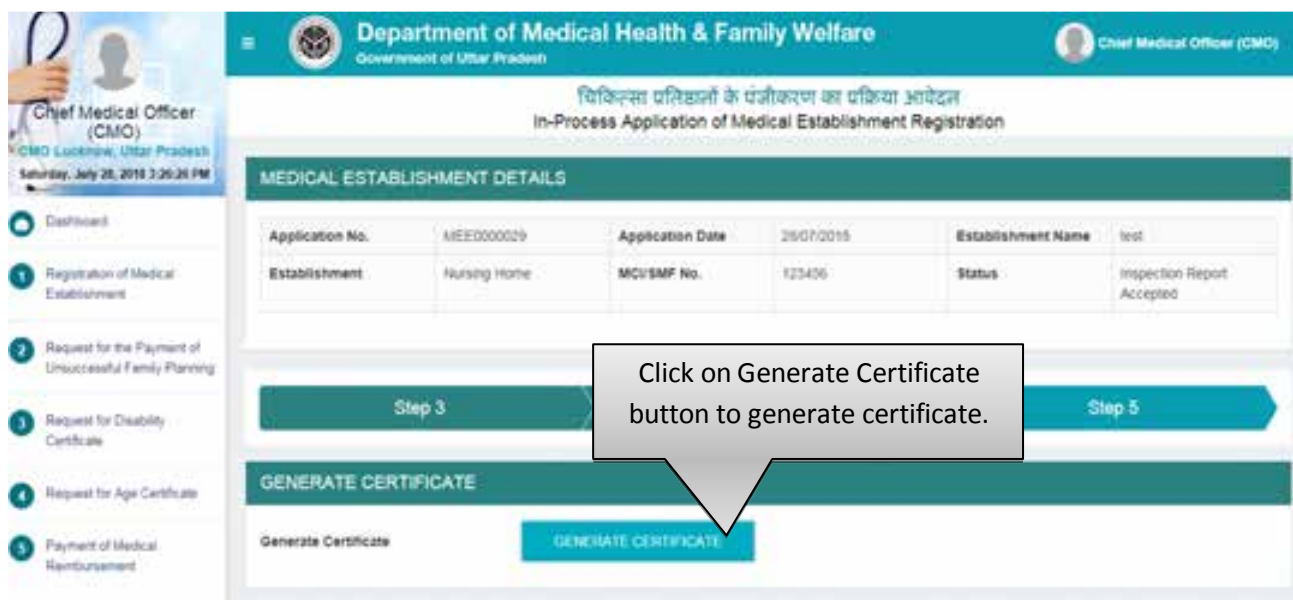
- Click on Generate Certificate button to generate certificate.

Step 10 :- Confirmation Page

Approved Applications

- Click on Approved Application tab to check the List of Approved Applications.

List of Approved Applications

- Fill Application No., and Application Date then click on Search button.
- Click on Reset button to reset the details.
- Click on this icon to download certificate and then after validating the certificate with signature and stamp click on this icon to upload the verified certificate.

Step 11:- Upload Certificate

Click on Browse button to select the file from your system then click on Upload button to upload the verified certificate.

- Click on Browse button to select the file from your system then click on Upload button to upload the verified certificate.

Rejected Applications
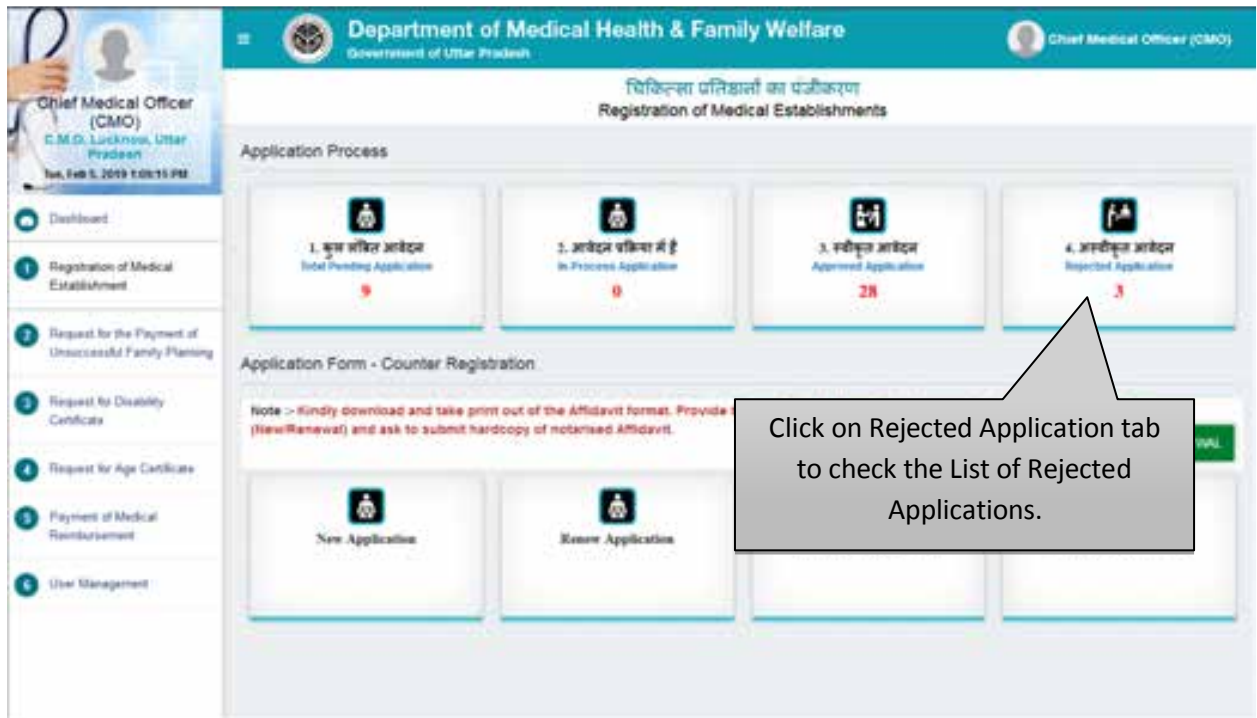
- Click on Rejected Application tab to check the List of Rejected Applications.

- Fill Application No. and Application Date then click on Search button.

Service No. - 2
"Payment of Unsuccessful Family Planning"
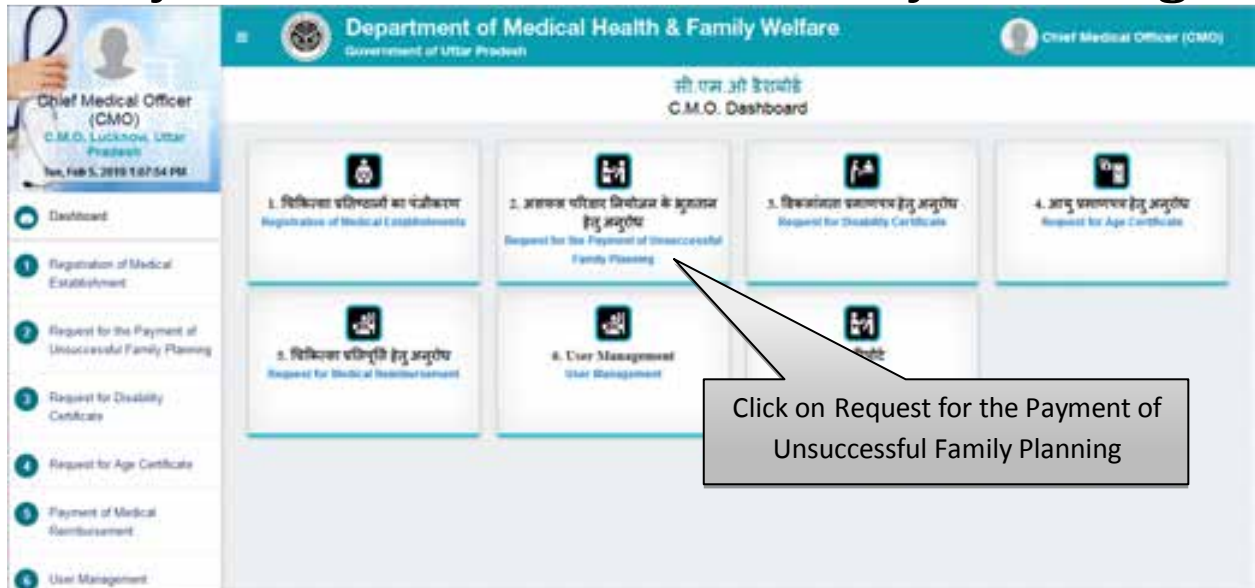
- From main dashboard, Click on the Service 2 i.e. "Request for the Payment of Unsuccessful Family Planning" to process the application for Payment of Unsuccessful Family Planning.

Counter Registration Process- New Application
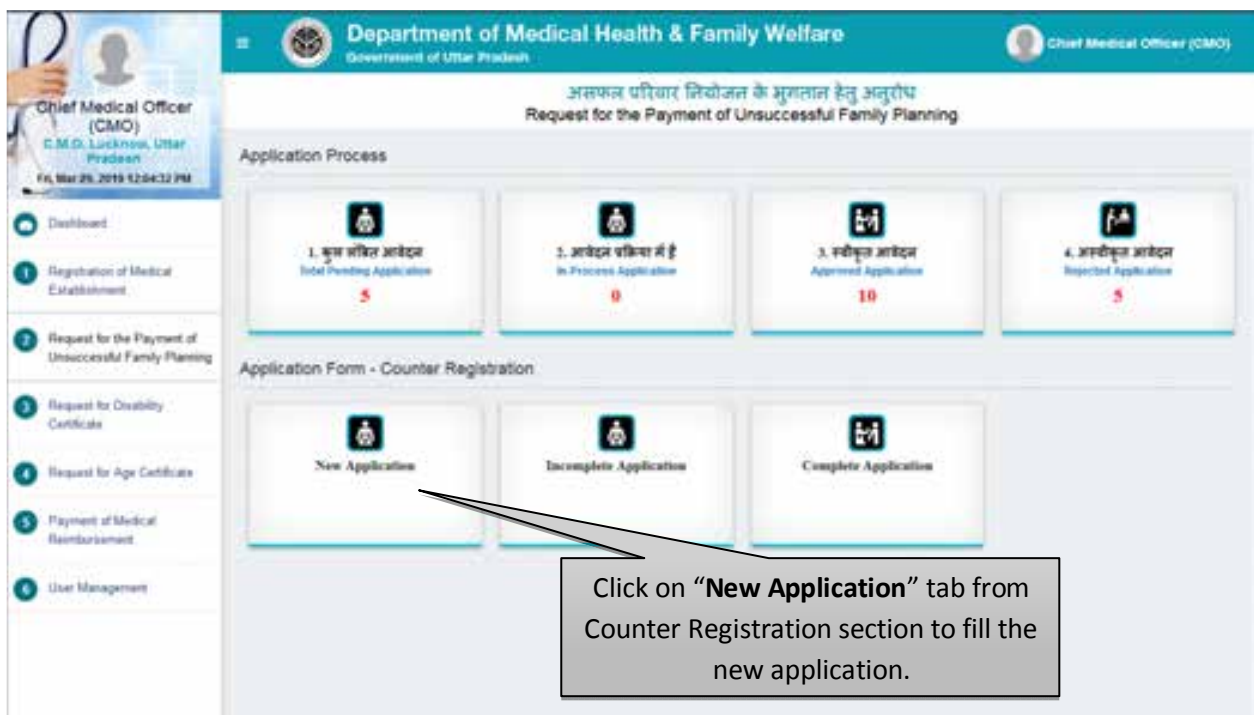
- Click on New Application tab from Counter Registration section to fill the new application for Payment of Unsuccessful Family Planning.

Step 1 :- Details of Sterilized Person

- Select and fill all the details then click on Save and Continue button.
- After that user will be redirected to the next step automatically.
- Click on the Reset button to reset the details.

Step 2 :- Realization for Failure of Sterilization and Claimant Bank Details

- Select and fill all the details then click on Save and Continue button.
- After that user will be redirected to the next step automatically.
- Click on the Reset button to reset the details.

Step 3:- Check List

- Click on the checkbox of all the mandatory details and hen click on Submit button.
- After that user will be redirected to the next step automatically.
- Click on the Reset button to reset the details.

Total Pending Application

- Click on Total Pending Application tab to check the List of Pending Applications.

List of Total Pending Applications

- Fill Application No., Mobile Number, Request Date and Application Status then click on Search button.
- Click on this ![download] icon to download the affidavit.
- Click on this ![action] icon to perform the action on particular application.

Step 4:- Scrutinize The Application

Click on View Application button to view the application details.

- Click on "View Application" button to view the application details.

- By Clicking on the "Accept" button you will be redirected to next step automatically.
- By Clicking on the "Reject" button you need to submit the rejection remarks after which the application will move to Rejected Application list automatically. Screen will be displayed as shown below:
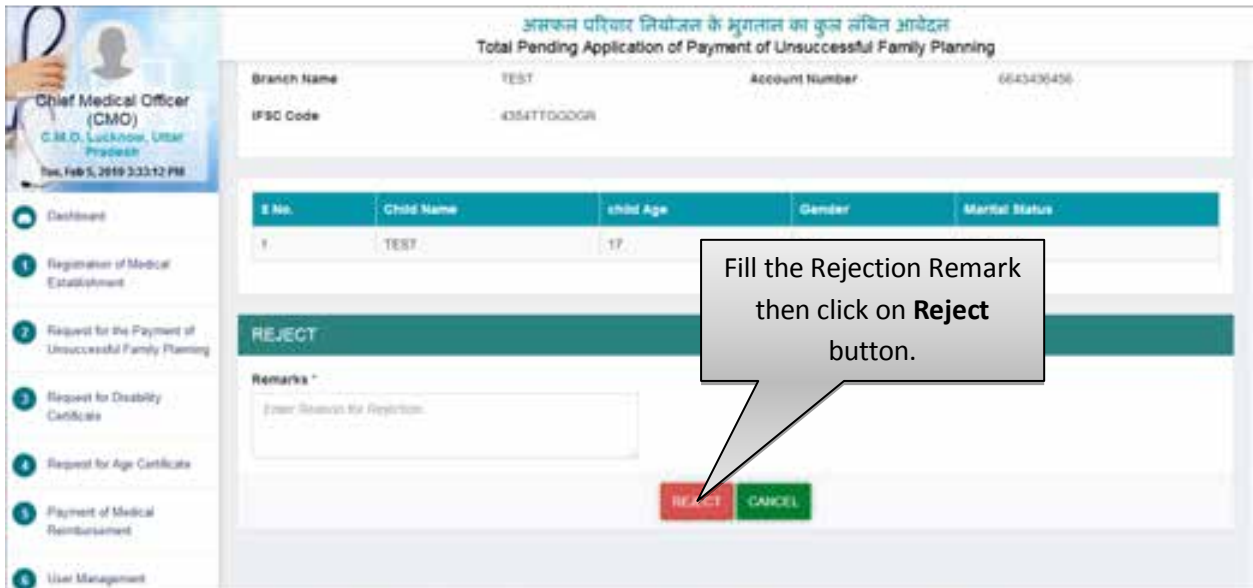
- Fill the Rejection Remark then click on Reject button.
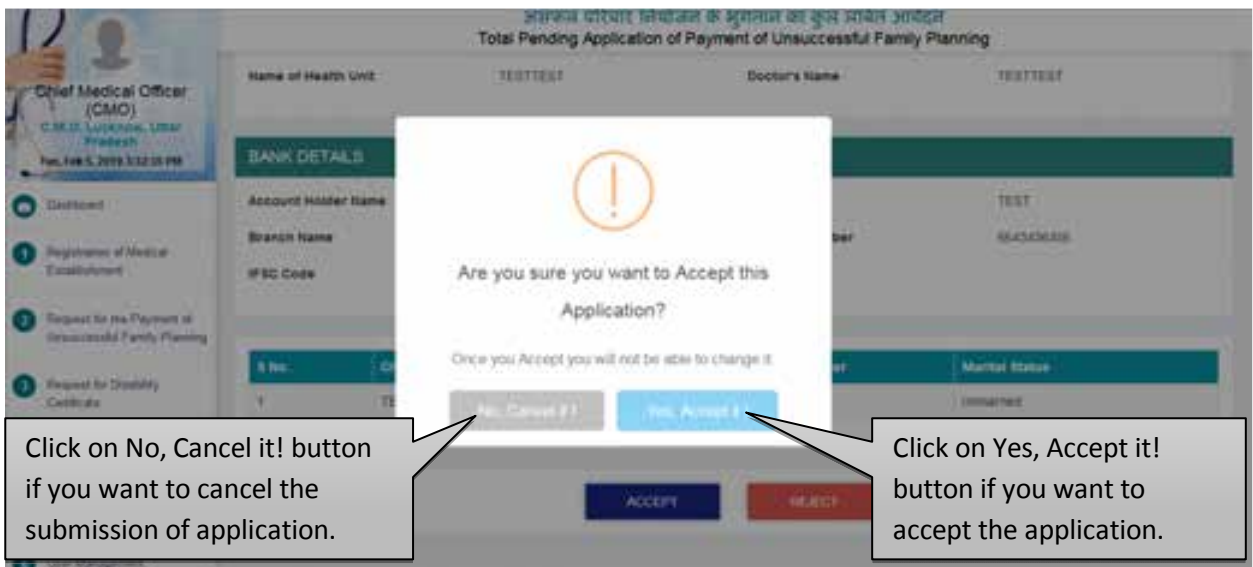
- Click on No, Cancel it! button to cancel the submission of application.
- Click on Yes, Accept it! button to accept the application.
- After that you will be redirected to the next step automatically.

Step 5 :- Forward it to CHC/DH for Approval

- You need to "Select DH/CHC" & its exact name from "Forward To" list where applicant's operation has been performed to get it verified.
- Click on "Next" button.

Step 6 :- Confirmation of Submission of Application for the approval of DH/CHC

- Confirmation page will be displayed as shown above.
- After the aproval of appllication form CHC or DH, CMO will schedule the Inspection Date. Screen will be dispalyed as shown belwo:

- Select the Inspection Date then click on Proceed button. After clicking on Proceed button application will move to the In-Process Application section.

In-Process Application
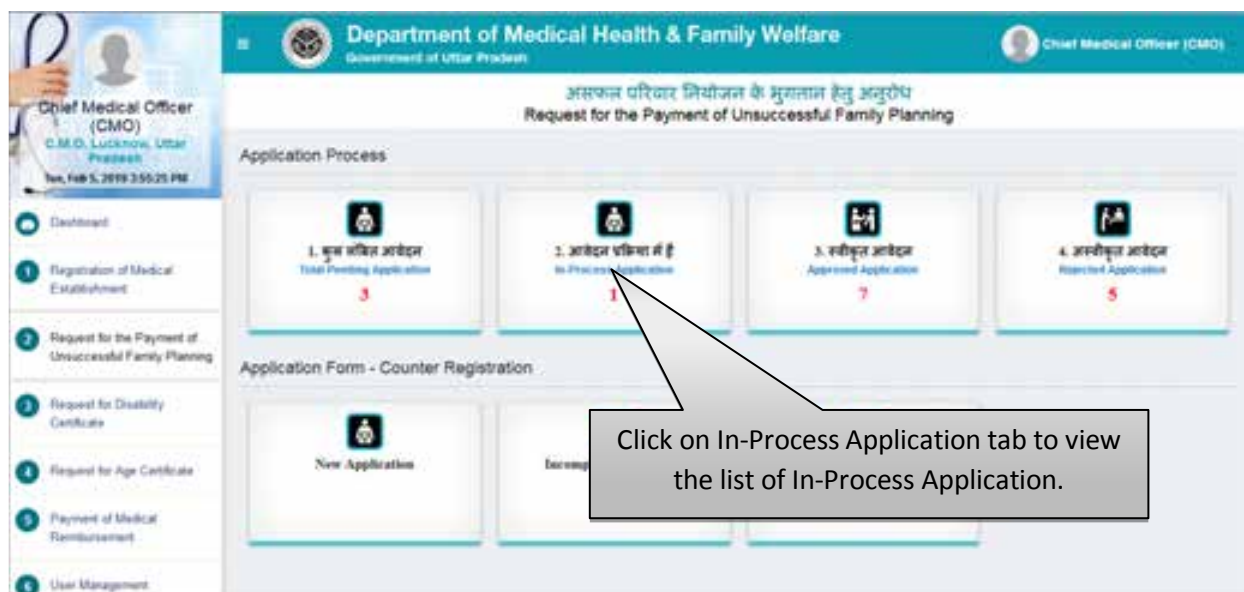
- Select "In-Process Application" tab to view the list of In-Process Application.

List of Total In-Process Applications

- Fill Registration No., Mobile Number, Request Date and Application Status then click on Search button.
- Click on this ⬇ icon to download the application.
- Click on this ✎ icon to perform the action on particular application.

Step 7 :- Upload District Committee Report

- Click on Upload button to upload the report and select Committee Member then click on Next button. After clicking on Next button user will be redirected to the next step.

Step 8 :- Upload State Committee Report

- Click on Upload button to upload the State Committee Report and then click on Next button.

Step 9 :- Update Final Status of Application

- If Report is Positive then click on Positive radio button.
- If report is Negative then you will need to enter the "Rejection Remarks" & the application will automatically move to the "Rejected List". Screen will be displayed as shown below:
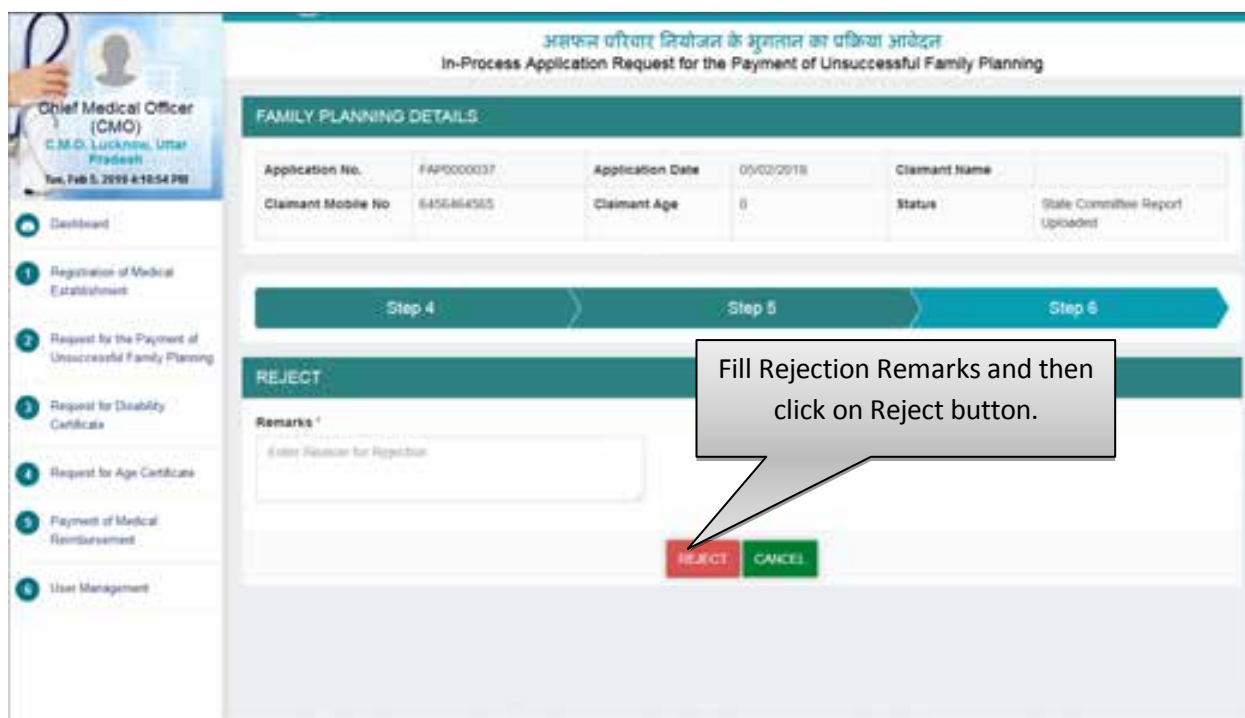
- Fill Rejection Remark then click on Reject button, after which Application will be move to the List of Rejected Application.

Step 10:- Update the Sanctioned Amount & Date
- If application is positive, then next step will be displayed as shown below:
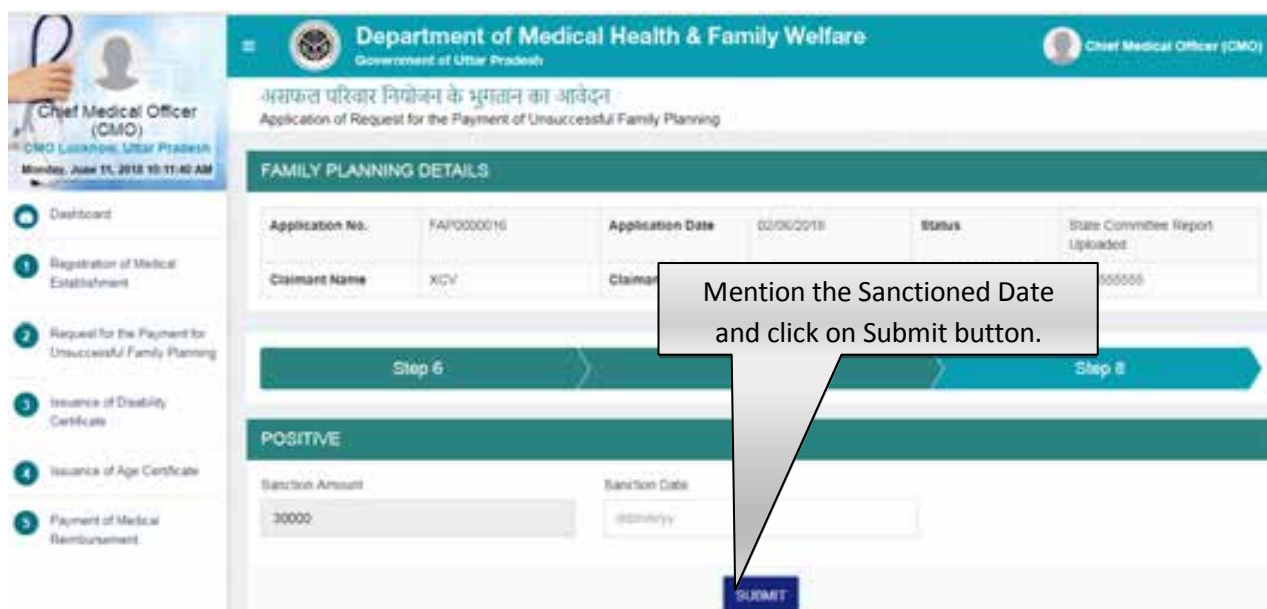
- Mention the Sanctioned Date then click on Submit button.
- Click on "Submit" button.

Approved Application

- Select "Approved Application" tab to view the list of Approved Application.
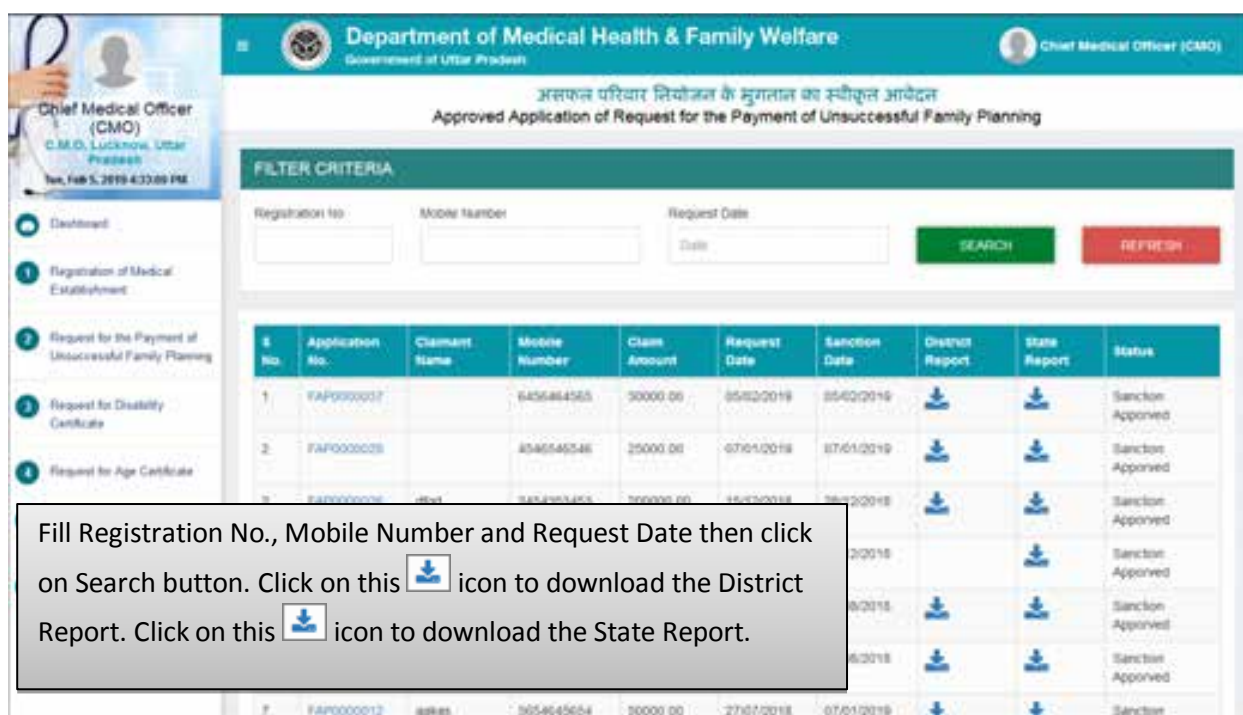
- Fill Registration No., Mobile Number and Request Date then click on Search button.
- Click on this ⬇ icon to download the District Report.
- Click on this ⬇ icon to download the State Report.

Rejected Application
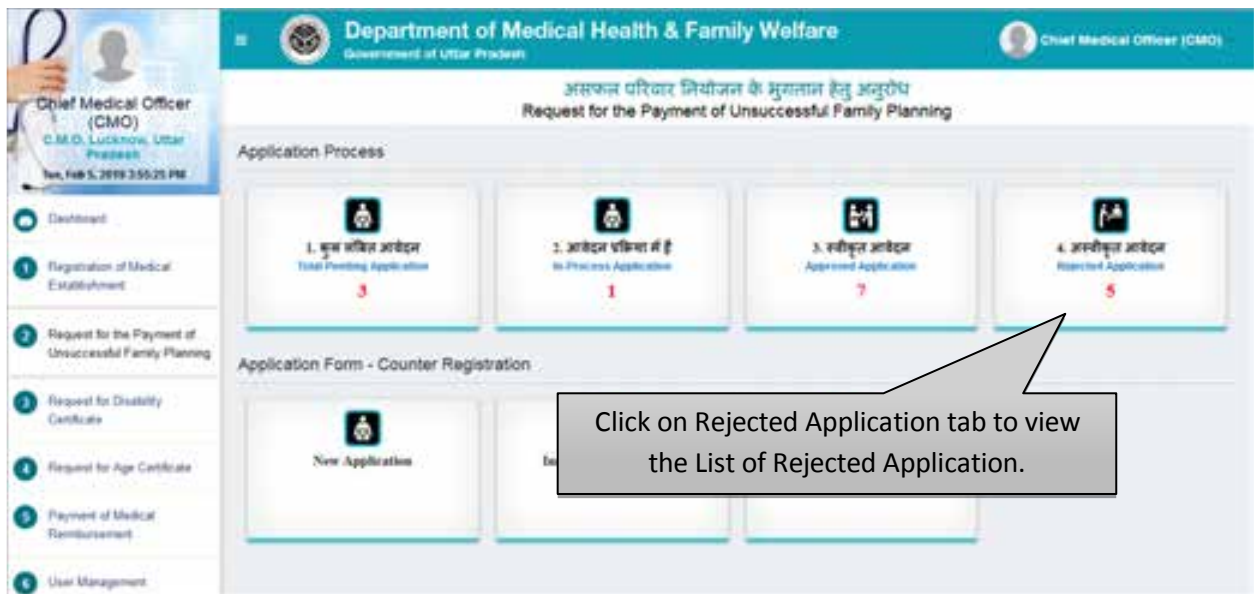
- Select "Rejected Application" tab to view the List of Rejected Application.

- Fill Registration No., Mobile Number and Request Date then click on Search button.
- Click on this ⬇ icon from District report section to download the District Report.
- Click on this ⬇ icon from State report section to download the State Report.

Service No. - 3:
"Request of Disability Certificate"

Click on "Request of Disability Certificate" tab to pocess the applictions.
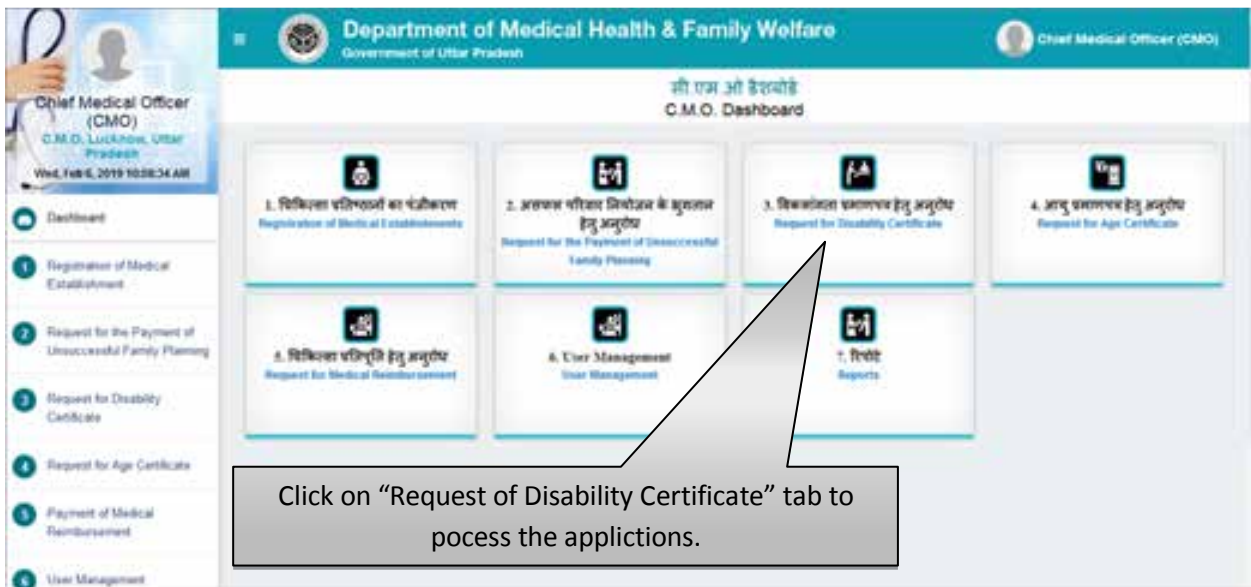
- From main dashboard, Click on the Service 3 i.e. "Request for Disability Certificate" to process the applications for Issuance of Disability Certificate.

Counter Registration Process- New Application
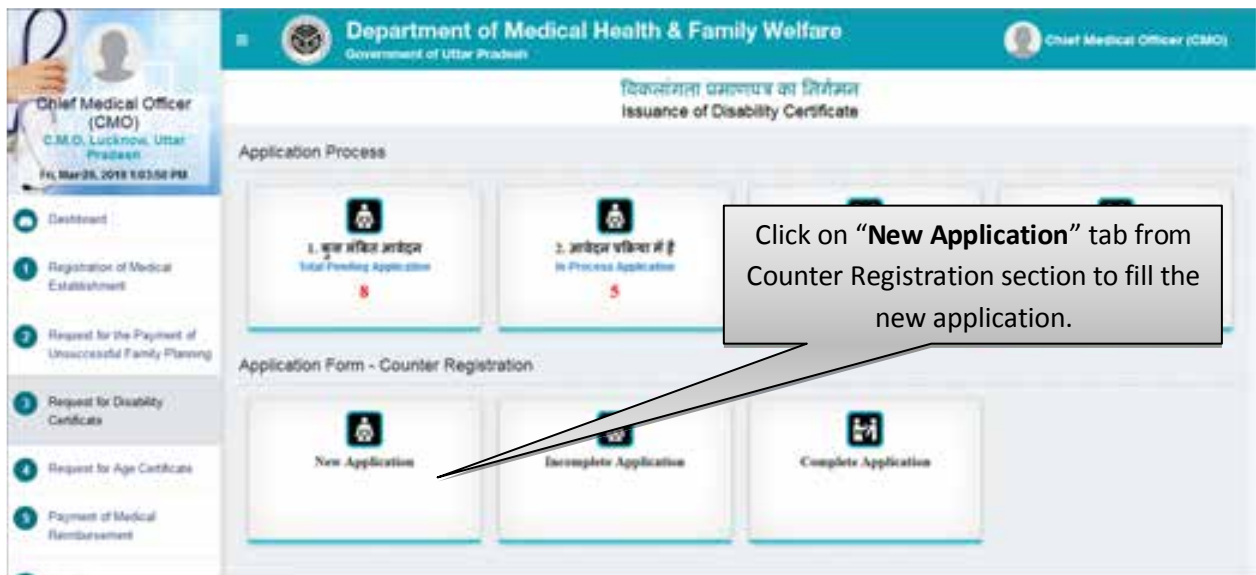
Click on "**New Application**" tab from Counter Registration section to fill the new application.

- Click on New Registration tab from Counter Registration section to fill the new application for Issuance of Disability certificate.

Step 1 :- Applicant Details

- If you selects Renew Certificate then the next screen will be displayed as show below:

- Click on Yes radio button if you have generated the previous certifcate from this portal.

- Fill Certificate Nujmber then click on Search button.
- If you had not generated the previous certificate from this portal then you have to complete the application form details.

- Select and fill all the details then click on Save and Continue button.
- After that user will be redirected to the next step automatically.
- Click on the Reset button to reset the details.

Step 2 :- Disability Details

- Select and fill all the details then click on Save and Continue button.
- After that user will be redirected to the next step automatically.
- Click on the Reset button to reset the details.

Step 3:- Check List

- Click on the checkbox of all the details then click on Submit button.
- After that user will be redirected to the next step automatically.
- Click on the Reset button to reset the details.

Total Pending Application

- Click on Total Pending Application tab to view the list of pending applications.

List of Total Pending Applications

- Fill Application No., Mobile Number, Application Date and Application Status then click on Search button.
- Click on ☑ this icon to perform the action on particular application.

Step 4 :- Scrutinize The Application

- Click on View Application button to check and evaluate application form.

- By Clicking on "Accept" button you will be redirected to next step automatically.
- By Clicking on "Reject" button you need to submit the rejection remark after which the application will be moved to Rejected application list automatically. Screen will be displayed as shown below:
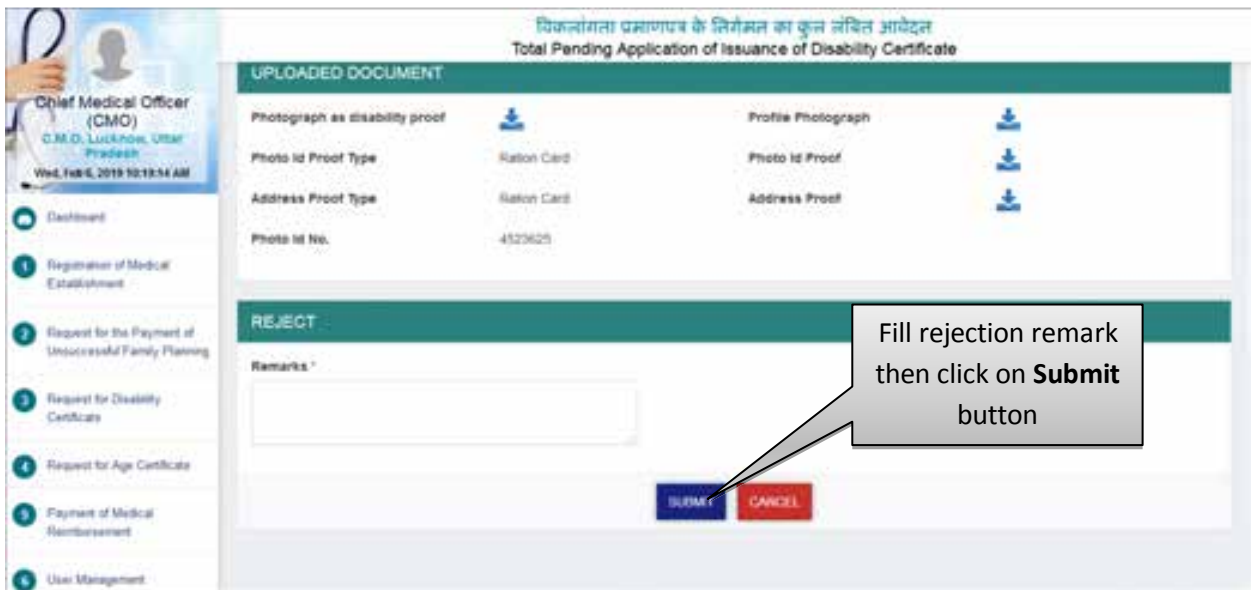
- After clicking on Accept button, a confirmation pop up will be opened, screen will be displayed as shown below:
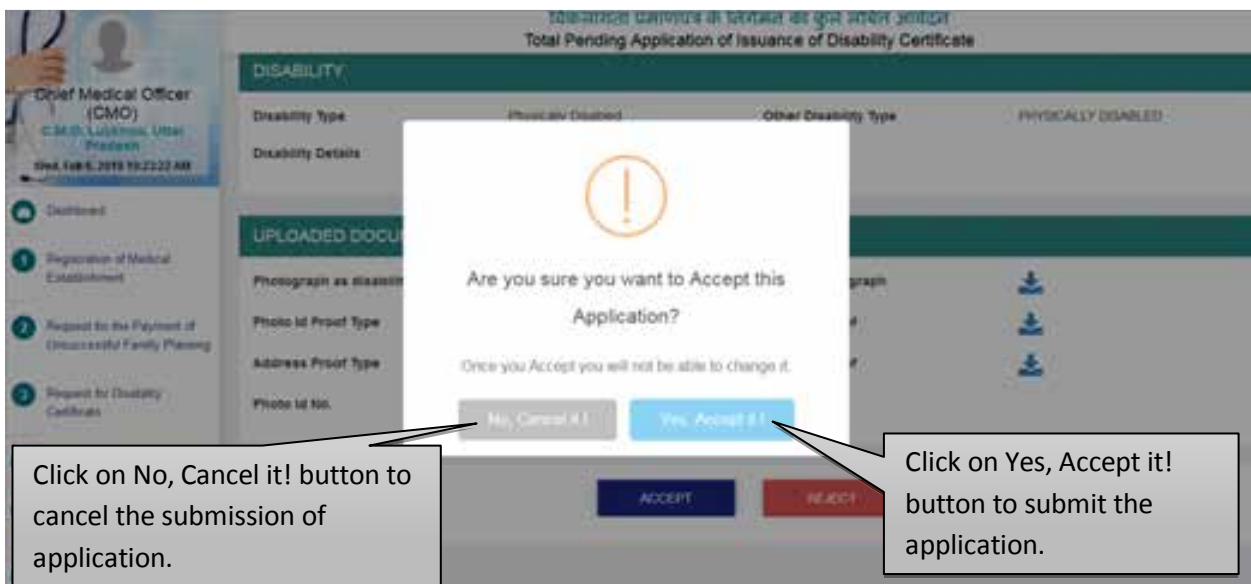
- Click on No, Cancel it! button to cancel the submission of application.
- Click on Yes, Accept it! button to submit the application.
- After accepting the application user will be redirected to the next step automatically.

Step 5 :- Schedule Date of Inspection

- After accepting the application the next screen will be displayed as shown below:

- Schedule Inspection Date, after that click on the Proceed button.
- As soon as you click on Proceed button, application will automatically be redirected to "In-Process Application List" as shown in next step.

In- Process Application

- Click on "In-Process Application" tab to view the list of In-Process Application.

List of Total In-Process Applications

- Fill Application No., Mobile Number, Application Date and Application status then click on Search button.
- Click on this ✎ icon to perform the action on particular application.

Step 6:- Select the Percentage of Disability

- Select the Percentage of disability.
- Click on "Next".
- You will be redirected to the next step automatically to update the status of Inspection Report.

Step 7 :- Upload Inspection Report

- Click on the radio button labelled as "Above 40%" from the given three options.
- Upload the inspection report by clicking on Upload Report button.
- Select the Committee Members, Feed the exact percentage of disability, Fill the Mark of Identification of Applicant, select the Condition of Disability and Re-assessment by drop down list then click on Next button.
- You will be redirected to the next step automatically to generate the certificate.

Step 8:- Generate the Certificate
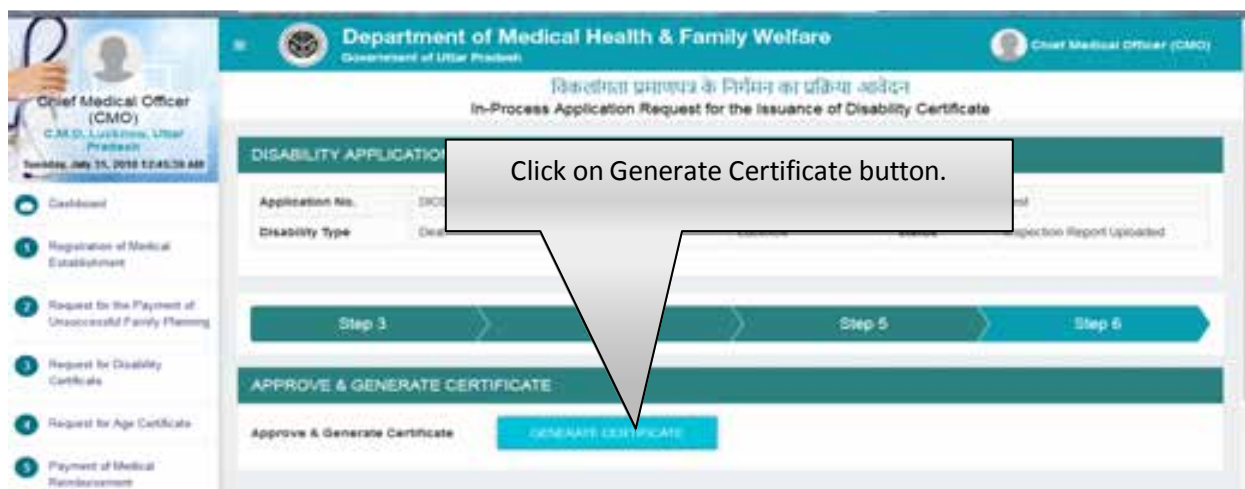
- Generate the certificate by clicking on Generate Certificate button.

Step 9:- Confirmation Page

- Confirmation Page will be displayed as shown above.

If disability percentage is less than 40%

- Click on the radio button labelled as "Above 40%" from the given three options.
- Upload the inspection report by clicking on Upload Report button.
- Select the Committee Members then click on Next button.

In case of Rejection of Application

- Fill the Remarks and click on Reject button to reject the application. After which application will move to rejected application list.

List of Approved Application

- Click on the Approve Application tab to view the list of approved applications.
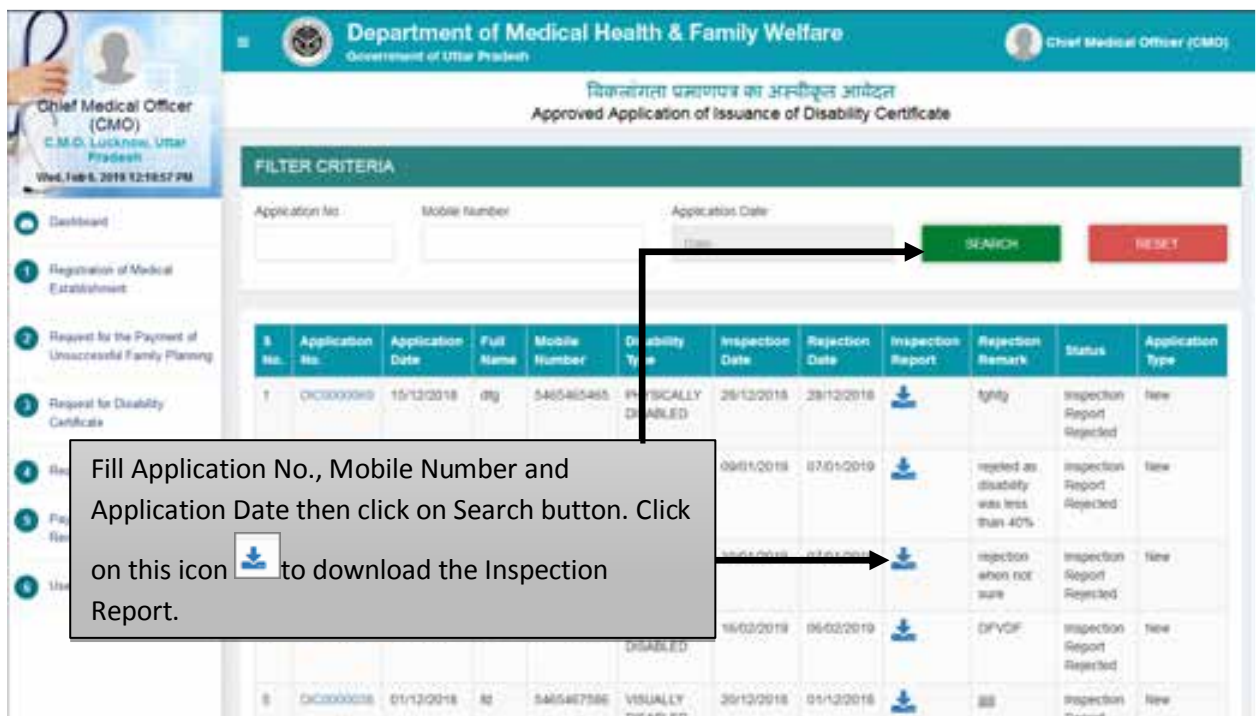
- Fill Application No., Mobile Number and Application Date then click on Search button.
- Click on this icon ⬇ to download the Inspection Report.

List of Rejected Application

- Click on Rejected Application to view the list of rejected applications.

- Fill Application No., Mobile Number and Application Date then click on Search button.
- Click on this icon ⬇ to download the Inspection Report.

Service No.- 4
"Request for Age Certificate"
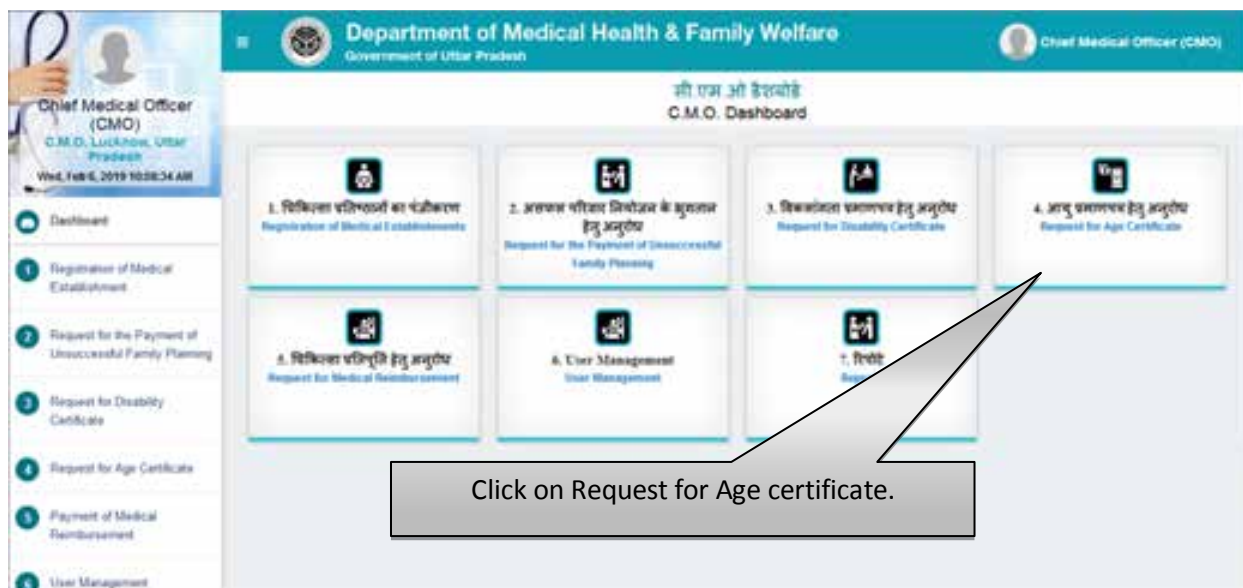
- Click on Request for Age Certificate tab to process the application for issuance of Age Certificate.

Counter Registration Process- New Application
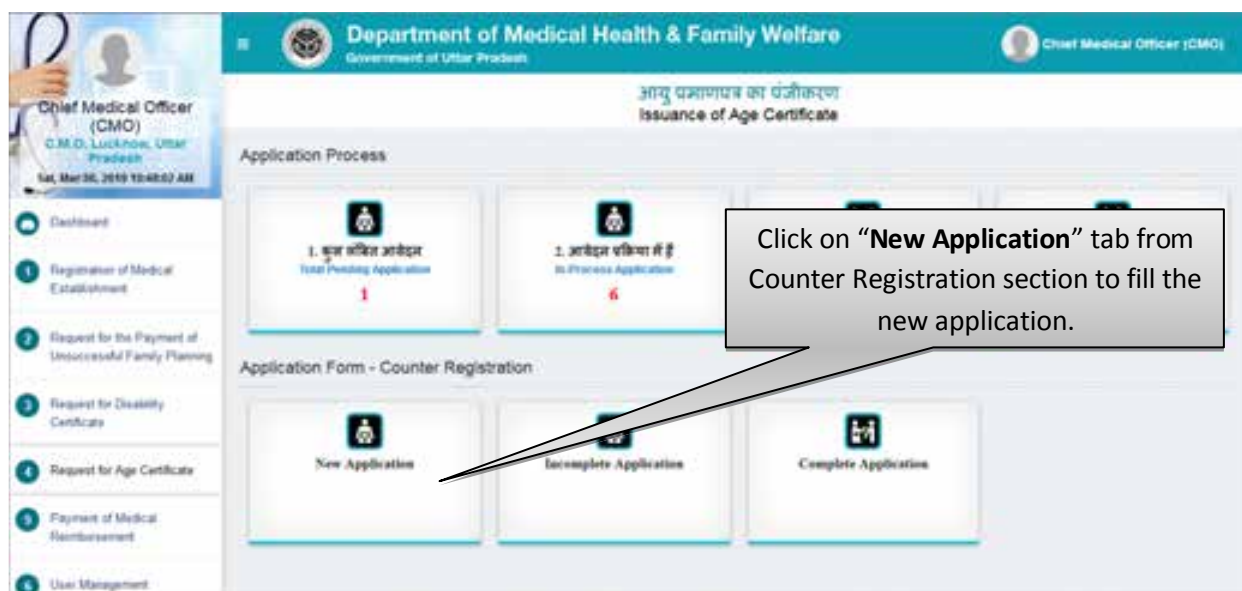
- Click on New Registration tab from Counter Registration section to fill the new application for Issuance of Age certificate.

Step 1 :- Requester's Details

Select and fill all the details then click on Save and Continue button.

- Select and fill all the details then click on Save and Continue button.
- After that user will be redirected to the next step automatically.
- Click on the Reset button to reset the details.

Step 2:- Check List

- Click on checkbox of all the details then click on Submit button.
- After that user will be redirected to the next step automatically.
- Click on the Reset button to reset the details.

Total Pending Application
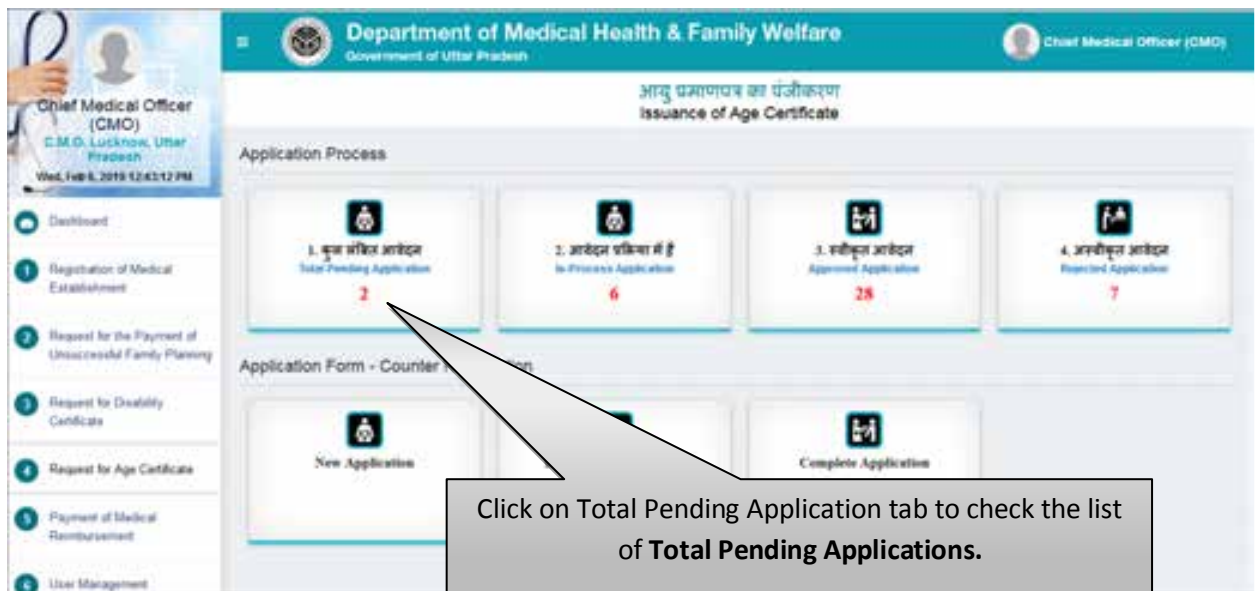
- Click on Total Pending Application tab to check the list of Total Pending Applications for the issuance of age certificate.

List of Total Pending Application

- Fill Application No., Application Status and Application Date then click on Search button.
- Click on this icon ✎ to perform the action on particular application.

Step 1 :- Scrutinize The Application

- Click on View Application button to check and evaluate application form.

- By Clicking on "Accept" button you will be redirected to next step automatically.
- By Clicking on "Reject" button you need to submit the rejection remarks after which the application will move to Rejected Application list automatically. Screen will be displayed as shown below:

If Application Is Accepted

- After clicking on Accept button the next screen will be displayed as shown below:

- Click on the No, Cancel it! button to cancel the submission of application.
- Click on the Yes, Accept it! button to submit the application.

Step 2 :- Schedule Date For Inspection
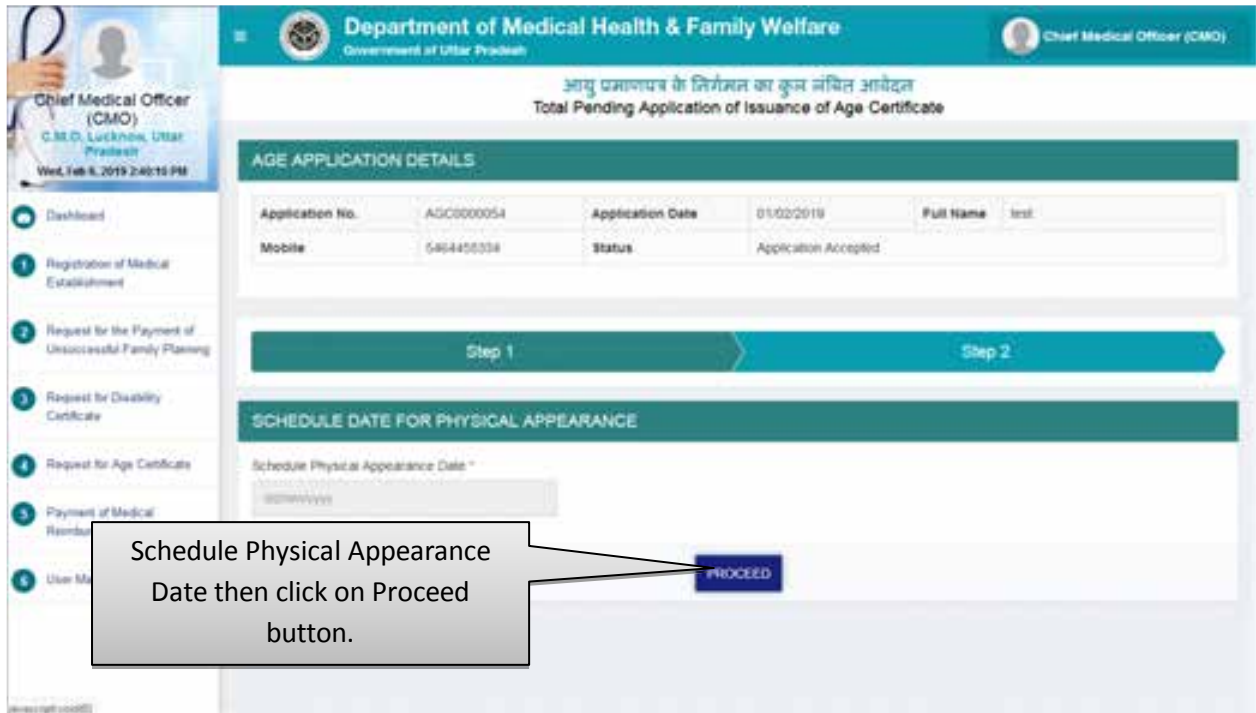
- You need to Schedule a date for Physical Appearance of the Disable Person by clicking on "Schedule Physical Appearance Date".
- Click on "Proceed" button.
- As soon as you will click on the Proceed button you will automatically be redirected to the next step as shown below.

In-Process Application
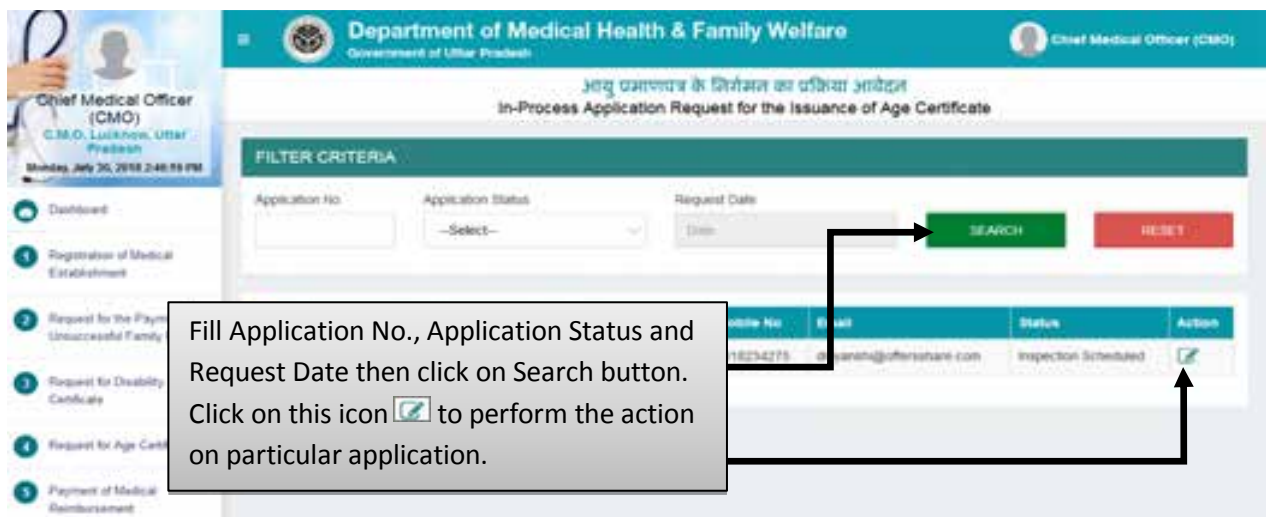
- Fill Application No., Application Status and Request Date then click on Search button. Click on this icon ☑ to perform the action on particular application.

Step 3 :- Take Decision on Further Investigation
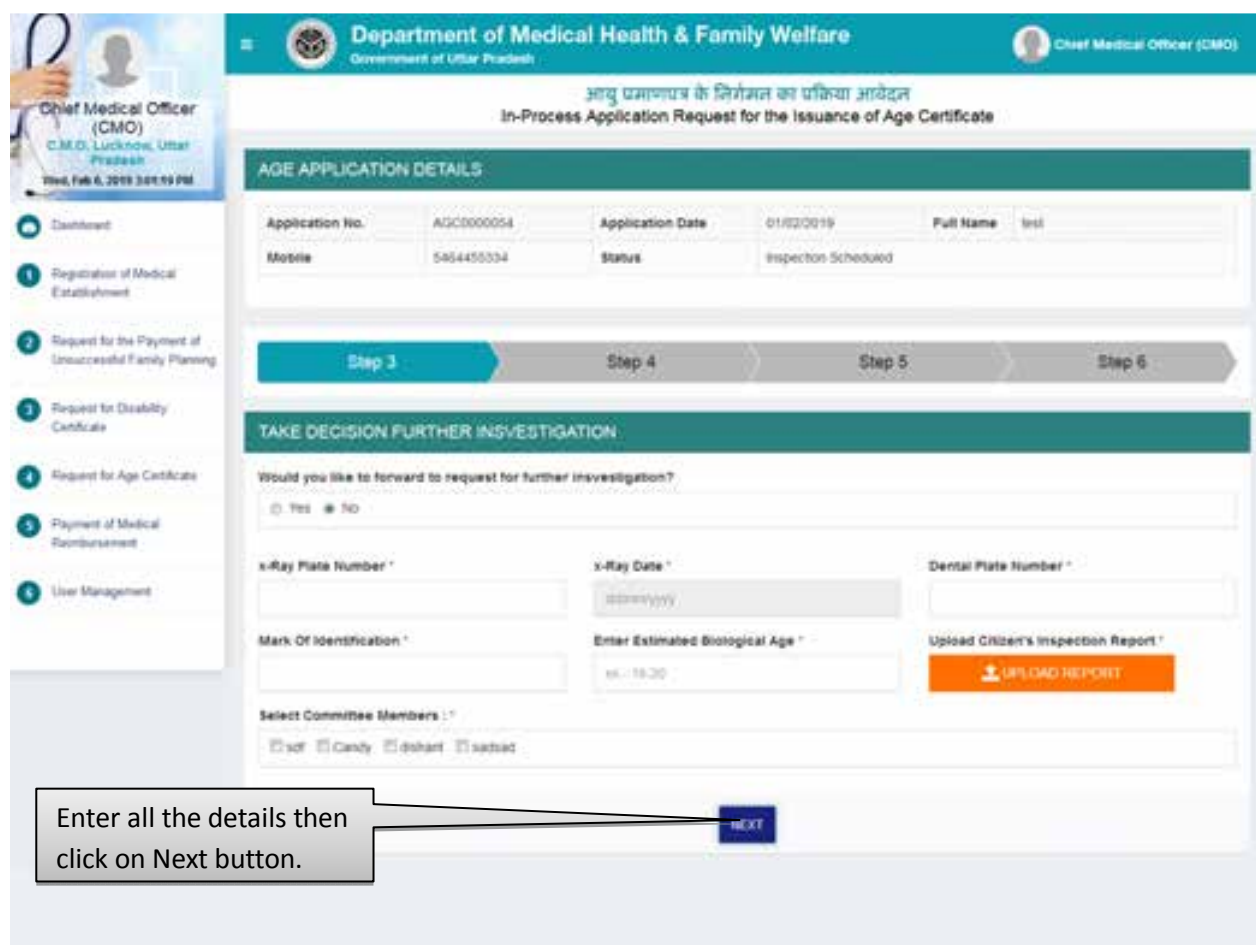
- Select "Yes" if you want to forward the application to Medical Colleges/District Hospital for further investigation.
- Select the Name of Medical College/District Hospital to forward the application for further Investigation as shown in below image.
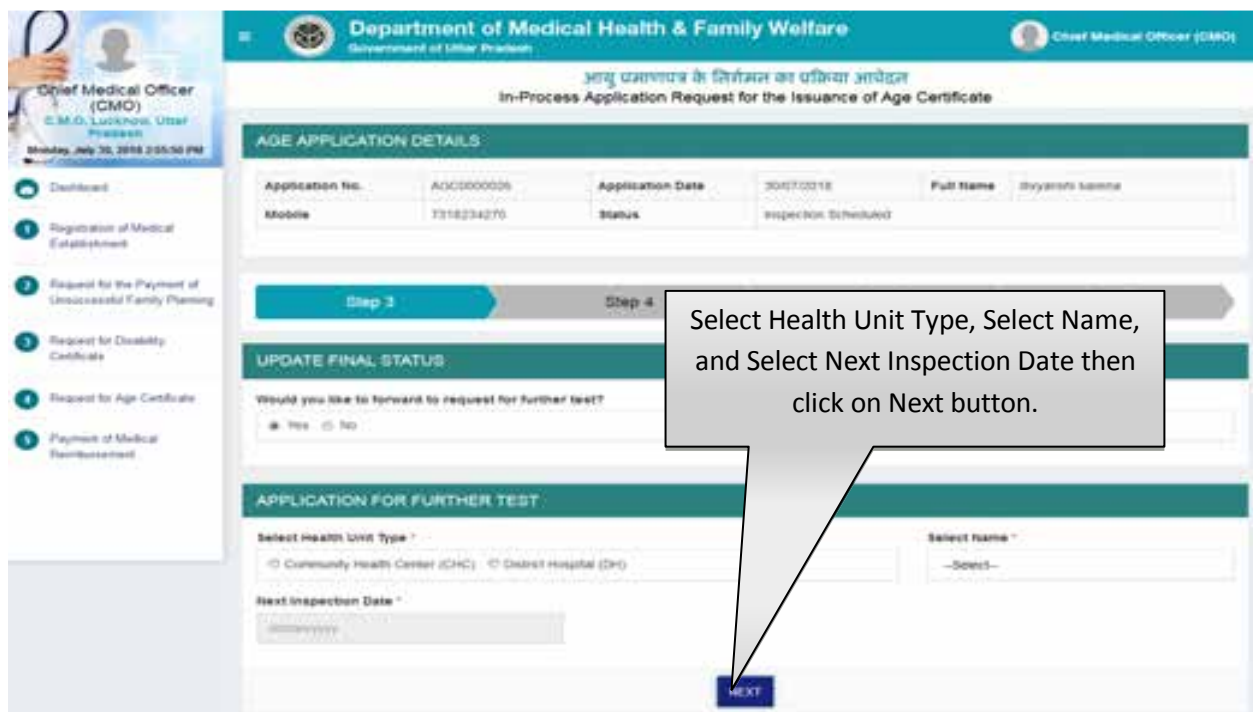
- Select Health Unit Type (either CHC or District Hospital), Select Name and Next Inspection Date then click on Next button.
- In case if you select the "No" button then you will have to upload Inspection Report and other details as described in step-4 (Upload Inspection report).

Step 4 :- Upload Inspection Report

- Select and fill X-Ray Plate Number, X-Ray Date, Dental Plate Number, Mark of Identification, and Enter Estimated Biological Age.
- Click on Upload Report button to upload the scanned copy of Inspection Report.
- Select Committee members.
- Click on "Next" button to proceed further to generate the certificate.
- After that user will be redirected to the next step automatically. Screen will be displayed as shown below:

Select either Positive or Negative then click on Next button.
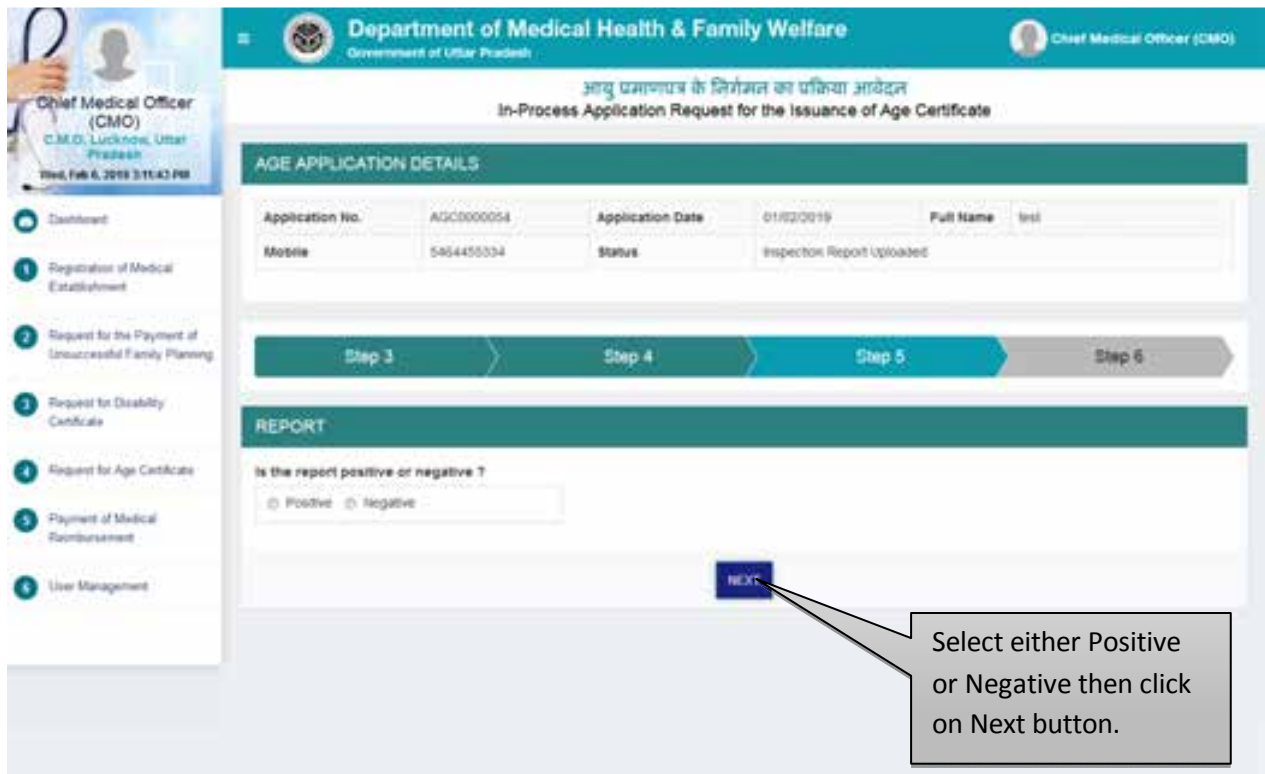
- Select either positive or negative then click on Next button.
- If you select Negative the next screen will be displayed as shown below:

Enter rejection remark then click on **Reject** button.

- Enter Rejection Remarks then click on Reject button.
- If user selects Positive the next screen will be displayed as shown below:

Step 5 :- Generate Certificate

- Click on Generate Certificate button to generate age certificate.
- After that certificate will be generated & and you will be redirected to the confirmation page.
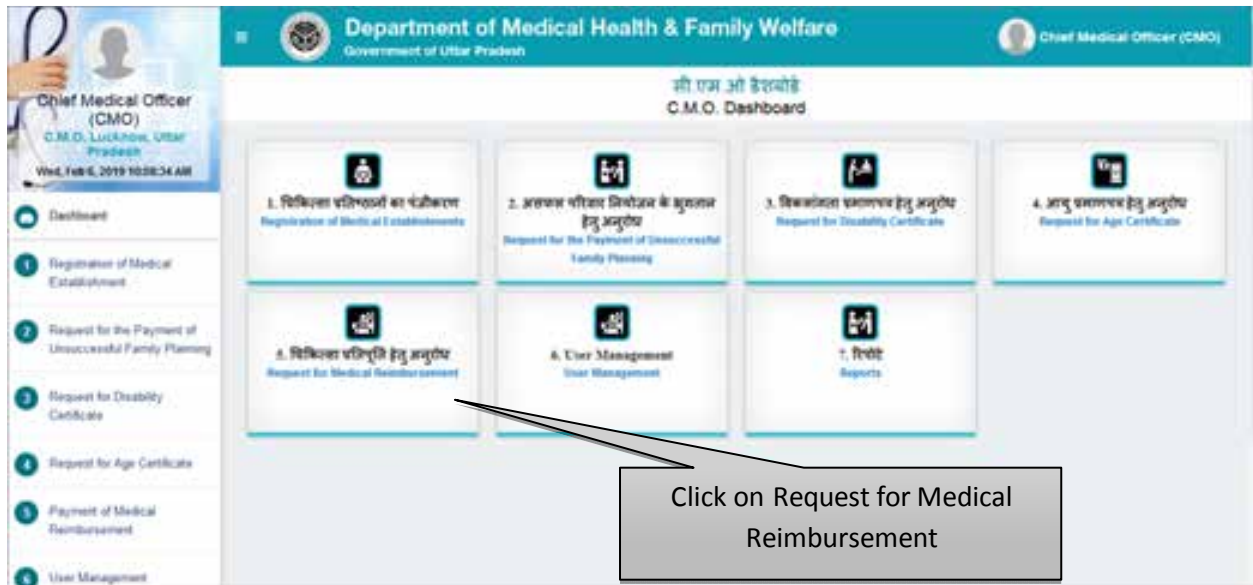
Step 6 :- Confirmation Page

- Confirmation page will be displayed as shown above.

Service No. - 5
"Request for Medical Reimbursement"

Click on Request for Medical Reimbursement

- Click on Request for Medical Reimbursement to process the application for the Payment of Medical Reimbursement.

Counter Registration Process- New Application

Click on "**New Application**" tab from Counter Registration section to fill the new application.

- Click on New Registration tab from Counter Registration section to fill the new application for Payment of Unsuccessful Family Planning.

Step 1 :- Treatment Type, Employee Detail, Permanent Address, Patient Details

- Select and fill all the details then click on Save and Continue button.
- After that user will be redirected to the next step automatically.
- Click on the Reset button to reset the details.

Step 2 :- Advance Details, Bank Details of Employee, Details of Expenditure

- Select and fill all the details then click on Save and Continue button.
- After that user will be redirected to the next step automatically.
- Click on the Reset button to reset the details.

Step 3:- Check List

- Click on checkbox of Expenditure Document then click on Submit button.
- After that user will be redirected to the next step automatically.
- Click on the Reset button to reset the details.

Total Pending Application

- Click on Total Pending Applications tab to check the list of pending application.

List of Total Pending Applications

- Fill Application No. and Application Date then click on Search button.
- Click on this ✎ icon to perform the action on particular application.

Step 1 :- Scrutinize The Application

- Click on "View Application" button to view and scrutinize the application form.

- By Clicking on "Accept" button you will be redirected to next step automatically.
- By Clicking on "Reject" button you need to submit the rejection remarks after which the application will move to Rejected Application List automatically. Screen will be displayed as shown below:

If user accepts the application

- As soon as you click on Accept button the next screen will be displayed as shown below:
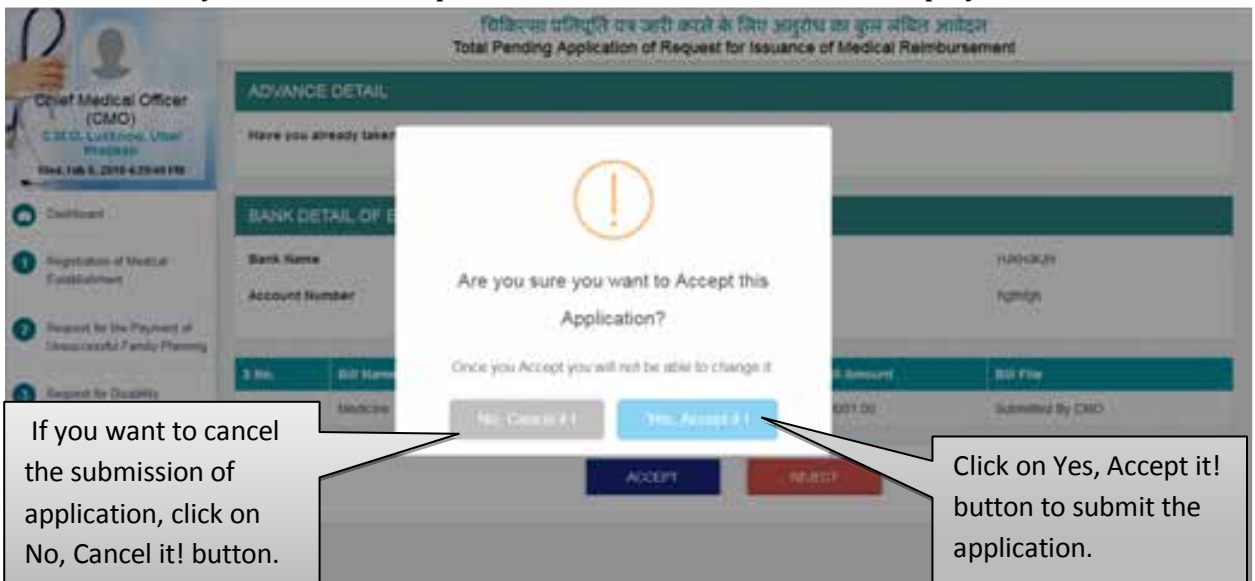
- Click on the No, Cancel it! button to cancel the submission of application.
- Click on the Yes, Accept it! button to submit the application.
- As soon as you submit the application, it will automatically move in the list of In-Process Application.

In-Process Application
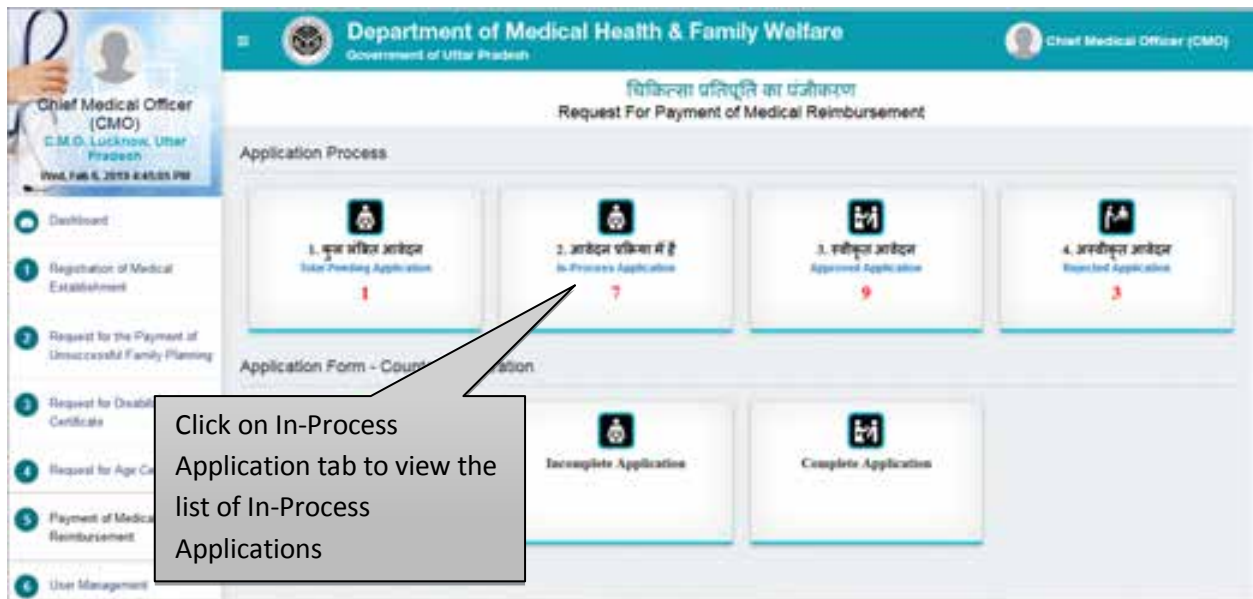
- Click on In-Process Application tab to view the list of in-process applications.

List of In-Process Applications
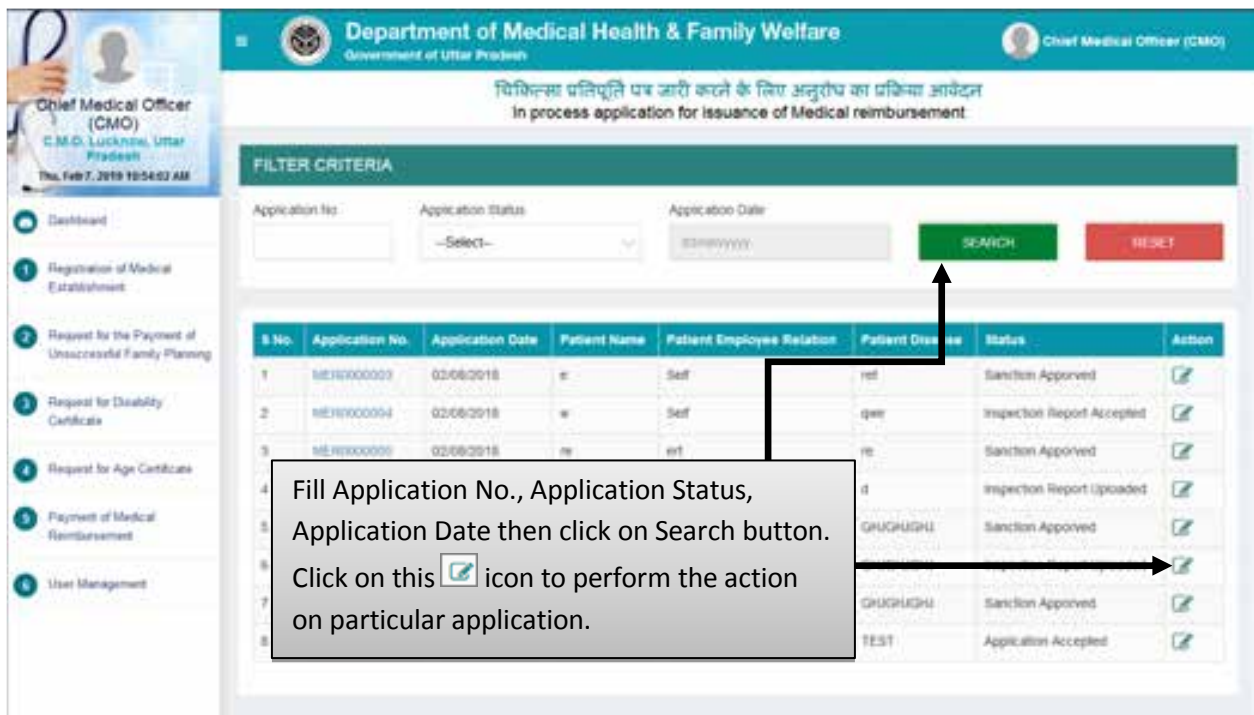
- Fill Application No., Application Status, Application Date then click on Search button.
- Click on this ![icon] icon to perform the action on particular application.

Step 2 :- Upload Letter

- Fill all the details, Upload Citizen's Inspection Report then click on Next button.

Step 3:- Final Status of Application

- Select final status of application.

- If you select "Reject" button then enter the rejection remark, after which application will move in the list of rejected application automatically.
- Click on "Next" button.

- Enter rejection remark then click on Submit button.
- If you select "Accept" radio button then you will be redirected to the next step as shown below.

Step 4 :- Action on Inspection Report

- Enter "Bill Sanction Amount" and select "Sanction date" and then click on "Sanction Approve" button.

Step 5:- Generate Certificate

- Click on "Generate Certificate" button to generate certificate. After that user will be redirected to the Confirmation Page.

Step 6:- Confirmation Page

- Confirmation page will be displayed as shown above.

Service No. - 6
"User Management"
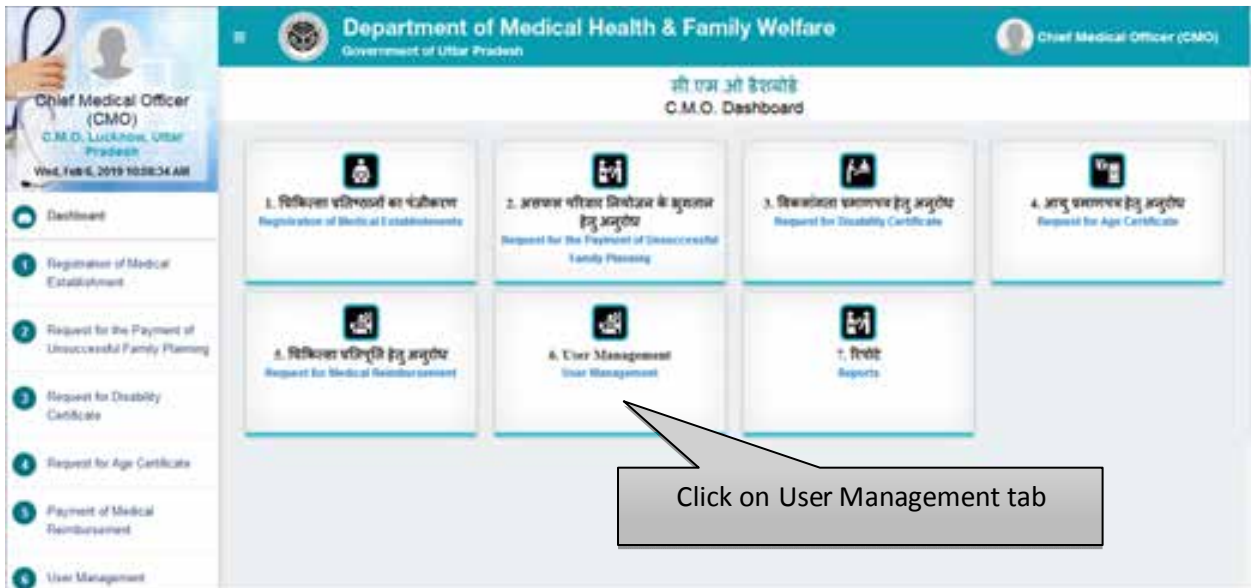
- Click on User Management to perform particular task.

Create User
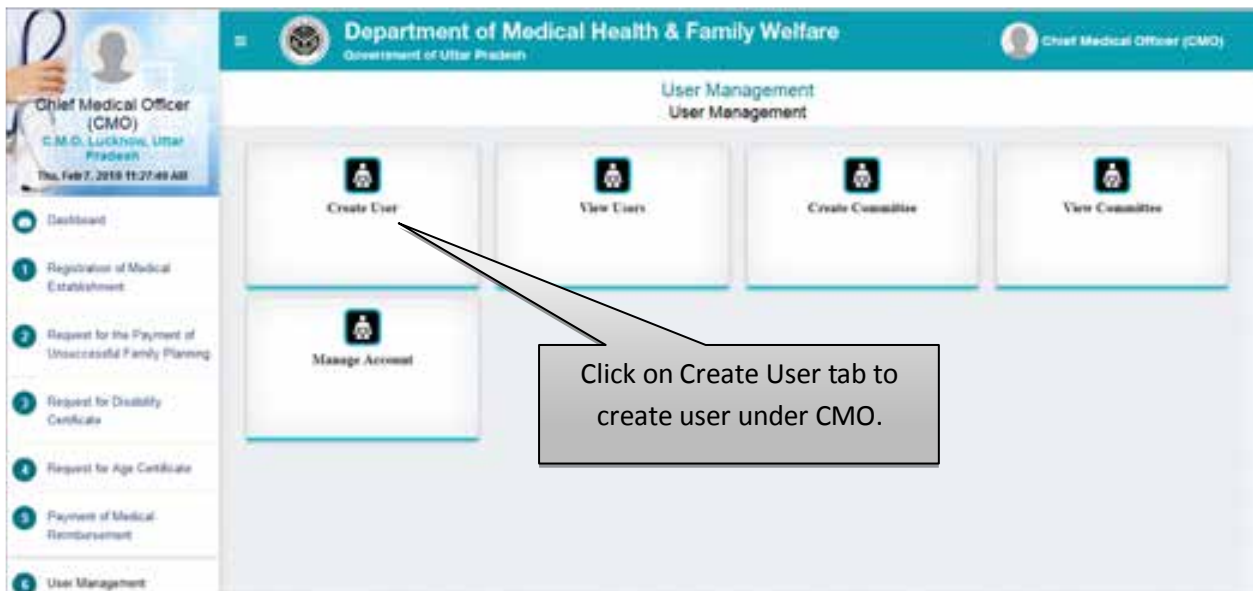
- Click on Create User tab to create the user under CMO.

Step 1 :- User Details

- Select and fill all the details of User Details application form then click on Save button.
- Click on Reset button to reset the details.

View Users

- Click on View Users tab to view the list of users under CMO.

Step 1 :- Manage Users

- Fill Name and Mobile No. then click on Search button.
- Click on this ✎ icon to grant the permission.

Step 2 :- Selection of Services

- Select Service Process, Service Apply and Service Report then click on Save button.

Create Committee

- Click on Create Committee tab to create the committee for the inspection process.

Step 1 :- Add Committee Member

- Fill Member's Name, Member's Department, Member's Designation then click on Save button.
- Click on Reset button to reset the details.

View Committee

- Click on View Committee tab to view and manage the committee details.

Step 1:- View Committee Member
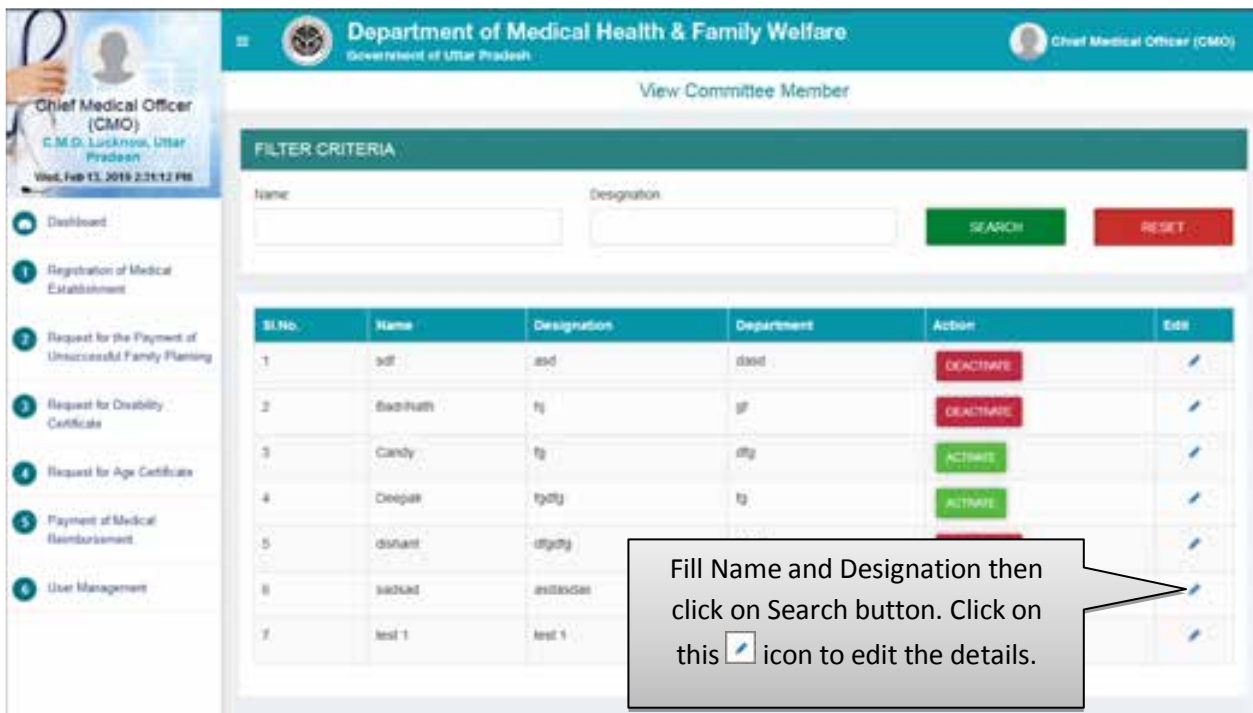
- Fill Name and Designation and click on Search button.
- Click on this ✎ icon to edit the details.
- After that user will be redirected to the next step as shown in next page.

- Edit the details then click on Update button.
- Click on Reset button to reset the details.

Manage Account
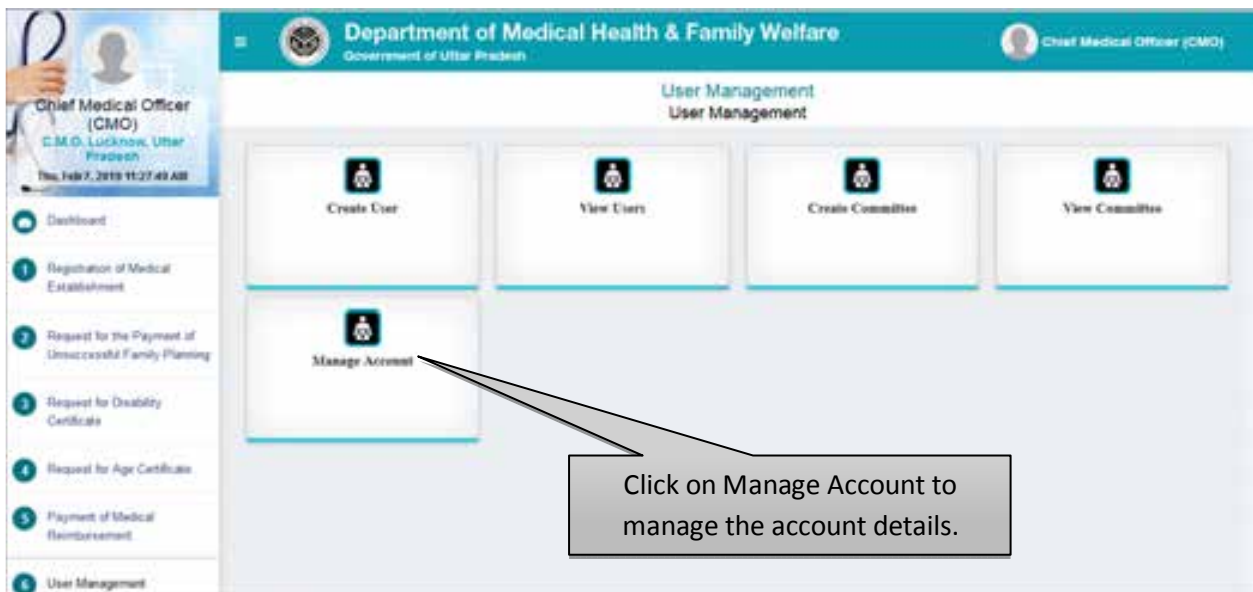
- Click on Manage Account tab to manage the account details.

Step 1 :- User ID
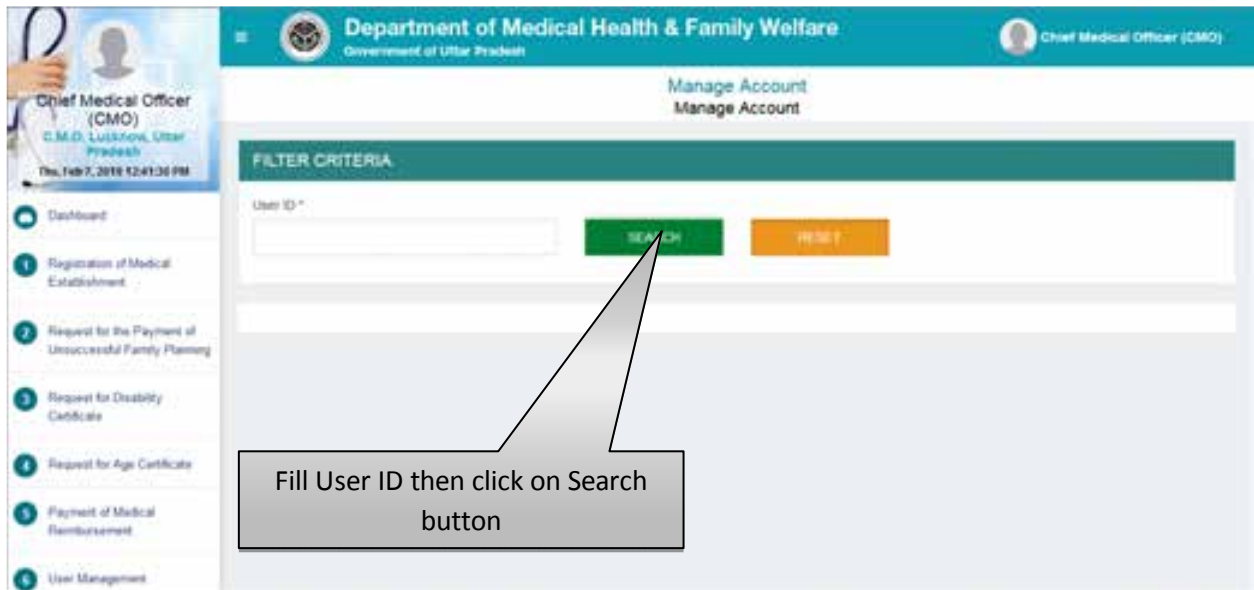
- Fill User ID then click on Search button.
- Click on Reset button to reset the details.

Step 2:- Reset Password
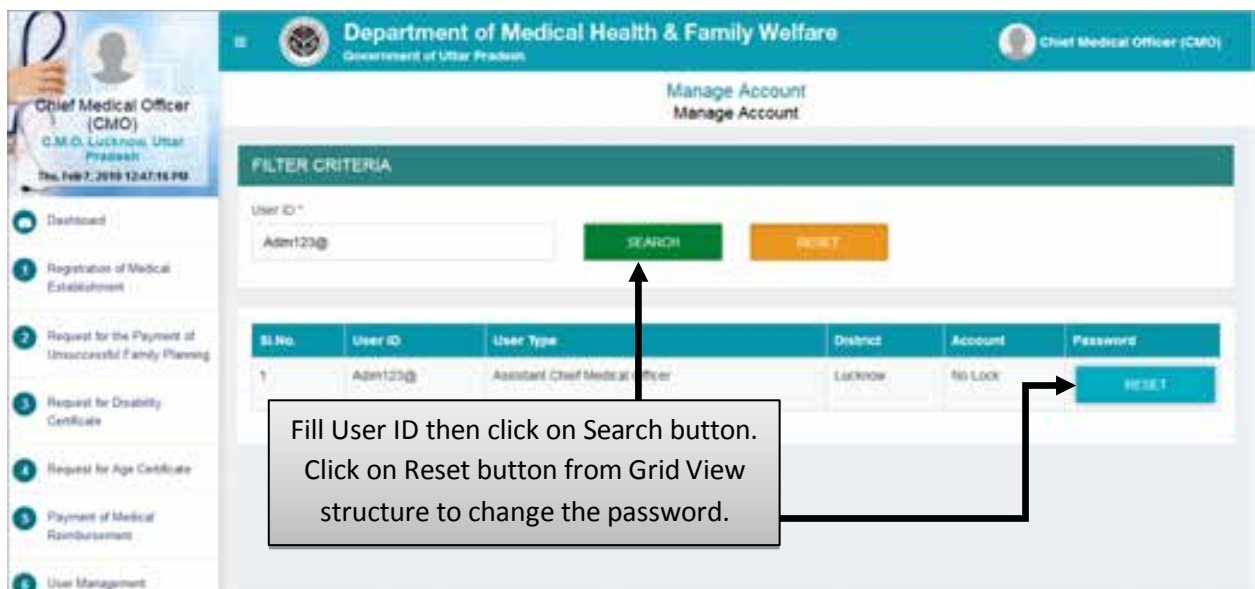
- Fill User ID then click on Search button.
- Click on Reset button from Grid View structure to change the password.
- After that a confirmation pop up will open. Screen will be displayed as shown below:

- Click on No button to cancel the resetting of password.
- Click on Yes button to confirm the resetting of password.

Service No. - 7
"Report"

- Click on Reports tab to view the reports.

Count Process Report
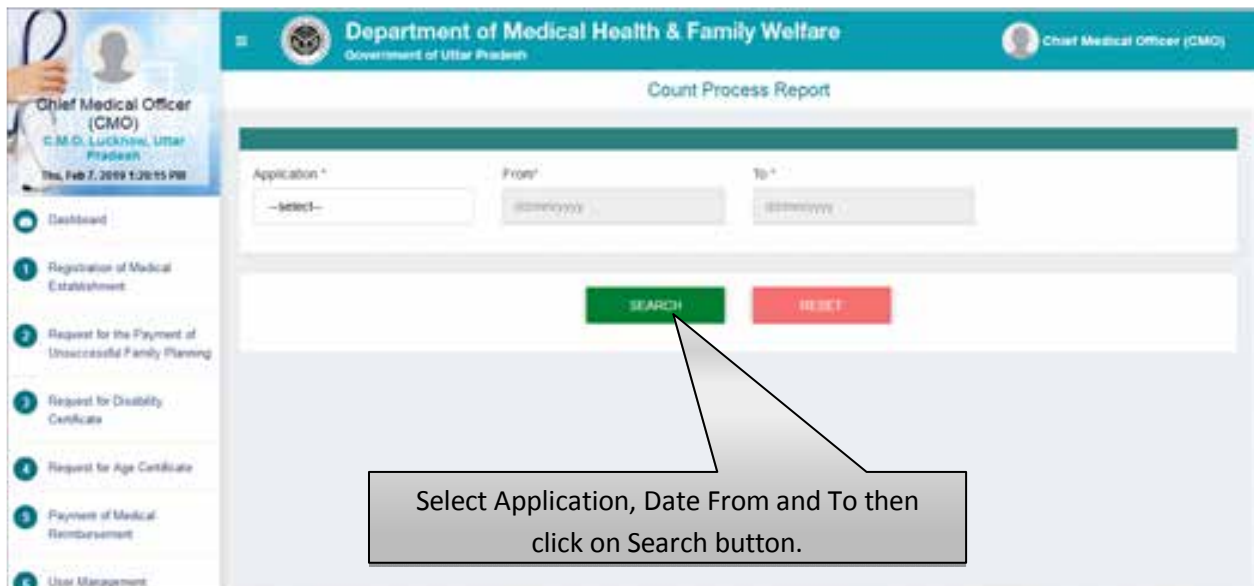
- Select Application, Date From, Date To then click on Search button.
- You can download the count process report for all the services.
- Click on Reset button to reset the details.
- Report will be displayed as shown below:

Department of Medical Health & Family Welfare

Government of Uttar Pradesh

Office of Chief Medical Officer (CMO), District- Lucknow

Online Application For Approval of Medical Reimbursement

Step Wise Status Report

Login of: CMO

Report Period: 11/12/2018 To 07/02/2019

Report Code:- SWSR(MER)-02

Report Printed On:- 7/2/2019

Click here to print the Report.

| S.NO	No. of Applications Received Through			STEP-1			STEP-2	STEP-3		STEP-4	STEP-5
				No. of Applications				Final Status of Reimbursement			
	Health Portal	E-district	Total	Scrutinized	Rejected	Accepted	No. of Reports Uploaded	Rejected	Accepted	No. of Sanctions Approved	No. of Certificates Issued
1	2	0	2	1	0	0	0	0	0	0	1
Total	2	0	2	1	0	0	0	0	0	0	1

** This is a Software Generated Report **

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