

RASHTRIYA SWASTHYA BIMA YOJNA CARD

MINISTRY OF LABOUR & EMPLOYMENT
GOVERNMENT OF INDIA

HEALTH INSURANCE SCHEME
FOR BPL IN UNORGANISED SECTOR

DISTRICT KEY MANAGEMENT AUTHORITY

User Manual

"NATIONAL INFORMATICS CENTRE"
"MINISTRY OF C&IT"
"GOVERNMENT OF INDIA"
"A-BLOCK CCO COMPLEX"
"LODHI ROAD NEW DELHI"

Contents

Sl. No.	Title	Page No.
	<u>District Key Management Authority – Introduction</u>	3
1.	<u>Login</u>	4
2.	<u>Menu</u>	4
3.	Card Request	
3.1	<u>New Request</u>	5
3.2	<u>Additional Request</u>	7
4.	<u>Personalization</u>	8
5.	<u>Recharging</u>	10
6.	<u>Card Surrender</u>	11
7.	<u>Card Stock Entry</u>	12
8.	PIN Change/Unblock	
8.1	DKMA	
8.1.1	<u>Pin Change</u>	13
8.2	FKO Cards	
8.2.1	<u>PIN Change</u>	14
8.2.2	<u>PIN Unblock</u>	15
9.	<u>District Code</u>	16
10.	Reports	
10.1	<u>Personalization Report</u>	17
10.2	<u>Card Stock Balance</u>	19
	<u>Abbreviations Used</u>	20

Rashtriya Swasthya Bima Yojna

District Key Management Authority

District Key Manager (DKM), which is the district custodian agency for Key Management System, will be basically responsible for

- DKM will also be responsible for originating the requirements of different type of master cards on need basis.
- Distribution of Field key cards among various Trusted Agencies within the District. . He/She will receive required Master cards on request, from CKGA, personalize them and distribute it to various trusted agencies.
- Recharging various Issuance Cards, which have exhausted their issuance limit. Any data on RSBY issuance is uploaded to the database from the issuer card.
- UNBLOCK Pin's of the Field Key officer's card whose pin has got blocked due to maximum number of retry for the correct PIN.
- Card Surrender – Receiving a card surrendered by an FKO and its reissue to another FKO.

The DKMA application enables the DKM to perform all these tasks.

Pre requisites

Hardware

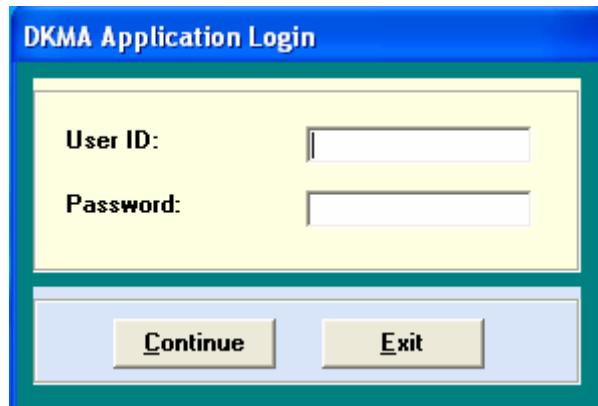
- One Client PC with 2 smartcard readers attached.
- One Server
- Connectivity between client and server.

Software

- Windows XP Professional on client PC
- Windows 2003 Server OS on Server with SQL 2000 database with date format as mm/dd/yyyy hh:mm:ss tt (English – United States).

1. Login

Start the DKMA application by double clicking on the link for DKMA application or select from the start menu. The following login window appears.



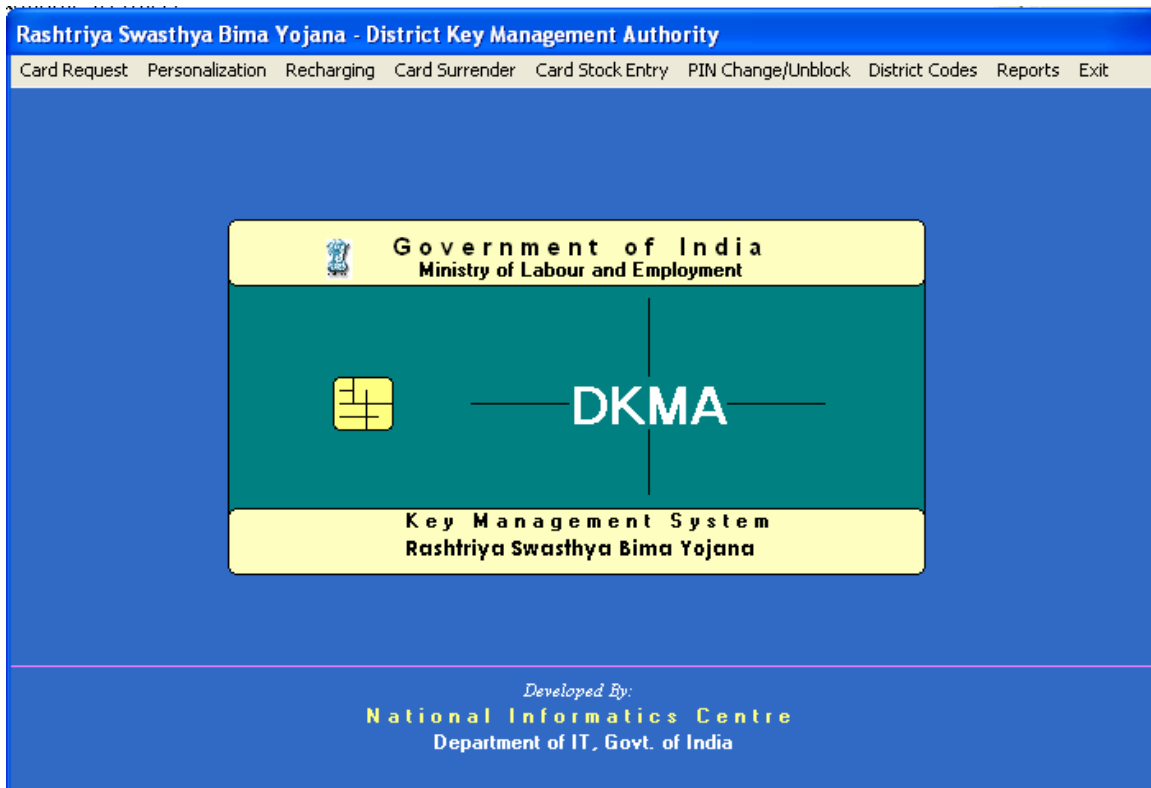
Enter the login id and password and press continue button to connect to the database and proceed. (It is assumed that the Database administrator has created the DKMA database and a user id and password is allotted to the user of this application).

2. Menu

The different menu options are

- Card Request
 - New Request
 - Additional Request
- Personalization
- Recharging
- Card Surrender
- Card Stock Entry
- PIN Change/Unblock
 - DKMA
 - PIN Change
 - FKO Cards
 - PIN Change
 - PIN Unblock
- District Codes

- Reports
 - Personalization Report
 - Card Stock Balance
- Exit



3. Card Request

3.1 New Request (Card Request → New Request)

This is under the main menu option **Card Request** and is the data entry form for registering new requests (requests from an authority for the first time). An authority ID will be generated by the system along with a DKMA reference number. This is called the enrollment process.

If the application is invoked for the first time, then the user will be prompted to enter a two character State code and a district code master data entry form will be displayed in which the user has to feed the district details (two character district code and the district name). This is a one time job.

A request entry form will be displayed as given below. Request for only one card can be made using this form as this is the enrollment process. Subsequent requests should be made through the other option 'Additional Request' through which the user can place requests for more than one FKO cards.

The screenshot shows a 'Request Entry' window with the following fields:

- DKMA Reference No.:** 15
- District:** [Dropdown menu]
- Card Type:** [Dropdown menu]
- No. of Cards:** 1
- Card No.:** 1
- Authority ID:** [Text field]
- Authority Name:** [Text field]
- Designation:** [Text field]
- Department:** [Text field]
- Attached Office:** [Text field]
- Usage Counter:** [Text field]

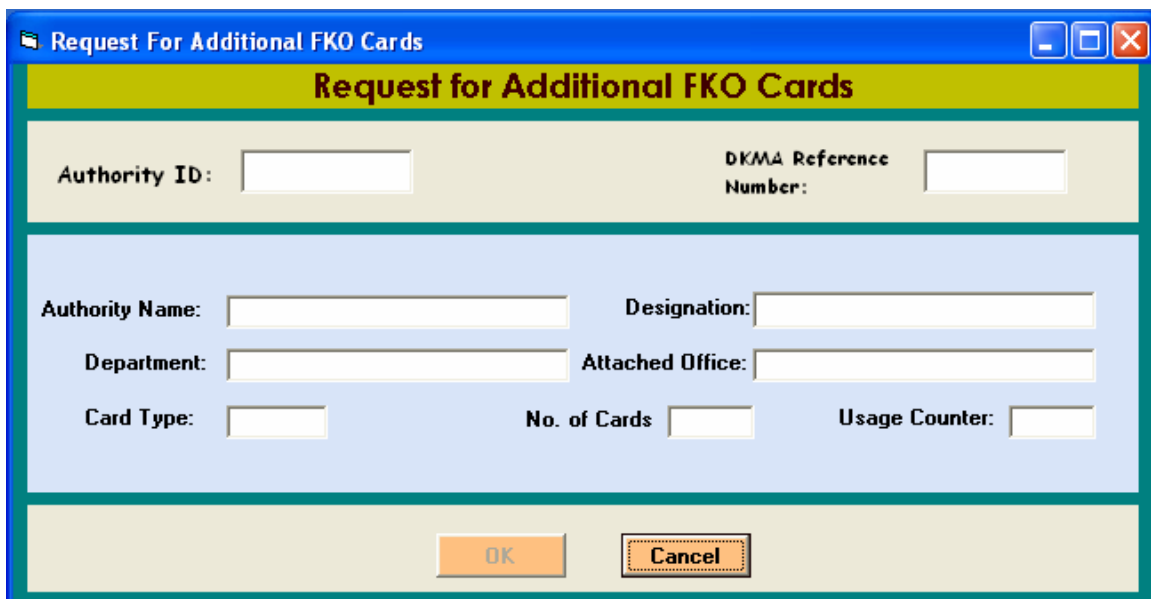
Buttons: Save, Close

- DKMA Reference number will be generated by the system.
- Select card type from the list (Issuer, Kiosk , Hospital or Sp. Hospital card)
- Select a district from the list
- No. of cards by default is 1 and it cannot be changed.
- Card No. is fixed as 1 since the number of cards is 1.
- Authority ID will be generated by the system.
- Enter Authority Name (Max. 25 characters)
- Enter Designation (25 Characters)
- Enter Department (25 Characters)
- Enter Attached Office (25 Characters)
- Enter Usage Counter in case of Kiosk card (For Issuer card, the counter will be 200 or 300 depending on the memory available on card).

Click on the save button to save the entries. User will get a confirmation message that the data is saved. Note down the DKMA Reference number for future use.

3.2. Additional Request (Card Request → Additional Request)

This is for feeding additional card requests made by an authority who has already enrolled (with an Authority ID). Here number of cards requested can be more than 1. User is required to enter the authority ID to register the request.



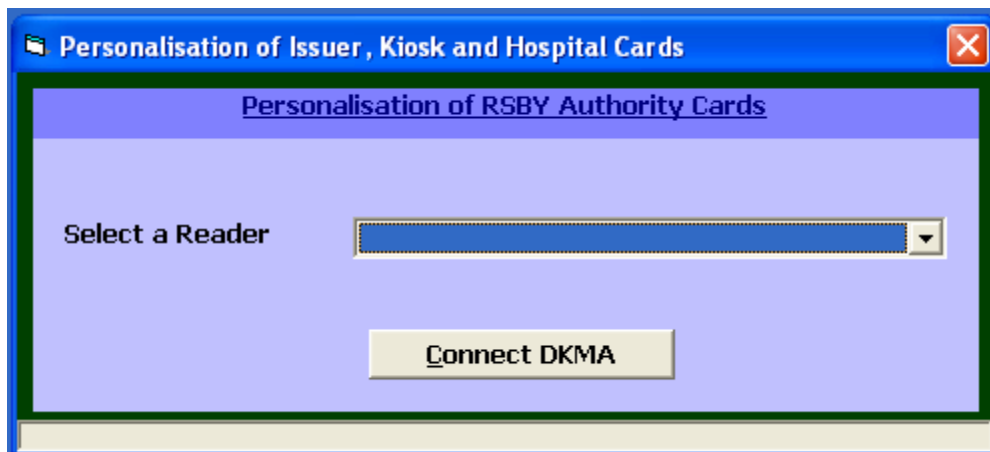
The screenshot shows a dialog box titled "Request For Additional FKO Cards". The dialog has a blue title bar with standard window controls. Below the title bar is a yellow header with the text "Request for Additional FKO Cards". The main area of the dialog is light blue and contains several input fields arranged in a grid. The fields are: Authority ID (8 characters), DKMA Reference Number (generated by the system), Authority Name, Designation, Department, Attached Office, Card Type, No. of Cards, and Usage Counter. At the bottom of the dialog are two buttons: "OK" and "Cancel".

- Enter Authority ID (8 characters)
- Details like Authority name, designation, department, attached office, card type etc. will be displayed by the system based on the authority ID provided.
- DKMA Reference number will be generated by the system.
- Enter number of cards requested.
- Enter usage counter in case of Kiosk card (For Issuer card, the counter will be 200 or 300 depending on the memory available on card).

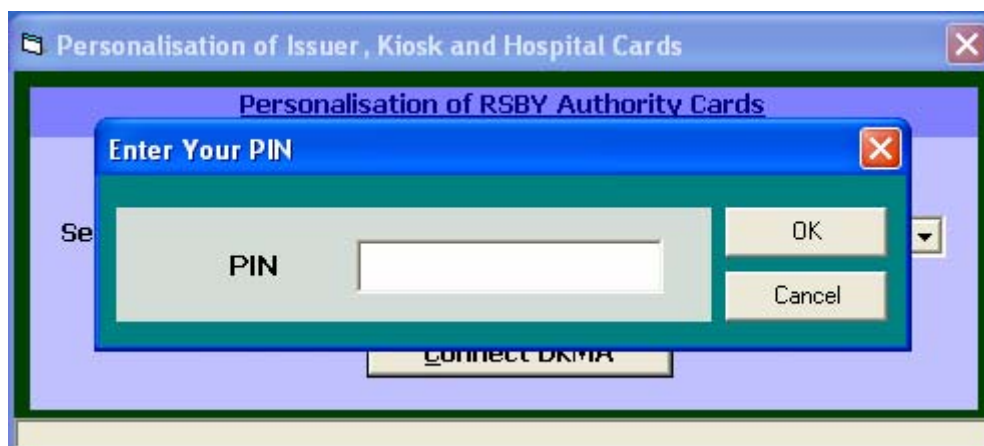
Press OK button to save the request. A confirmation message is displayed if the data is successfully saved.

4. Personalization

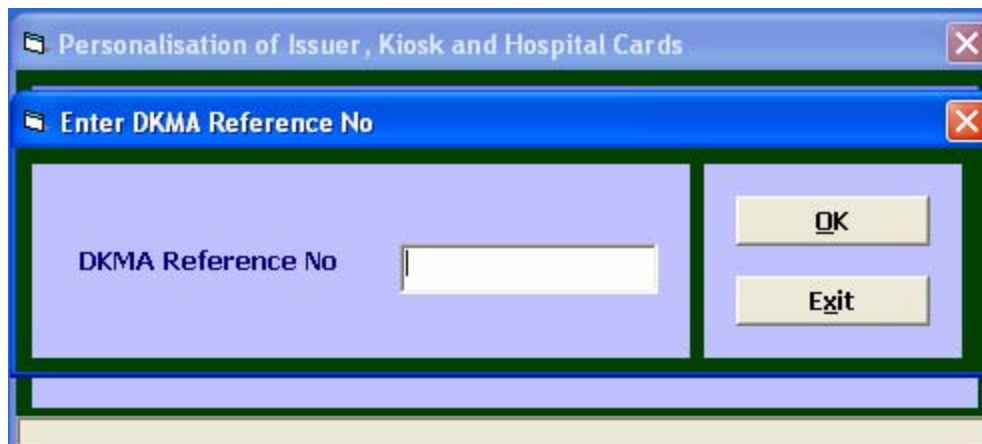
This is for personalization of FKO cards received from CKGA by DKMA. The DKMA card is required to do this. Personalization will be done based on the DKMA reference number generated at the time of request entry. One or more FKO cards can be personalized using this module.



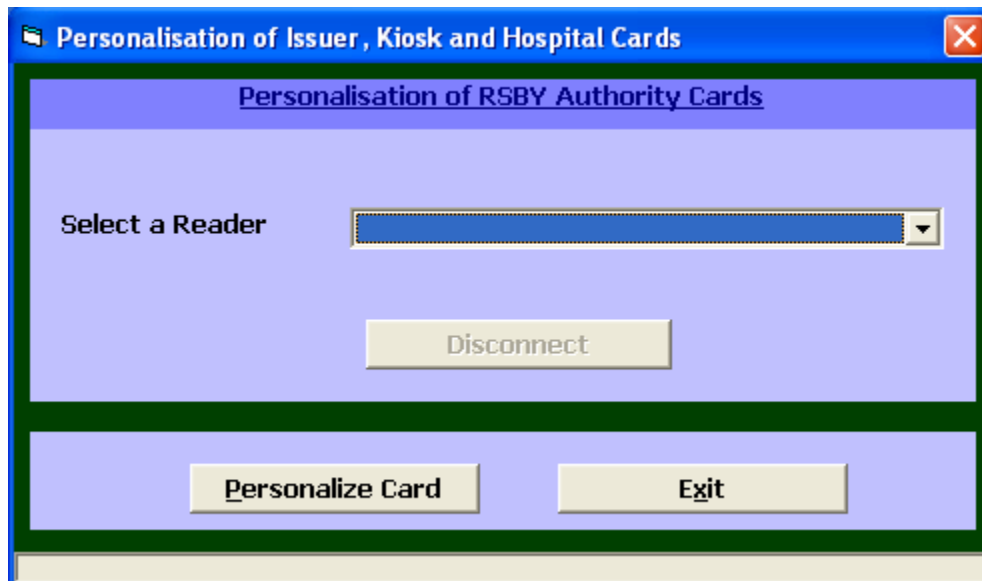
Insert DKMA card in one of the readers, select reader name from the list and press Connect DKMA button.



Enter the PIN for DKMA card and press OK. On successful verification, the following window is displayed.



Enter the DKMA reference number obtained in step 3 or 4 against which the cards are to be personalized. On pressing the OK button a message is displayed as “Insert a MIC Card in the available Reader, Select Reader Name and Press 'Personalize Card' Button.” Press OK to proceed. The following window is displayed.



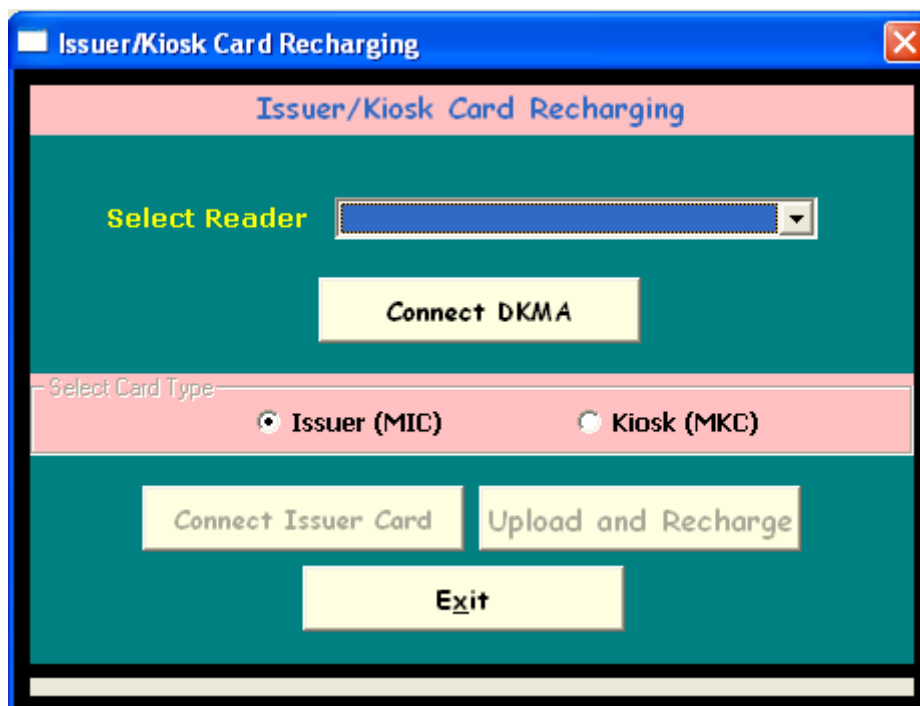
Insert the card to be personalized, select reader name and press ‘Personalize Card’ button. If there are more than one card corresponding to the reference number, insert the cards one by one as and when prompted. Cards will be personalized with a default PIN.

5. Recharging

Issuance of RSBY cards using the MIC/MKC cards is limited to a specified number called usage counter. Once the counter is exhausted, the FKO has to bring the card to DKMA for recharging. The presence of FKO is required to do this because he/she has to input the FKO card PIN. The DKMA card is also required to do this.

The recharging process involves uploading of RSBY issuance data if any, in case of MIC and putting a new value for usage counter for MIC/MKC.

On selecting the 'Recharging' option from the main menu, the following screen is displayed.



The screenshot shows a software window titled "Issuer/Kiosk Card Recharging". The window has a blue title bar with a close button (X) in the top right corner. The main content area has a teal background. At the top, there is a pink header bar with the text "Issuer/Kiosk Card Recharging". Below this, there is a yellow label "Select Reader" followed by a blue dropdown menu. Underneath the dropdown is a yellow button labeled "Connect DKMA". A horizontal pink bar separates this section from the next. Below the pink bar, there is a yellow label "Select Card Type" followed by two radio button options: "Issuer (MIC)" (which is selected) and "Kiosk (MKC)". Below these options are two yellow buttons: "Connect Issuer Card" and "Upload and Recharge". At the bottom center, there is a yellow button labeled "Exit".

Insert the DKMA card in one of the readers, select reader name and press 'Connect DKMA' button. Enter the DKMA Pin in the PIN input form displayed.

- Select card type – Issuer or Kiosk – from the two options displayed. Insert the FKO card in one of the free readers, select reader name and

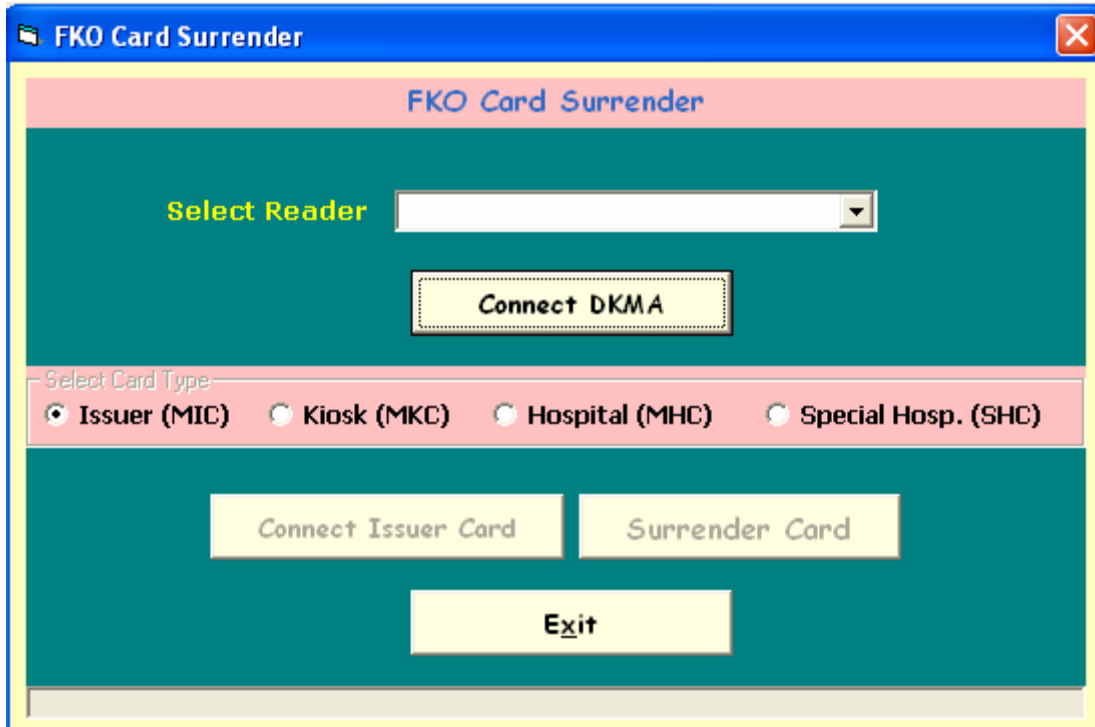
press 'Connect Issuer Card' button. Input the PIN for FKO card in the PIN input form displayed. On successful verification of PIN, the 'Recharge' button (Upload and Recharge in case of MIC) is enabled. Press the Recharge button to start the process of recharging. In case of Kiosk card, the user has to input the value for usage counter and for Issuer card, the counter will be 200 or 300 depending on the memory available on the card.

6. Card Surrender

This is the process of surrendering the card to DKMA by an FKO. DKMA card is required to do this. The presence of FKO also is required to input his/her PIN.

The process involves uploading of RSBY issuance data if any in case of MIC, resetting the usage counter to zero and initializing the card holder information so that the card can be reissued to another FKO using the 'Personalization' module.

On clicking the 'Card Surrender' option in the main menu the following screen is displayed.



Insert the DKMA card in one of the readers, select reader name and press 'Connect DKMA' button. Enter the DKMA Pin in the PIN input form displayed.

Select card type – Issuer, Kiosk, Hospital or Special Hosp. – from the four options displayed. Insert the FKO card in one of the free readers, select reader name and press 'Connect Issuer Card' button (Depending on the selection of card type, the button caption may be 'Connect Kiosk Card' or 'Connect Hospital Card' or 'Connect Sp. Hospital Card'). Input the PIN for FKO card in the PIN input form displayed. On successful verification of PIN, the 'Surrender Card' button is enabled. Press the button to start the process of surrendering.

7. Card Stock Entry

This option is for updating the card stock. On selecting this option, the following screen is displayed.

Card Stock Entry

Stock Entry No.: 11

Card Type: MIC

Received/Damaged: Received

No. of Cards: 20

Date: 24/05/2008

Save Exit

The DKMA has to enter the stock details when

- He/she receive FKO cards from CKGA.
- It is found that any of the FKO cards are unusable during personalization or otherwise.

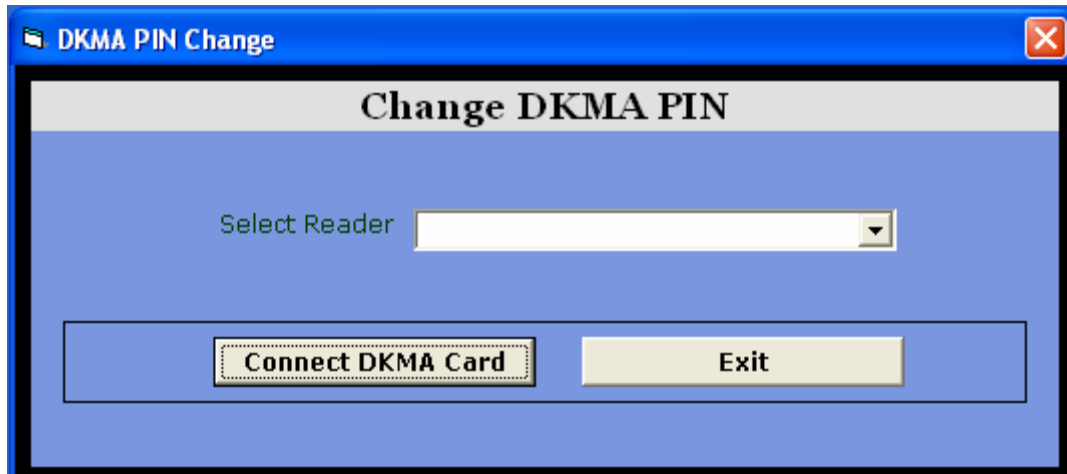
Stock Entry no. will be generated by the system. Select the card type from the list (MIC, MKC, MHC or SHC). Select Received or Damaged from the list. Enter number of cards received/damaged. Enter date of receipt/damage. Press the 'Save' button to save the entry.

8. PIN Change/Unblock

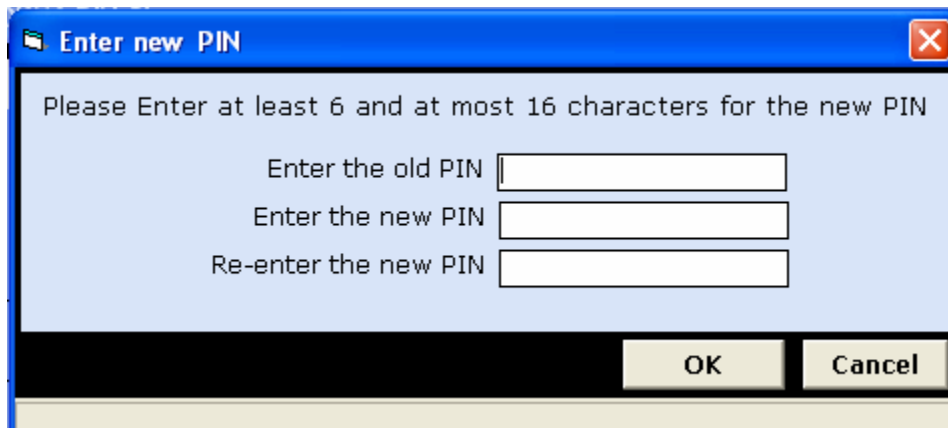
8.1 DKMA

8.1.1. Pin Change (PIN Change/Unblock → DKMA → Pin Change)

This is for changing the DKMA card PIN by DKMA. On selecting the DKMA Pin change option from the sub menu DKMA of main menu option PIN Change/Unblock, the following screen is displayed.



Insert the DKMA card in one of the readers, select reader name and press 'Connect DKMA' button. Enter the DKMA Pin in the PIN input form displayed. On successful verification of PIN, the following window is displayed.

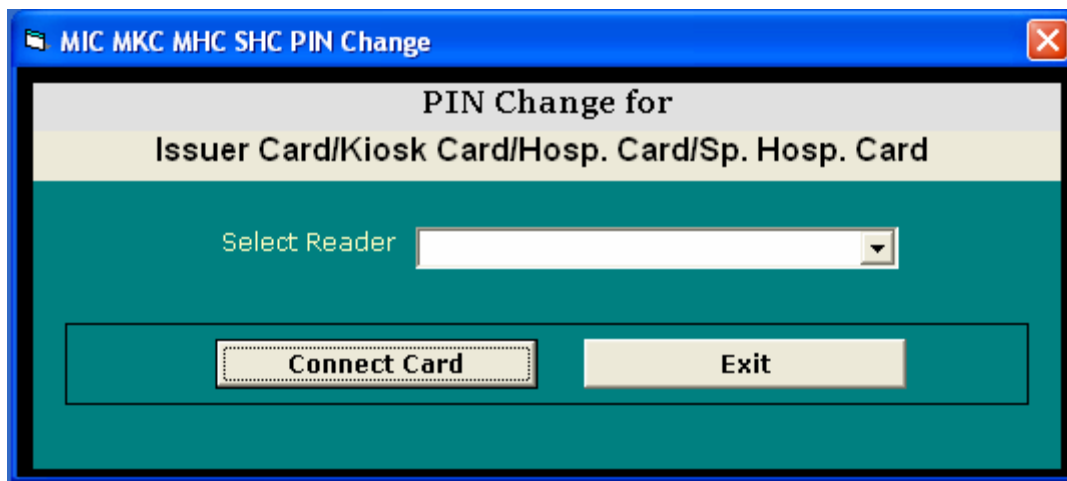


Enter the current PIN and then the new PIN and press OK button. A message is displayed on successful completion of the process.

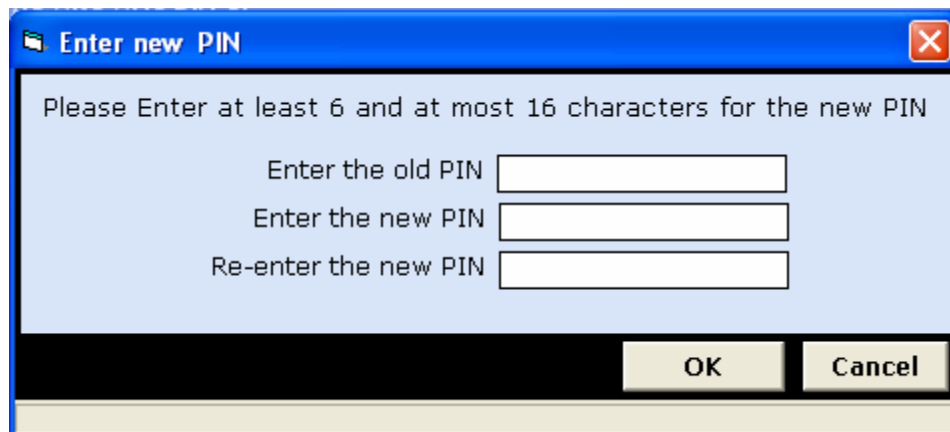
8.2 FKO Cards

8.2.1. PIN Change (PIN Change/Unblock →FKO Cards → PIN Change)

FKO can change the PIN of his/her card using this option. On selecting the PIN Change option from the menu, the following screen is displayed.



Insert the FKO card in one of the readers, select reader name and press 'Connect Card' button. Enter the FKO Pin in the PIN input form displayed. On successful verification of PIN, the following window is displayed.



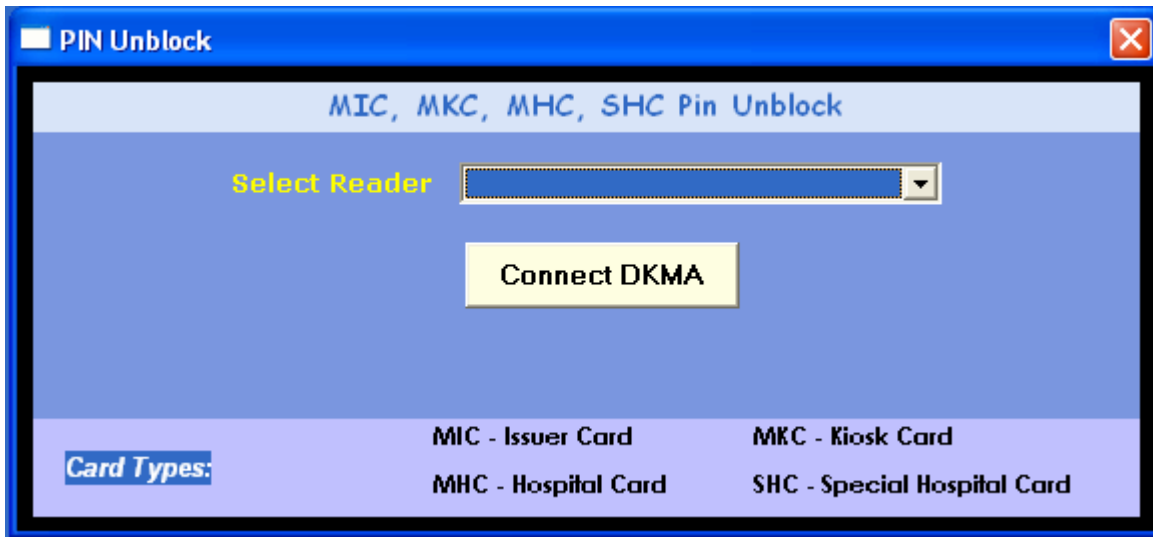
Enter the current PIN and then the new PIN and press OK button. A message is displayed on successful completion of the process.

8.2.2. PIN Unblock (PIN Change/Unblock→FKO Cards→PIN Unblock)

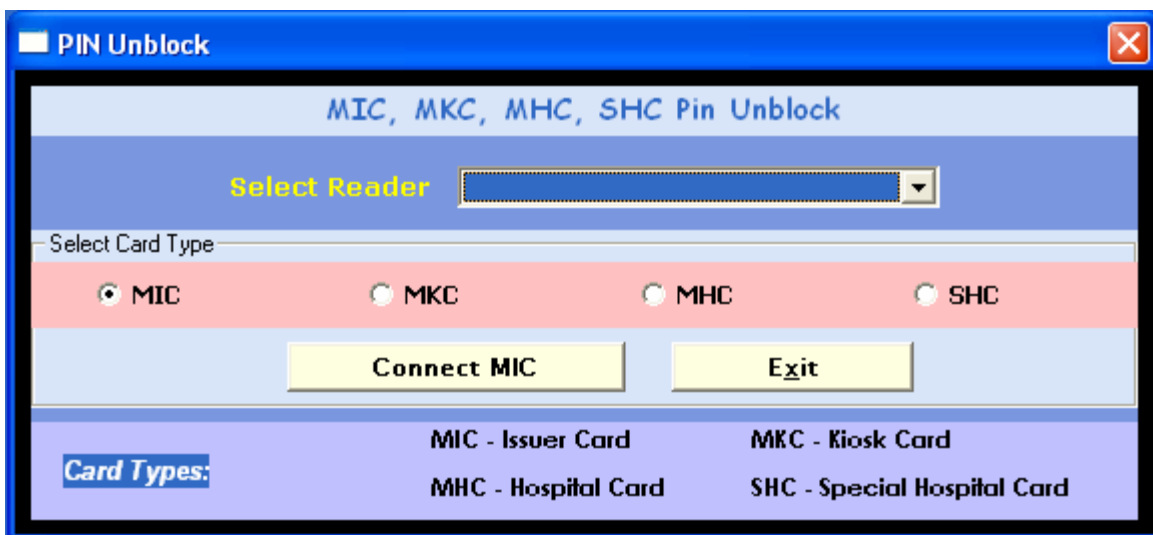
For an FKO card, a maximum of 4 attempts are allowed for PIN verification. After 4 wrong attempts, the card will be blocked and it can be unblocked

only by DKMA. This option is for DKMA to unblock the PIN of an FKO card. The new PIN will have the default value.

On selecting this option from the menu, the following screen is displayed.



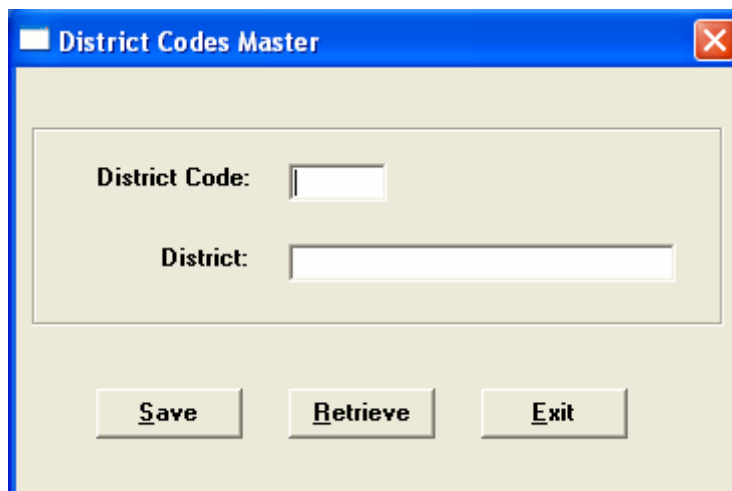
Insert the DKMA card in one of the readers, select reader name and press 'Connect DKMA' button. Enter the DKMA Pin in the PIN input form displayed. On successful verification of PIN, the following window is displayed.



Select the card type from the options displayed (MIC, MKC, MHC or SHC). Insert the FKO card in one of the readers, select reader name and press 'Connect MIC' button. (Depending on the selection of card type, the button caption may be 'Connect MKC', 'Connect MHC' or 'Connect SHC'). This starts the unblocking process and on successful completion, a message is displayed. The FKO card will have the default PIN.

9. District Codes

Use this option to add district codes and names to the district master table in the database. The existing district names can be viewed by giving the district code and pressing the retrieve button. On selecting the District Codes option from the menu, the following window is displayed.



The screenshot shows a software window titled "District Codes Master". It features a blue title bar with a close button (red X) on the right. The main content area is light beige and contains two input fields: "District Code:" with a small text box and "District:" with a larger text box. Below the input fields are three buttons: "Save", "Retrieve", and "Exit".

To add a new district enter district code and district name and then press the Save button.

10. Reports

10.1 Personalization Report

This report gives the details of FKO cards personalized by the DKMA. The user can get details like DKMA reference number, batch number,

card number, card type, authority name, authority ID, designation (for MIC/MKC), Hospital ID (for MHC/SHC), department (for MIC/MKC), hospital name (for MHC/SHC), office attached (for MIC/MKC), counter (for MIC/MKC) and personalization date for each FKO card.

On selecting the 'Personalization Report' option from the menu, the following screen is displayed. This is for selecting various parameters based on which the report will be generated. One or more check boxes against each parameter can be checked for filtering the report. Various parameters which can be selected are DKMA Ref. No. (report will include details of FKO cards personalized against a particular DKMA reference number), card type (for a specific card type – select from MIC, MKC, MHC and SHC. Default value is 'All' – for all cards), from date (personalization date), to date (personalization date) and authority ID (cards issued to a particular authority) etc. The parameter can be a combination of one or more of these values.

The screenshot shows a dialog box titled 'Report Filter' with a close button (X) in the top right corner. The main title is 'FKO Cards Personalisation Report'. The dialog contains several input fields and checkboxes:

- DKMA Ref. No.: [Text Input Field]
- From Date: [dd/mm/yyyy] [15/04/2007]
- Authority ID: [Dropdown Menu]
- Card Type: [All] [Dropdown Menu]
- To Date: [dd/mm/yyyy] [15/04/2008]

At the bottom, there are two buttons: 'Display Report' and 'Cancel'. Below the buttons, there is a 'Note' section with the following instructions:

1. Right Click on the Report window and use the Print Option to Print the Report
2. Set the Paper Orientation to Landscape mode for proper printout.

After selecting the parameters, click on the 'Display Report' button. The report will be displayed in the following format.

Personalization Report

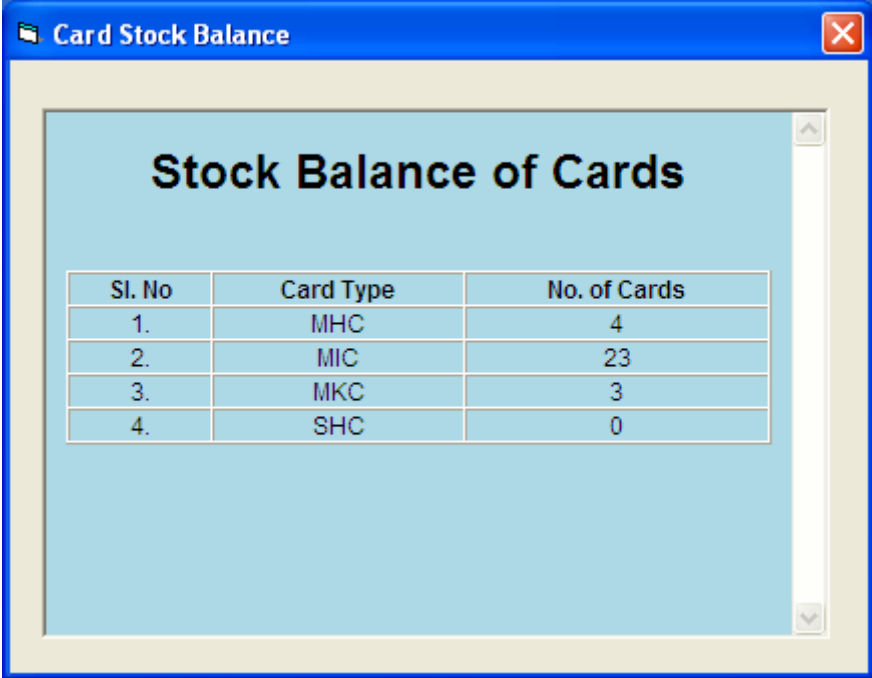
FKO Card Personalization Report

Sl. No	DKMA Ref. No.	Batch No.	Card No.	Card Type	Authority Name	Auth. ID	Designation/ Hospital ID	Department/ Hospital Name	Office Attached	Counter	Perso Date
1.	13	1	2	KHC	Authority3 Name Maximum25	DLSV0017	Designation3 Maximum 25Ch	Department32 Maximum 25 Ch	Attached Office3 Max 25 C	200	12/03/2008
2.	14	2	1	MIC	Authority2 Name Maximum25	DLSV0017	Designation2 Maximum 25Ch	Department2 Maximum 25 Ch	Attached Office2 Max 25 C	200	11/03/2008
3.	15	3	1	MKC	abvnohjk5dfjlsdf dfklds	DLAV0018	5kdfjak djfadkdfs Ma	5sdsadj kjfdskMaxi	Attached Office5 Max 25 C	200	
4.	15	3	2		abvnohjk dfjlsdf dfklds	DLAV0018	Akdfjak djfadkdfs Ma	fsdsadj kjfdskMaxi	Attached Office2 Max 25 C	200	12/03/2008
5.	16	4	1	MIC	Authority4 Name Maximum25	DLSV0017	Designation4 Maximum 25Ch	Department4 Maximum 25 Ch	Attached Office4 Max 25 C	200	10/03/2008
6.	17	4	1		abvnohjk5dfjlsdf dfklds	DLRO0019	5kdfjak djfadkdfs Ma	5sdsadj kjfdskMaxi	Attached Office5 Max 25 C	200	17/03/2008
7.	18	2	1		IA Authority Name-1	DLRO0019	IA Designation-1	IA department-1	Attached Office5 Max 25 C	200	11/04/2008
8.	19	5	1	SHC	Special Hospital Name1	DLRO0021	SH-11111	Special Hospital-Name-121			01/04/2008
9.	21	4	1	MHC	Hospital card auth name-1	DLSV0022	HOSP-111	Hospital Name-11111111111			02/04/2008
10.	22	5	1	SHC	Special Hospital Name1	DLRO0021	SH-11111	Special Hospital-Name-121			11/04/2008
11.	23	2	2	MIC	New Issuer Card Name-1	DLRO0019	New Issuer Designation	New Issuer Department	New Issuer Office Attac		09/04/2008

To print the report, use Right Click→Print... option. Set the paper orientation to 'Landscape' before printing.

10.2 Card Stock Balance

Card stock balance as on date can be viewed/printed using this option. A specimen report is given below. For each card type, the number of available cards for personalization is displayed.



The screenshot shows a software window with a blue title bar containing the text 'Card Stock Balance' and a close button. The main content area has a light blue background and is titled 'Stock Balance of Cards'. Below the title is a table with three columns: 'Sl. No', 'Card Type', and 'No. of Cards'. The table contains four rows of data.

Sl. No	Card Type	No. of Cards
1.	MHC	4
2.	MIC	23
3.	MKC	3
4.	SHC	0

Abbreviations used

DKM – District Key Manager
DKMA – District Key Management Authority
CKGA – Central Key Generating Authority
RSBY – Rashtriya Swasthya Bima Yojna
FKO – Field Key Officer
MIC – Issuer Card
MKC – Kiosk Card
MHC – Hospital Card
SHC – Special Hospital Card