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NATIONAL HEALTH MISSION

CIRCULAR

Circular
NHM/3821/ADMIN1/2020/SPMSU

No:

Dated, Thiruvananthapuram, 02.06.2021

Sub:- Guidelines for issuance of COVID-19 certificate for persons travelling abroad - revised guidelines issued

Ref :- 1. G.O.(Rt).No.1155/2021/H&FWD dated 28.05.2021
2. Circular of even number dated 29.05.2021

Detailed guidelines for issuance of "State COVID 19 vaccination certificate" and early administration of 2nd dose of Covishield for people going abroad was issued as per the Ref 2. New features for registration for priority vaccination as well as certificate issuance will be enabled in the portal from 02/06/21. Following are the major changes which will come into immediate effect:

1. People aged above 18 years going abroad, will be able to register for priority vaccination for both first dose as well as early second dose.
2. Beneficiaries will be able to request for provisional as well as final certificate separately.
3. From now onwards, system will be automatically generating State Issued provisional/ final COVID 19 vaccination certificates as soon as the vaccine administration is marked in the eHealth portal by the vaccinator.

Revised user manuals detailing the process of request submission for vaccination/ certificate, user manual for district officials detailing the verification & approval process and user manual for vaccinator are attached as Annexure I - Annexure V.

Dr.Rathan U. Kelkar IAS
State Mission Director

Approval Valid

Digitally Approved By
Dr.Rathan U. Kelkar IAS
Date: 02.06.2021
Reason: Approved

The document is digitally approved. Hence signature is not needed.



USER MANUAL FOR INDIVIDUAL VACCINATION REQUEST



1. Overview

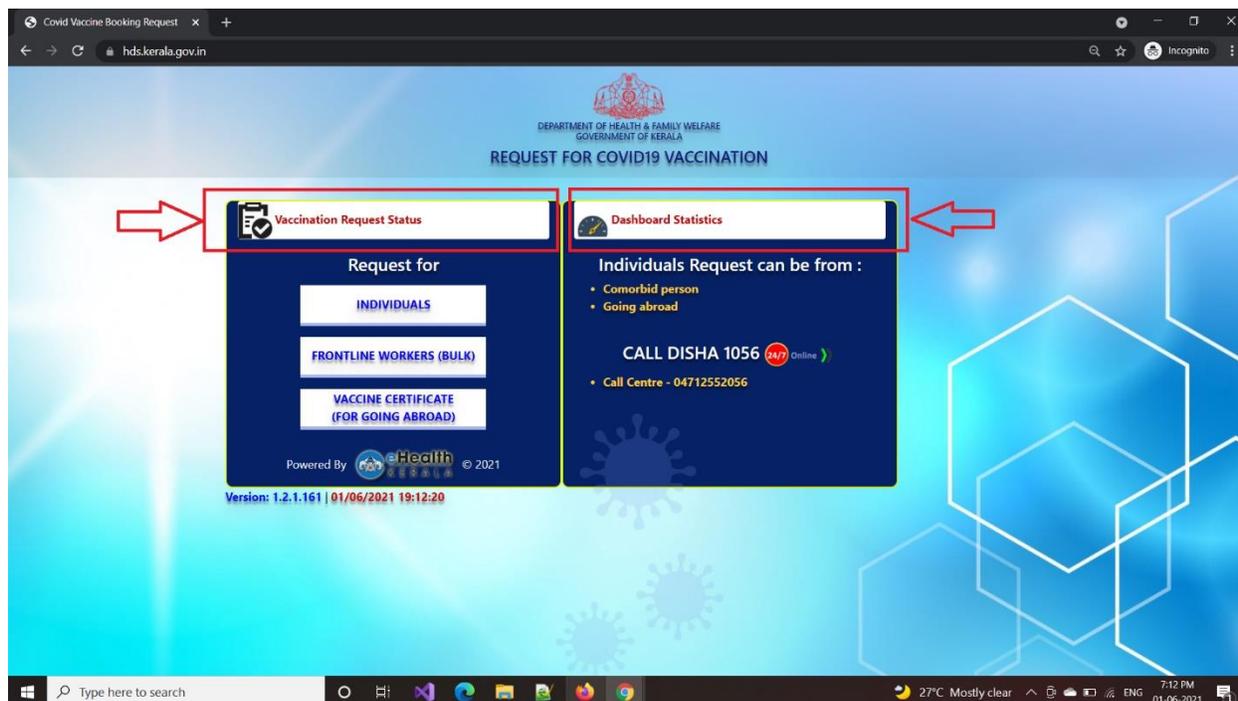
Citizen between 18 to 44 age group having comorbid conditions and person above 18 years who is going abroad is requested to submit vaccination request through this portal. COWIN registration is mandatory for submitting this request. COWIN reference number must be entered in this request. District health authorities shall process the submitted request and on scheduling you will get an SMS regarding vaccination date and venue details.

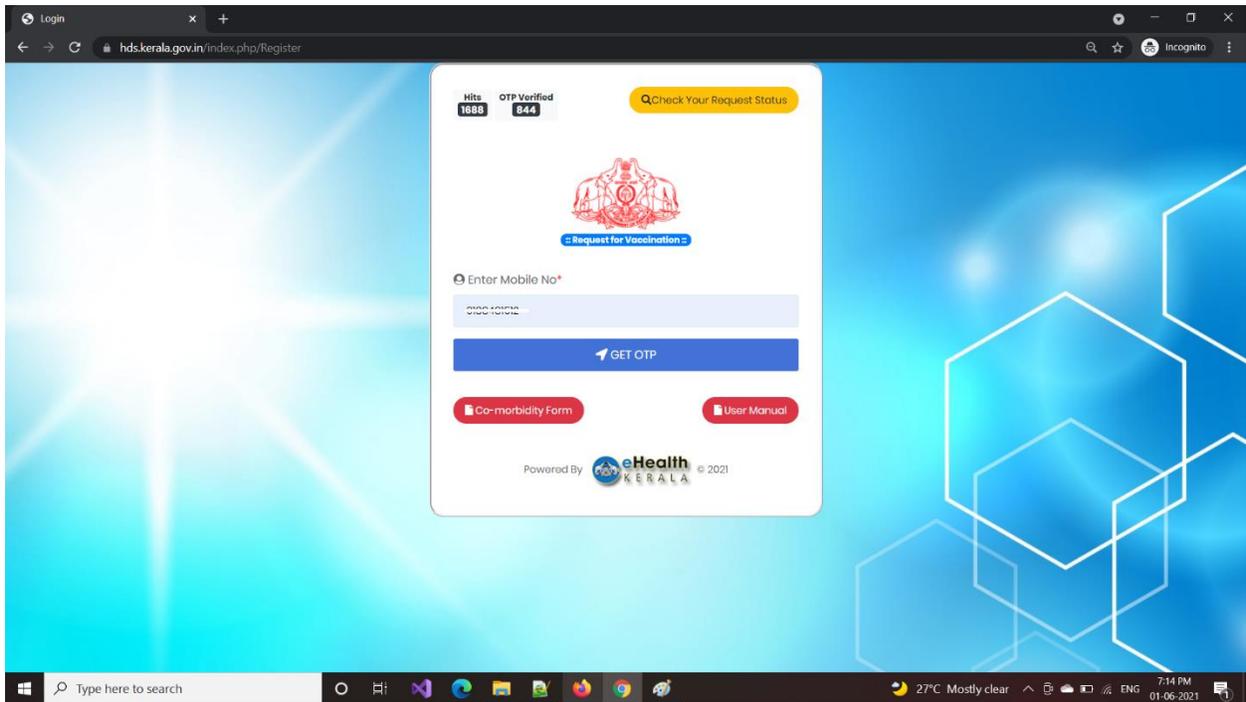
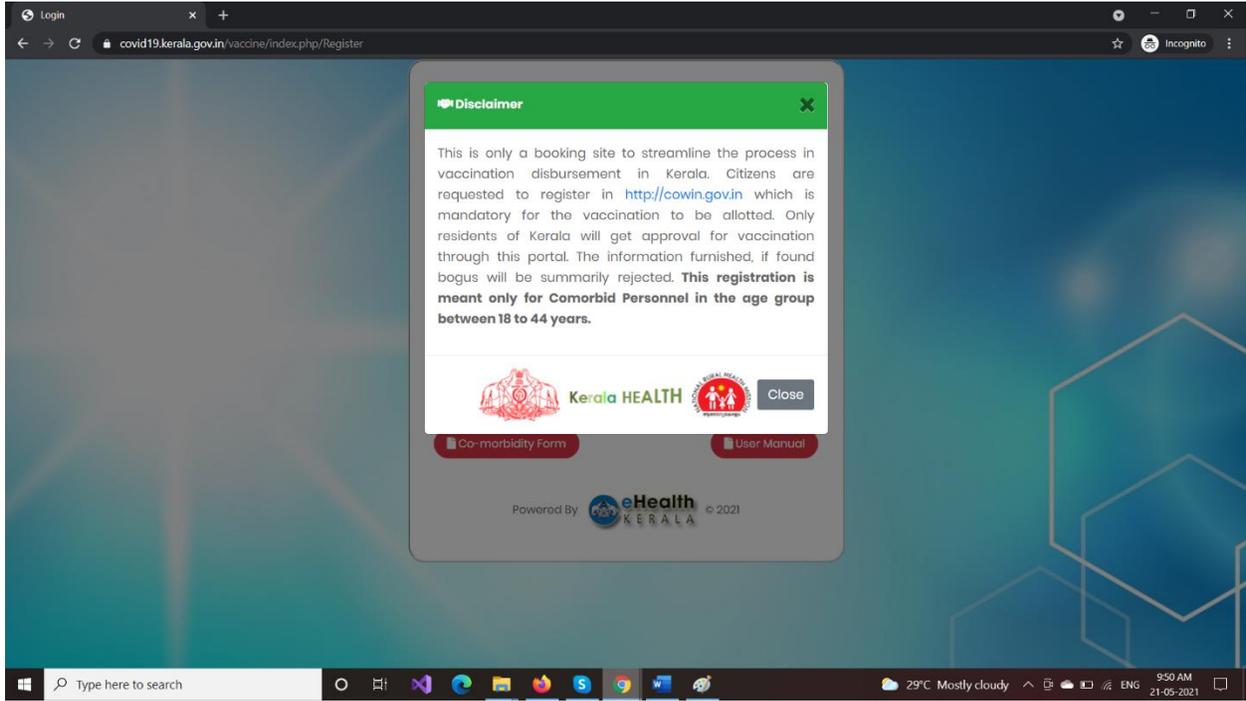
2. Comorbidity Certificate

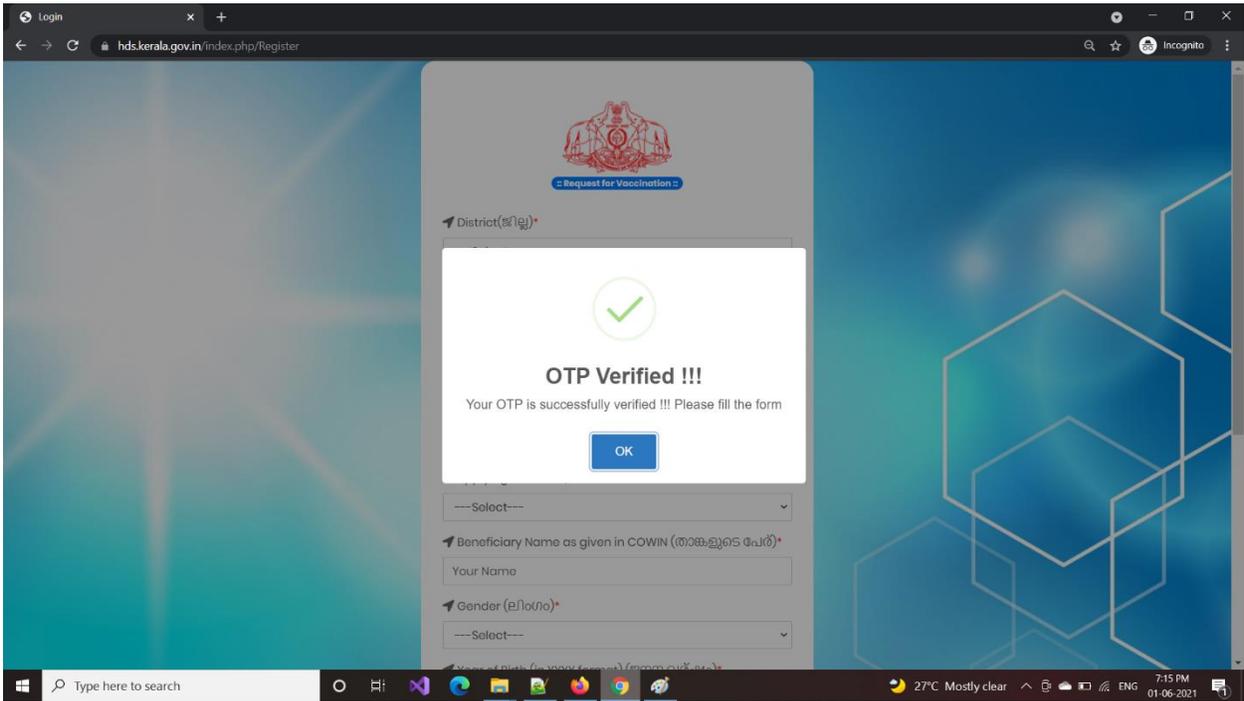
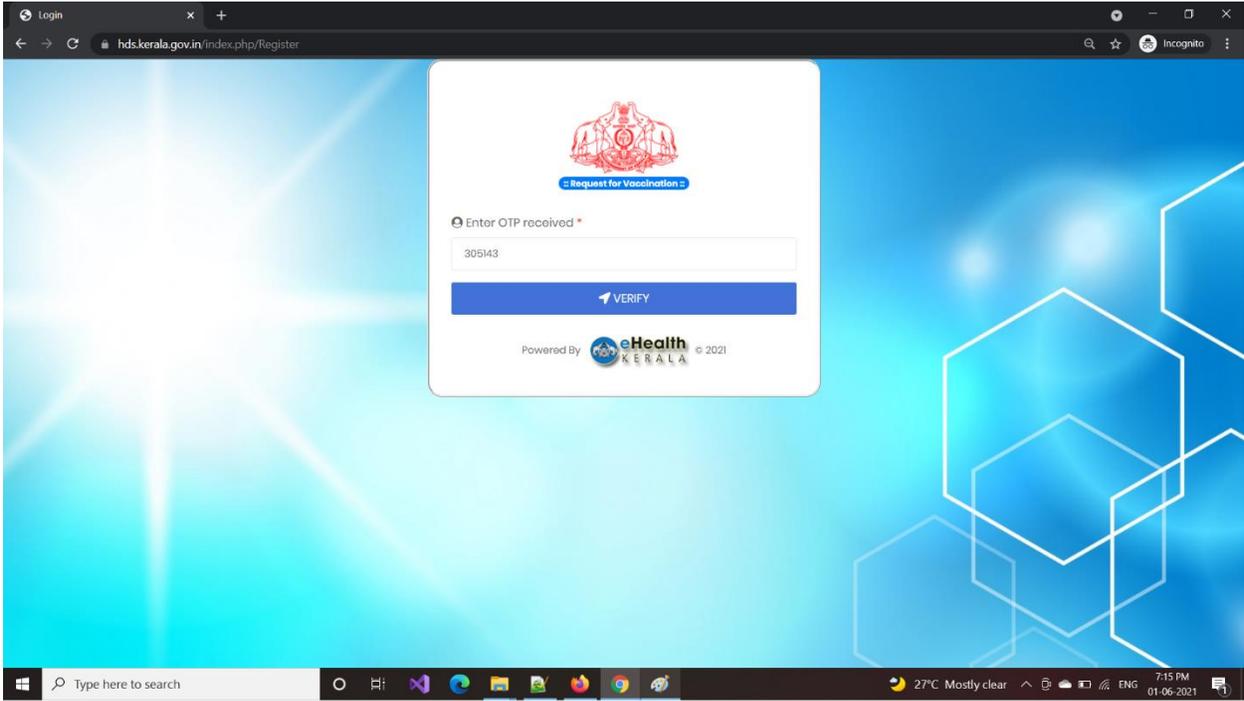
Comorbidity certificate format can be downloaded from the homepage by clicking the link. This shall be filled and certified by Medical Practitioner. The same shall be uploaded while doing vaccination request.

3. Login And Verification

1. Type below URL in any browser in your computer or mobile.
<https://covid19.kerala.gov.in/vaccine/>
2. Select "INDIVIDUALS".
3. Login page will be displayed.
4. Enter your mobile number and click "Get OTP".
5. You will be directed to the OTP verification screen.
6. Enter the OTP received in your mobile.
7. If the OTP is verified correctly, you will then be redirected to the vaccination request form









4. Co-Morbid Request Submission

- In the request form, please provide following information.
 1. Select your district.
 2. Eligibility Group - Currently the vaccination request is only for persons with any comorbidities in the age group of 18 to 44 years.
 3. Dose will be selected a dose-1 which is not editable.
 4. Your Name (as in ID Card)
 5. Your Gender
 6. Your Year of Birth – It shall be such that your age is between 18 years and 44 years.
 7. Age Group
 8. Select preferred vaccination center → Based on vaccine availability the center might be changed and informed through SMS.
 9. Upload Documents: Form Annexure 1(B) - Certificate to identify individuals with co-morbidities that enhance the risk of mortality in COVID-19 disease for priority vaccination. (To be filled by a registered medical practitioner)
 10. Enter your COWIN Reference Number – You must register in COWIN Portal (cowin.gov.in) to apply for vaccination. The COWIN reference number has to be 14 digits.
- After filling up the form click SUBMIT button
- On successful submission alert will be shown.



Request for Vaccination

District(ജില്ല)*
THIRUVANANTHAPURAM

Request Type
Individual Request

Eligibility Group(യോഗ്യതാ വിഭാഗം)*
Comorbid person

COWIN Reference Number (കൊവിൻ റഫറൻസ് നമ്പർ)*
66666666666666

Applying for Dose 1/Dose 2 Vaccination *
Dose 1

Beneficiary Name as given in COWIN (താങ്കളുടെ പേര്)*
Arjun Chandran

Gender (ലിംഗം)*
Male

Year of Birth (in YYYY format) (ജനന വർഷം)*
1990

Preferred Vaccine Center (തിരഞ്ഞെടുത്ത സ്ഥലം)*
Central Stadium Trivandrum

Upload Comorbidity Certificate in prescribed format and supporting documents (രോഗബന്ധരോഗങ്ങളുടെ സർട്ടിഫിക്കറ്റും മറ്റു രേഖകളും സമർപ്പിക്കുക)
(Less than 500KB) (Supported formats: PDF/JPG)*

Choose File No file chosen

Choose File No file chosen

SUBMIT (സമർപ്പിക്കുക)

Powered By eHealth KERALA © 2021

Given ID Proof in COWIN*
Driving License

ID (Driving License) Number as given in COWIN*
KL5H2342010

Preferred Vaccine Center (തിരഞ്ഞെടുത്ത സ്ഥലം)*
Central Stadium Trivandrum

You have been registered !!!
Based on the availability of vaccine you will soon be intimated regarding your vaccination schedule

OK

(Less than 500KB) (Supported formats: JPG/JPEG/PDF)*

Choose File SampleDoc.pdf

SUBMIT (സമർപ്പിക്കുക)

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5. Going Abroad Request Submission

- In the request form, please provide following information.
 1. Select district.
 2. Select eligibility group as “Going Abroad”.
 3. Select required dose of vaccination.
 4. Enter passport details
 5. Enter COWIN details
 6. Upload ID proof document
 7. Upload Passport document
 8. Upload travel document
 9. Submit request

The screenshot shows a web browser window displaying the 'Request for Vaccination' form. The form is titled 'Request for Vaccination' and contains the following fields:

- District (ജില്ല):** THIRUVANANTHAPURAM
- Request Type:** Individual Request
- Eligibility Group (അ elegibility ഗ്രൂപ്പ്):** Going abroad
- COWIN Reference Number (കൊവിൻ റഫറൻസ് നമ്പർ):** 66666666666666
- Applying for Dose 1/Dose 2 Vaccination:** Dose 1
- Beneficiary Name as given in COWIN (താങ്കളുടെ പേര്):** Arjun Chandran
- Passport No:** K812312312
- Name as in Passport:** Arjun Chandran
- Gender (ലിംഗം):** Male
- Year of Birth (in YYYY format) (ജനന വർഷം):** 1990

The form is displayed in a browser window with the URL 'hds.kerala.gov.in/index.php/Register'. The browser window also shows the Windows taskbar at the bottom with the search bar and system tray.



hds.kerala.gov.in/index.php/Register

Year of Birth (in YYYY format) (ജനന വർഷം)*
1990

Given ID Proof in COWIN* ID (Driving License) Number as given in COWIN*
Driving License KL51I2342010

Preferred Vaccine Center (തിരഞ്ഞെടുത്ത സ്ഥലം)*
Central Stadium Trivandrum

Email
arjunchandran@gmail.com

Upload ID (Driving License) given in COWIN
(Less than 500KB) (Supported formats: .JPG/.JPEG/PDF)*
Choose File No file chosen

Upload Passport Document
(Less than 500KB) (Supported formats: .JPG/.JPEG/PDF)*
Choose File No file chosen

Upload Visa/Travel Documents
(Less than 500KB) (Supported formats: .JPG/.JPEG/PDF)*
Choose File No file chosen

SUBMIT (സമർപ്പിക്കുക)

27°C Mostly clear 7:22 PM 01-06-2021

hds.kerala.gov.in/index.php/Register

Given ID Proof in COWIN* ID (Driving License) Number as given in COWIN*
Driving License KL51I2342010

Preferred Vaccine Center (തിരഞ്ഞെടുത്ത സ്ഥലം)*
Central Stadium Trivandrum

You have been registered !!!
Based on the availability of vaccine you will soon be intimated regarding your vaccination schedule
OK

Upload ID (Driving License) given in COWIN
(Less than 500KB) (Supported formats: .JPG/.JPEG/PDF)*
Choose File SampleDoc.pdf

SUBMIT (സമർപ്പിക്കുക)

Powered By eHealth KERALA © 2021

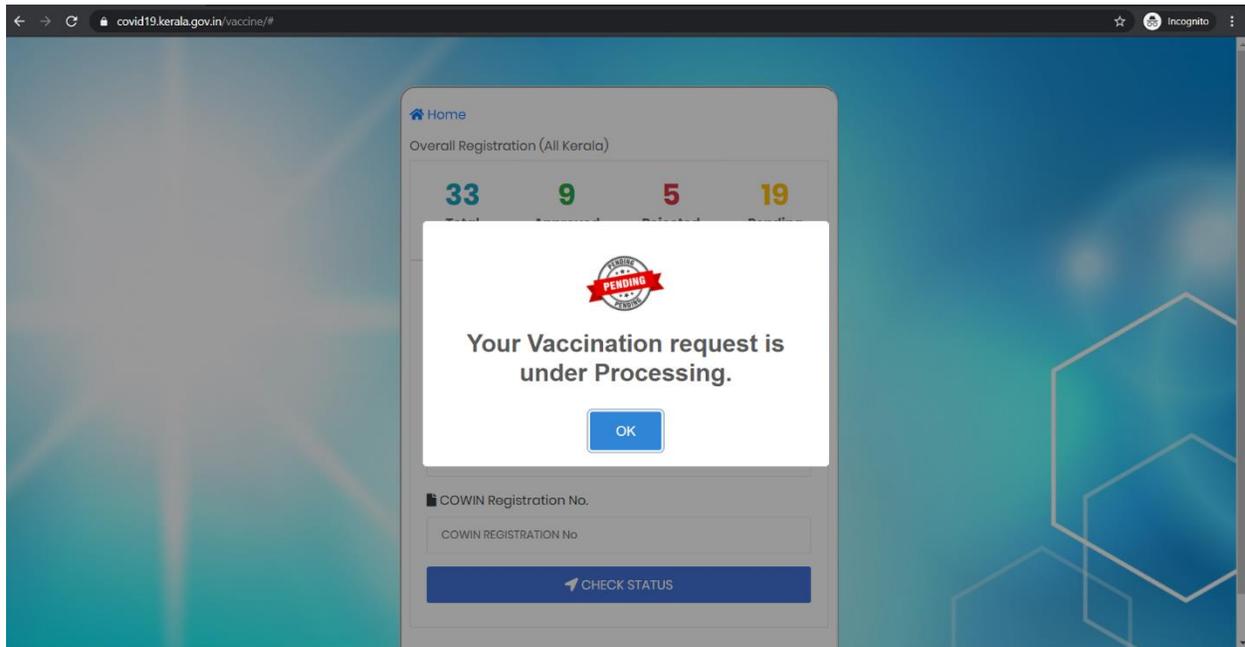
27°C Mostly clear 7:23 PM 01-06-2021



6. Request Status

- In login page click “Check Your Request Status”.
- Enter your registered mobile number, registered year of birth, COWIN Registration Number.
You have to enter any two of these values.
- If successfully validated, it will show your request status.

The image displays two screenshots of the eHealth Kerala COVID-19 vaccine registration portal. The top screenshot shows the 'Request for Vaccination' page. At the top, there are statistics: 'Hits: 1155714' and 'OTP Verified: 457867'. A yellow button labeled 'Check Your Request Status' is visible. Below the statistics is the state emblem of Kerala and a blue button labeled 'Request for Vaccination'. The main section contains a form with the label 'Enter Mobile No*' and a text input field for 'Mobile No'. Below the input field is a blue button labeled 'GET OTP'. There are also two red buttons: 'Co-morbidity Form' and 'User Manual'. At the bottom, it says 'Powered By eHealth KERALA © 2021'. The bottom screenshot shows the 'Check your status' page. It has a 'Home' link and a section titled 'Check your status' with the note '(Atleast two details required)'. There are three input fields: 'Mobile No', 'Year Of Birth (in YYYY format)', and 'COWIN Registration No.' (with the instruction 'Enter 14 digits COWIN REGISTRATION No'). A blue button labeled 'CHECK STATUS' is at the bottom.



7. Verification Done At Vaccination Center

- At vaccination center you shall submit the following documents for verification
 1. Comorbidity Certificate
 2. SMS received regarding vaccination scheduling.
 3. ID proof to verify age.
 4. Passport, Visa, Travel document copy for going abroad.
- Based on the verification the vaccinator will administer vaccine.



8. List Of Comorbidities

SN	Criterion
1.	Diabetes Mellitus
2.	Hypertension
3.	All Cardiac Diseases (Congenital/Acute/Chronic)
4.	All Lung Diseases including Asthma
5.	All Neurological Conditions
6.	Developmental Disorders
7.	All Renal Diseases
8.	All Liver Diseases
9.	Inflammatory Bowel Disease
10.	Any Cancer or on treatment for cancer
11.	All Genetic disorders
12.	Congenital Metabolic Disorders
13.	Obesity- BMI >30 kg/m ²
14.	Endocrine Disorders
15.	Rheumatological Disorders
16.	Persons on Immunosuppressive therapy
17.	Auto Immune Diseases
18.	Hematological conditions- Sickle Cell Disease/ Bone marrow failure/ Aplastic Anemia/ Thalassemia Major
19.	Primary Immunodeficiency Diseases/ HIV infection
20.	Poly Cystic Ovarian Disease (PCOD)
21.	Differently abled individuals
22.	Any organ transplant including Hematopoietic stem cell transplant: Recipient/On wait-list/Donor
23.	Any other conditions which merits vaccination as per the certifying doctor. Please specify the Condition...



USER MANUAL FOR COVID-19 VACCINATION CERTIFICATE REQUEST

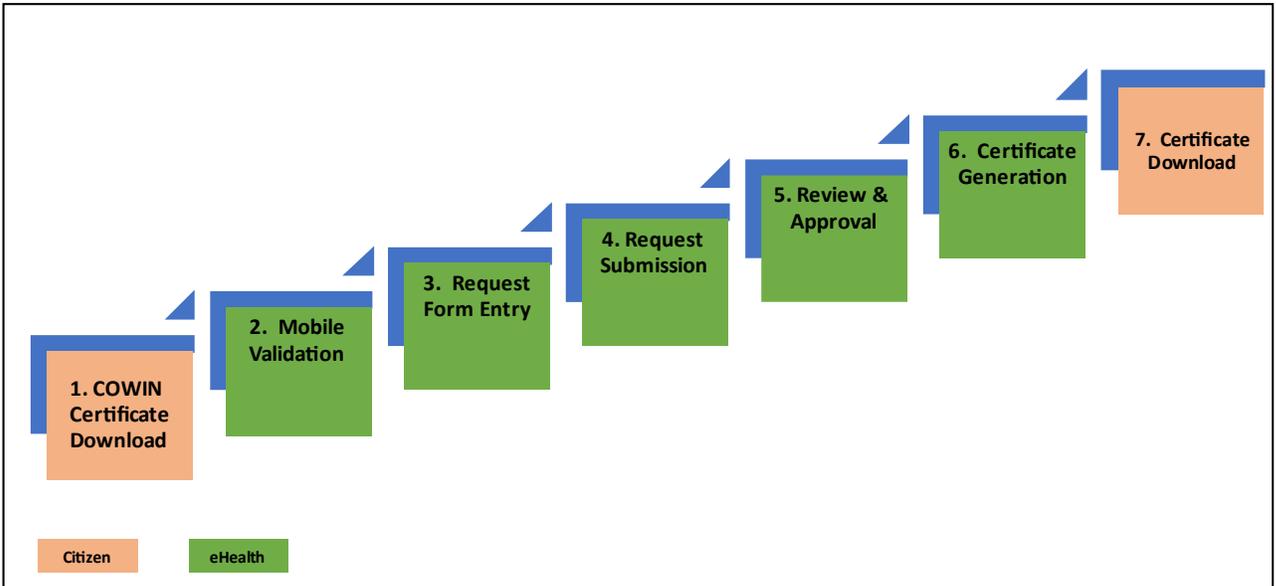


1. Overview

Citizen going abroad who needs vaccination certificate from Government of Kerala can raise request through this new option. Citizens have to fill the request form and upload related documents and submit. These request forms will be verified by the district teams and will be approved or rejected. If approved, vaccination certificate could be downloaded from same portal.

2. Process Flow

CERTIFICATE REQUEST PROCESS FLOW



27 May 2021

eHealth Kerala

2

1. Citizen going abroad have to download the final certificate from COWIN which is available only if two vaccinations are taken.
2. eHealth request form will be filled and required documents will be uploaded.
3. Citizen can request for dose 1 and dose 2 certificate.
4. District team will verify request details and the documents and will approve or reject the request.
5. Certificate will be downloaded by citizen from porta, if approved.

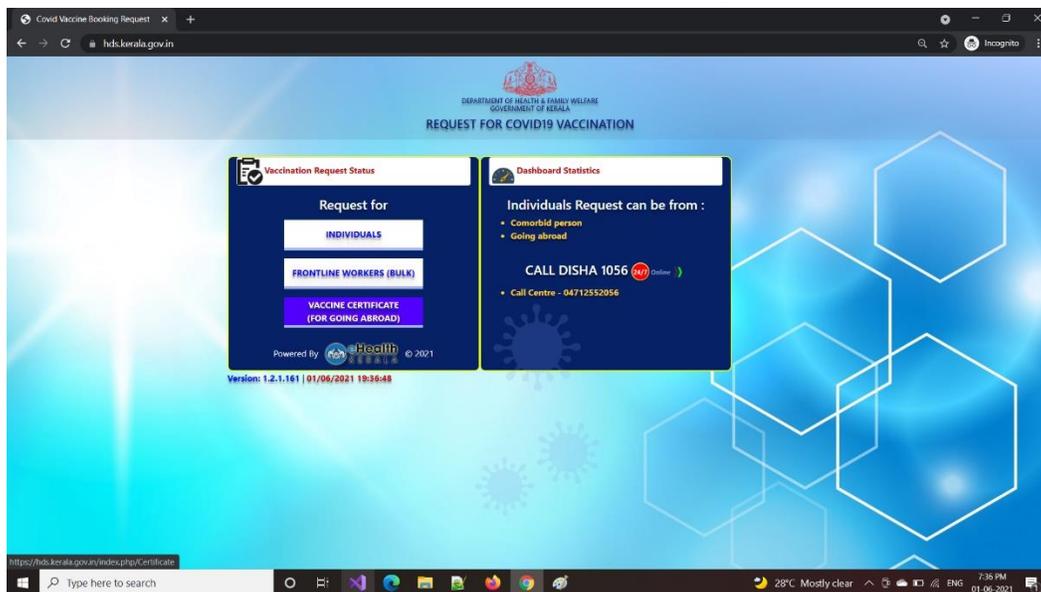


3. Pre-requisites

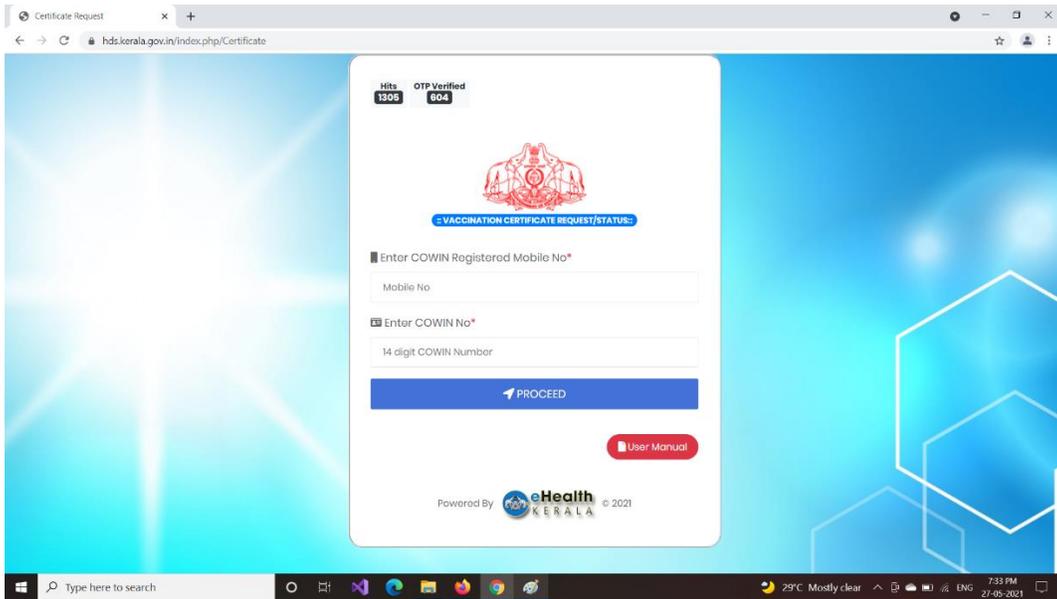
1. COWIN Final Vaccination Certificate
2. Travel documents like Passport, Visa, Admission Letter from a Foreign University, Offer Letter, Work Permit, Permanent Residency Certificate etc. of foreign countries as the case may be.

4. Covid-19 Vaccination Certificate Request

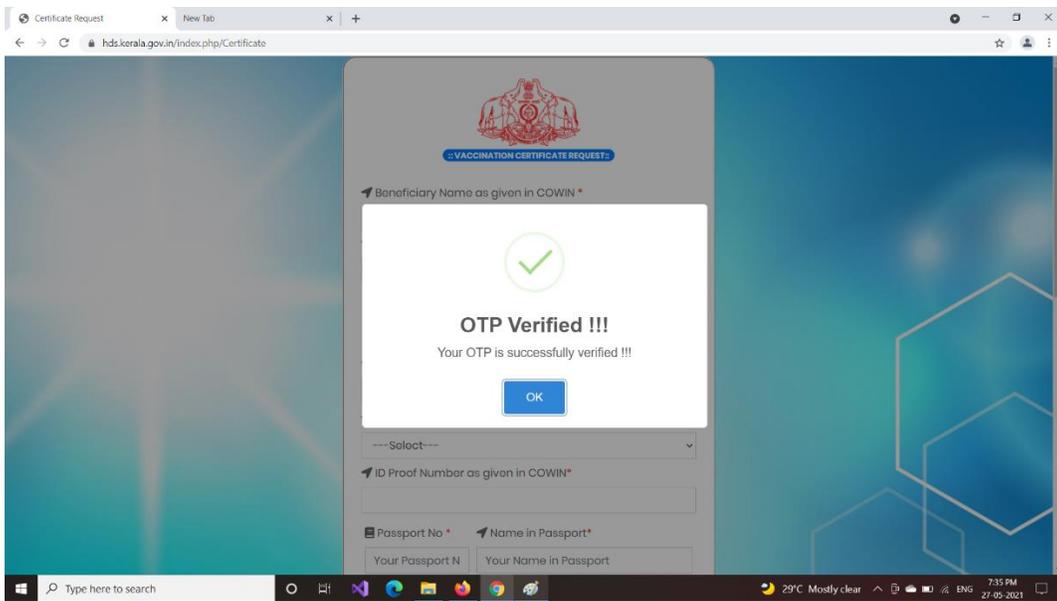
3. Type below URL in any browser in your computer.
<https://covid19.kerala.gov.in/vaccine/>
4. Select “VACCINE CERTIFICATE (FOR GOING ABROAD)” option.



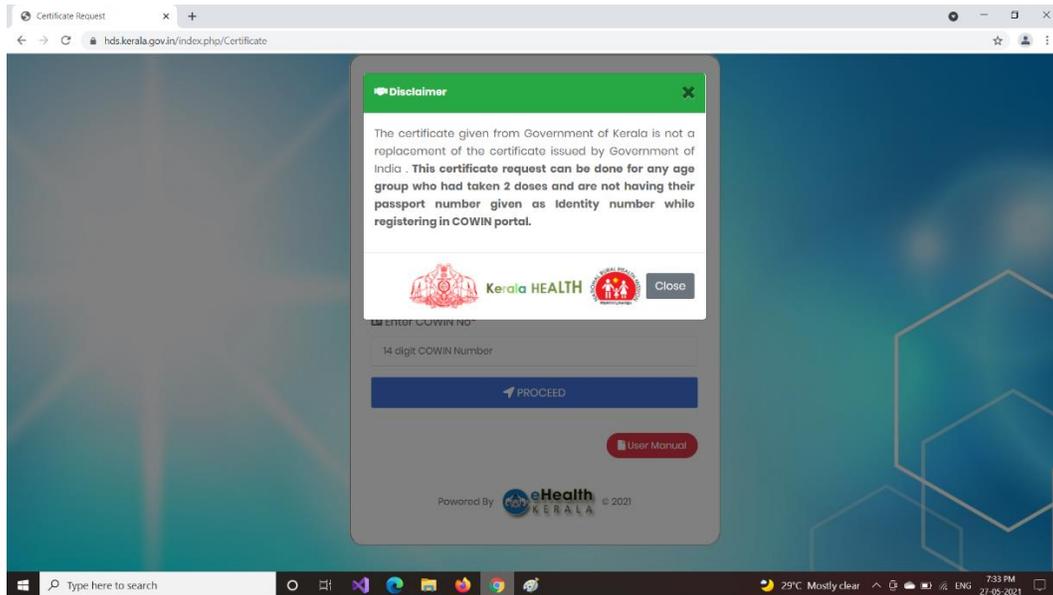
5. Enter COWIN registered mobile number and COWIN registration number.



6. Enter OTP and Validate



7. If successfully validated you will get the below screen.



8. Read the direction and click the close button.
9. Fill request form
 - a. Select the dose for which certificate is required.
 - b. Enter name as in COWIN.
 - c. Enter COWIN Ref ID
 - d. Select gender and year of birth
 - e. Select the name of vaccine administered to you as in COWIN Certificate.
 - f. Select the ID proof as mentioned in COWIN
 - g. Enter the ID Proof No
 - h. Enter Passport Number and Name as in Passport.
 - i. Enter your district and email id.
 - j. Upload the ID Proof (as selected in (b) above)
 - k. Upload your COWIN certificate, downloaded from cowin.gov.in
 - l. Upload relevant pages of Passport as a single document
 - m. Upload Travel documents like Passport, Visa, Admission Letter, Offer Letter, Employment Letter, Work Permit, Permanent Residency Certificate etc. of foreign countries as the case may be.
 - n. Click Get OTP.



Certificate Request

hds.kerala.gov.in/index.php/Certificate

VACCINATION CERTIFICATE REQUEST

Applying for Certificate*

Dose 2 (Final)

Beneficiary Name as given in COWIN*

Arjun Chandran

COWIN Ref No*

22222222222222

Gender* Year of Birth*

Male 1990

Vaccine Name*

COVISHIELD(Oxford-AstraZeneca)

Given ID Proof in COWIN*

Driving License

ID (Driving License) Number as given in COWIN*

KL5H2342010

Passport No* Name in Passport*

Your Passport N Your Name in Passport

District* Email

---Select--- Your Email ID

Upload ID (Driving License) Document as given in COWIN
(Less than 1024 KB) (Supported formats: JPG/JPEG/PDF)*

Choose File No file chosen

Upload Final Certificate issued from Cowin. (PDF/JPG
Less than 1024KB)*

Choose File No file chosen

Upload Passport Document
(Less than 1024 KB) (Supported formats: JPG/JPEG/PDF)*

Choose File No file chosen

Upload Visa / Work Permit / Employment Permit /
Admission Letter
(Less than 1024 KB) (Supported formats: JPG/JPEG/PDF)*

Choose File No file chosen

I heroby agree to share my passport no, identity proofs
and any other related data for verification purpose for
covid vaccination certificate.

GET OTP

10. Once OTP is verified successfully, request submit button will be enabled for submission



hds.kerala.gov.in/index.php/Certificate

Upload ID (Aadhaar Card) Document as given in COWIN
(Less than 1024 KB) (Supported formats: .JPG/.JPEG/.PDF)*

Choose File | SampleDoc.pdf

Upload Vaccination Certificate issued from Cowin
(Less than 1024 KB) (Supported formats: .JPG/.JPEG/.PDF)*

Choose File | SampleDoc.pdf

Upload Passport Document
(Less than 1024 KB) (Supported formats: .JPG/.JPEG/.PDF)*

Choose File | SampleDoc.pdf

Upload Visa / Work Permit / Employment Permit / Admission Letter
(Less than 1024 KB) (Supported formats: .JPG/.JPEG/.PDF)*

Choose File | SampleDoc.pdf

Aadhaar Number
95487064823

Name as in Aadhaar
Jayalatha Chalthodi Puthurkattil

I hereby agree to share my aadhaar no and related data for verification purpose for covid vaccination certificate.

SUBMIT (സമർപ്പിക്കുക)

11. After clicking the submit button, Your application will be submitted and registered.

hds.kerala.gov.in/index.php/Certificate

Upload ID (Aadhaar Card) Document as given in COWIN
(Less than 1024 KB) (Supported formats: .JPG/.JPEG/.PDF)*

Choose File | SampleDoc.pdf

Upload Vaccination Certificate issued from Cowin
(Less than 1024 KB) (Supported formats: .JPG/.JPEG/.PDF)*

Choose File | SampleDoc.pdf

I hereby agree to share my aadhaar no and related data for verification purpose for covid vaccination certificate.

SUBMIT (സമർപ്പിക്കുക)

You have been registered !!!

Your certificate will be available for download after official verification and approval.

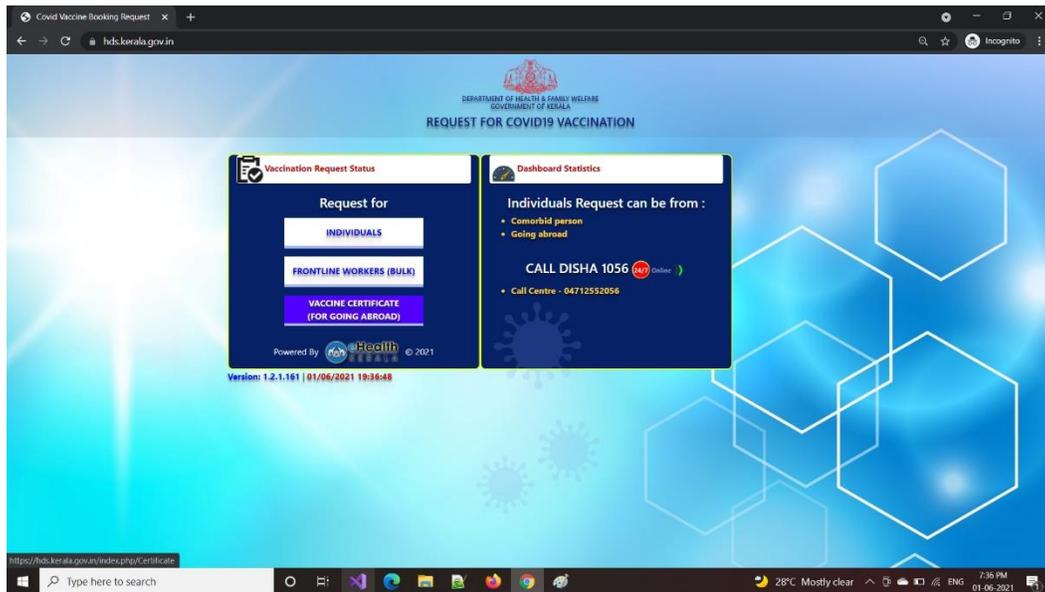
OK

Jayalatha Chalthodi Puthurkattil

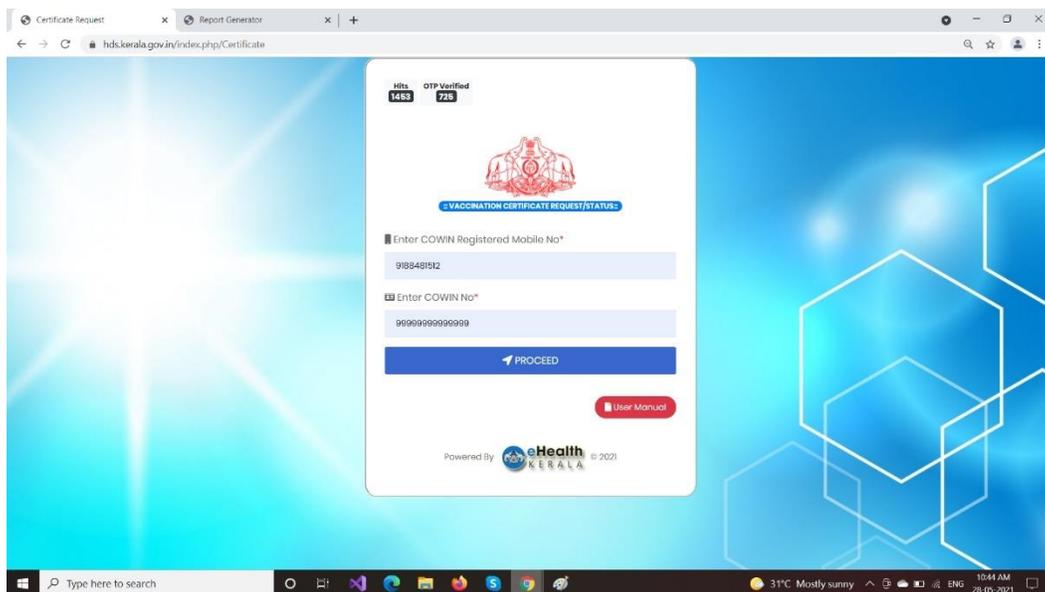


5. Covid-19 Vaccination Certificate Download

- Once the certificate request is approved / rejected after official verification an SMS will be send to the registered mobile number mentioning the status of the application. If approved it could be downloaded after login using mobile number and COWIN number



- Enter mobile number and COWIN reference number.



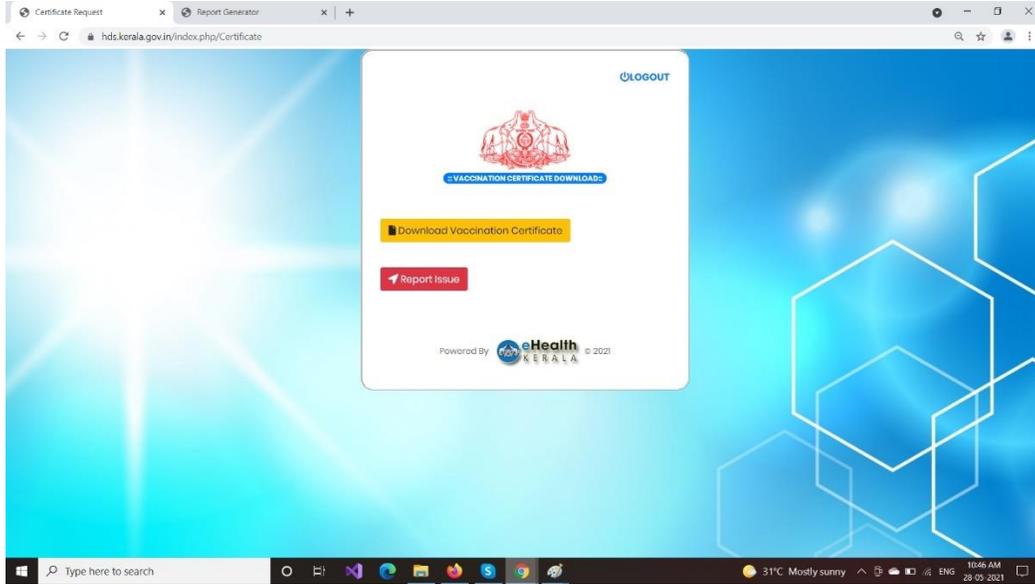


➤ Verify the OTP received.

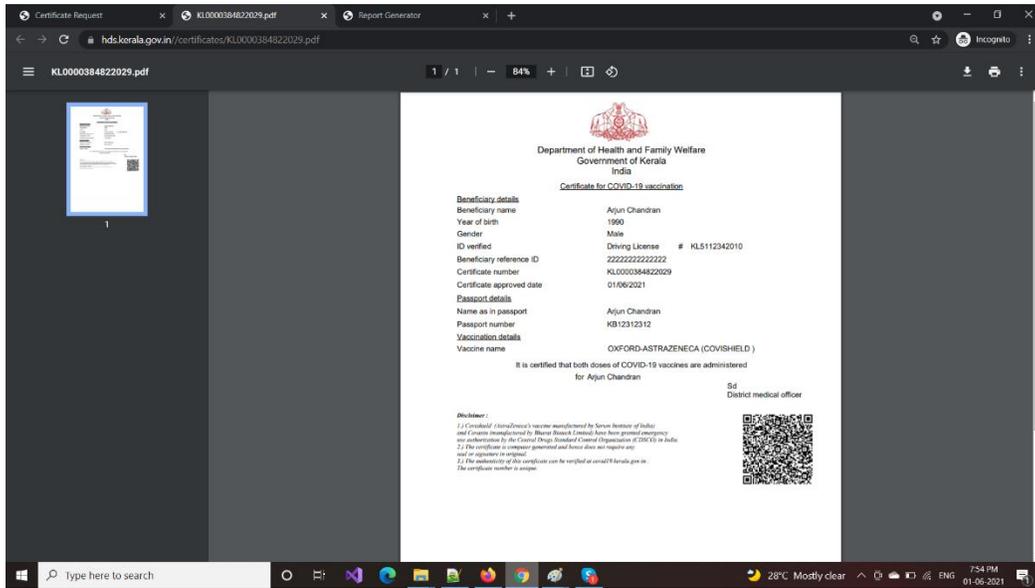
The image displays two sequential screenshots of the eHealth Kerala web portal. The top screenshot shows the 'VACCINATION CERTIFICATE REQUEST' page. It features a header with the state emblem and the eHealth KERALA logo. Below the header, there is a form titled 'Enter OTP received in your mobile*' with a text input field containing the number '932165' and a blue 'VERIFY' button. The page is powered by eHealth KERALA © 2021. The bottom screenshot shows the 'VACCINATION CERTIFICATE DOWNLOAD' page. It features a green checkmark icon and the text 'OTP Verified !!! Your OTP is successfully verified !!!' with an 'OK' button. A 'LOGOUT' link is visible in the top right corner of the page. Both screenshots show the browser address bar with the URL 'hds.kerala.gov.in/index.php/Certificate' and the Windows taskbar at the bottom.



- After OTP verification citizen can download the certificate from the download certificate button.

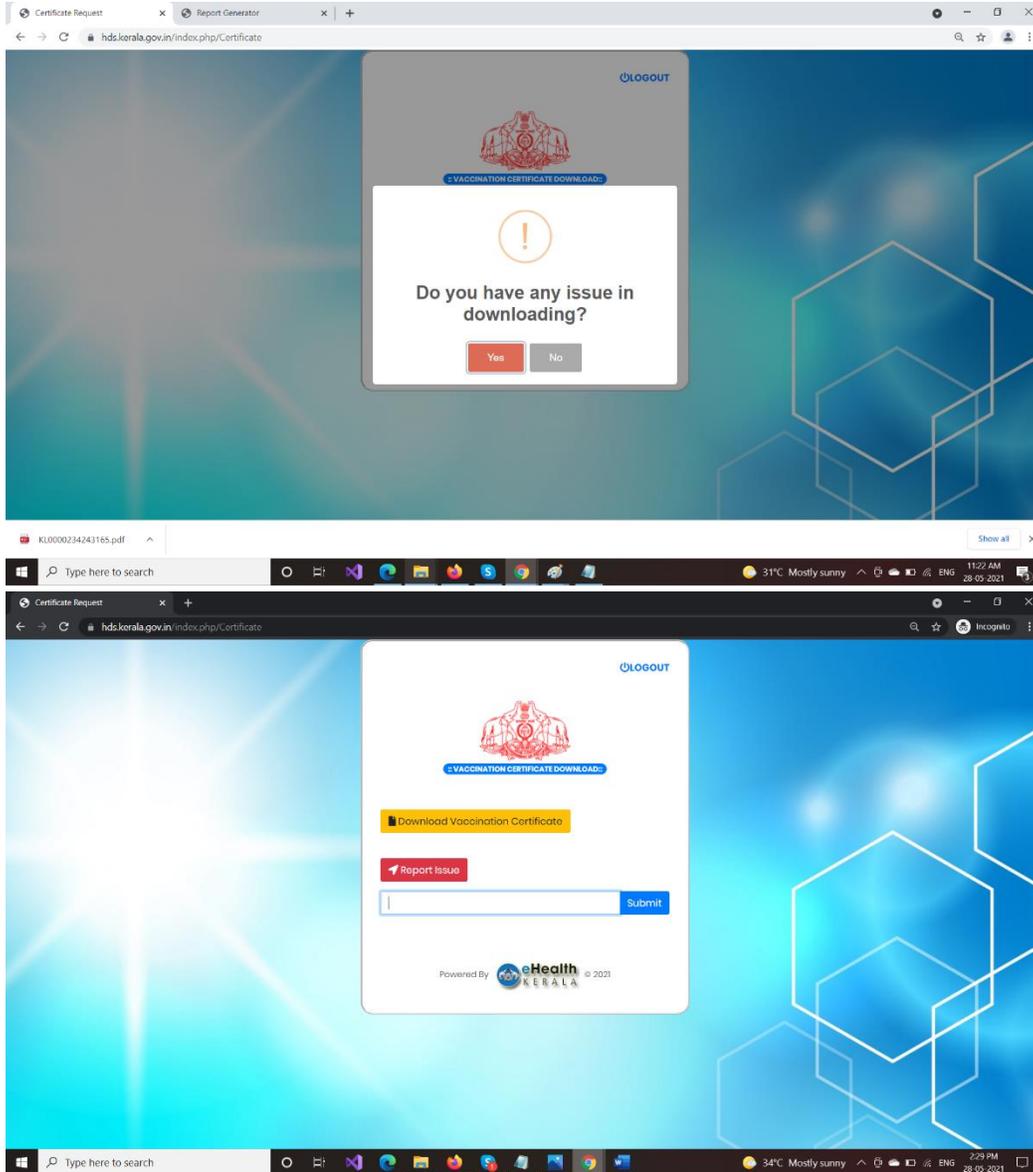


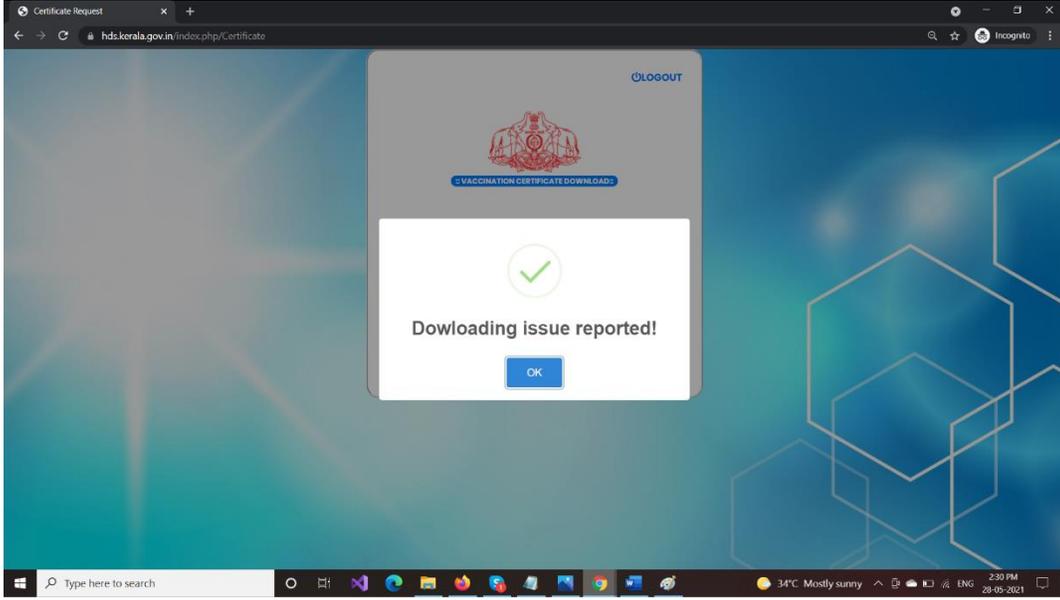
Certificate Format





- If citizen is not able to download the certificate, he/she can mark as “Report Issue”.
- Citizen can enter the faces issue as brief comment and submit.







REQUEST PROCESSOR- USER MANUAL

Revision Details		
Version	Release Date	Released By
Version 1.0	21/05/2021	Arjun Chandran
Version 2.0	22/05/2021	Arjun Chandran
Version 3.0	01/06/2021	Arjun Chandran



1. Overview

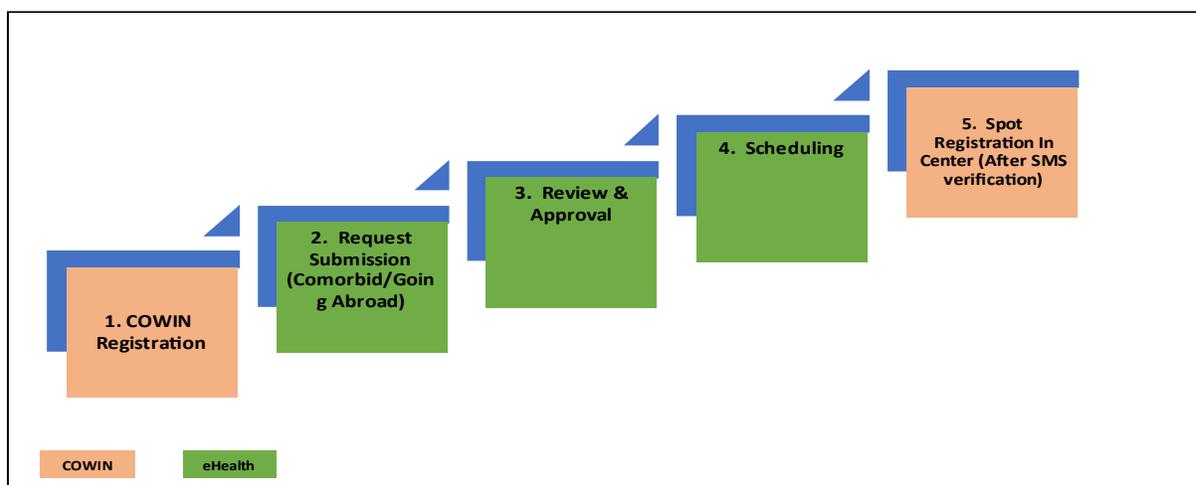
Citizen between 18 to 44 age group having comorbid conditions and person above 18 years who is going abroad is requested to submit vaccination request through this portal. In case of going abroad request the citizen can open for dose 1 and dose 2.

Employer or designated nodal officer (henceforth referred as Employer) of an organization in each district shall submit vaccination request for frontline workers between 18 to 44 age group who is working under them. Request must be done district wise.

COWIN registration is mandatory for submitting this request. COWIN reference number must be entered against each employee. District health authorities shall process these requests. On approving/rejecting a request SMS will be sent to the requested person. Once scheduled, SMS will be sent mentioning the vaccination center and scheduled date.

2. Process Flow

INDIVIDUAL REQUEST PROCESS FLOW



1 June 2021

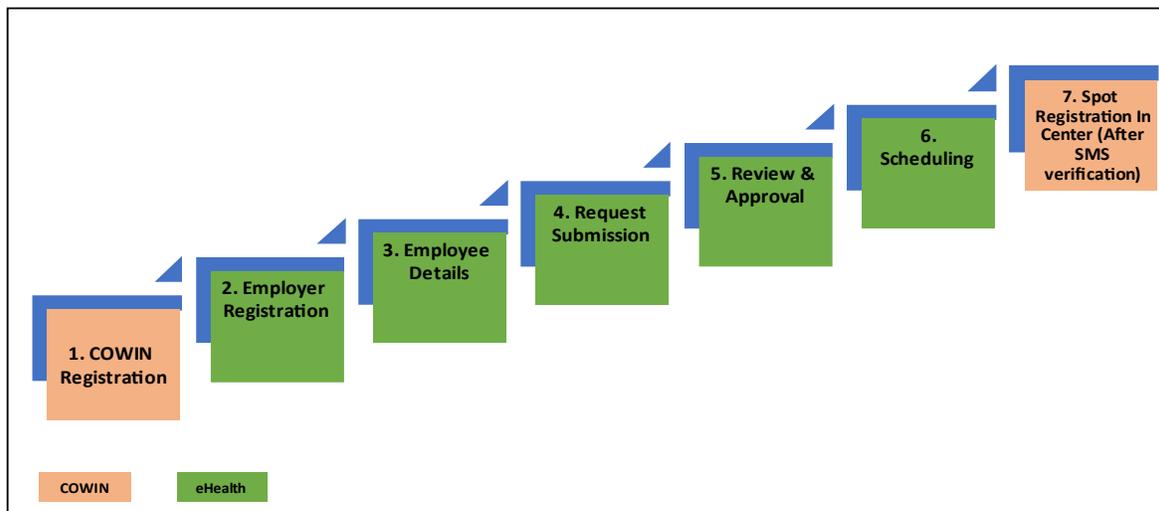
eHealth Kerala

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1. All citizens must be registered under COWIN.
2. Comorbid certificate must be certified by doctor.
3. Request must be submitted in eHealth portal by selecting eligibility group Comorbid person, Going abroad.
4. Request will be processed by district health team.
5. Once scheduled SMS will be sent to employee with vaccination center, date information.
6. At vaccination center on verifying the SMS received from eHealth portal spot registration will be done in COWIN and vaccination will be administered.



FRONTLINE WORKERS PROCESS FLOW



19 May 2021

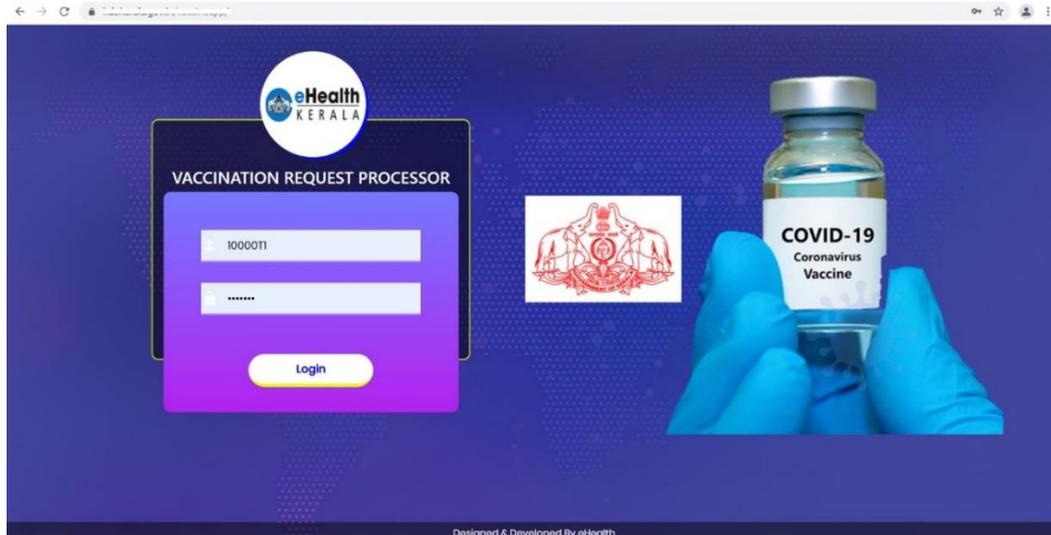
eHealth Kerala

2

1. All employees must be registered under COWIN.
2. Employer or nodal officer registration will be done after Aadhar verification.
3. After registration employee details will be filled.
4. Request will be submitted after marking undertaking and Aadhar verification.
5. Request will be processed by district health team.
6. Once scheduled SMS will be sent to employee with vaccination center, date information.
7. At vaccination center on verifying the SMS received from eHealth portal spot registration will be done in COWIN and vaccination will be administered.

3. Login

1. Type below URL in any browser in your computer or mobile.
<https://covid19.kerala.gov.in/vaccineapp/>
2. Login page will be displayed.
3. Enter your PEN number as username and password.
4. Click "Login"



4. Home Screen

- Once user login home page will be displayed.
- Home page will have brief description about the available options.
- There are three sections as mentioned below.
 1. Citizen Request List
 2. Employer Request List
 3. District Dashboard
 4. Reschedule Vaccination
- Below “Citizen Request List” there are 4 options.
 1. Citizen Pending Requests
 2. My Citizen Pending List
 3. Scheduled Citizen Approval List
 4. Generate District Reports
- Below “Employer Request List” there are 3 options.
 - Employer Pending Requests
 - My Employer Pending List
 - Employee Schedule Approval List
- Below “District Dashboard” there are 1 option.
 - CVC Wise Scheduled Count



Report Generator

hds.kerala.gov.in/vaccinewapp/homePage.jsp?user=490553

eHealth KERALA

DISTRICT : THIRUVANANTHAPURAM

Logged in as Dr Divya Sadasivan

LOGOUT

CITIZEN REQUEST LIST

- Citizen Pending Requests
 - My Citizen Pending List
 - Generate Districtwise Reports
 - Schedule Citizen Approval List
- EMPLOYER REQUEST LIST
 - Employer Pending Requests
 - My Employer Pending List
 - Employer wise Schedule Approval List
 - Employee Schedule Approval List
- DISTRICT DASHBOARD
 - CVC Wise Scheduled Count
 - RESCHEDULE VACCINATION

WELCOME TO DISTRICT WISE CITIZEN REQUEST LIST

- * Please find your district wise complete pending list in "Citizen Pending Requests" Tab
- * Click "Add To My List" button to add citizens to your pending list
- * Please find your pending citizen list in "My Citizen Pending Requests" Tab which you have added from common pool
- * Click "Transfer to common pool" button to add transfer pending list to common pool
- * Click "Generate Districtwise Reports" tab to get the approved, rejected and scheduled report reports
- * Click "Schedule Citizen Approval Lists" tab to schedule the date for the citizen who are approved for vaccination
- * Click [here](#) for User Manual

Type here to search

27°C

9:24 PM

01-06-2021

5. District Dashboard

- District dashboard is introduced.
- Status wise count against total request received in the district can be viewed in tree structure.

Report Generator

hds.kerala.gov.in/vaccinewapp/homePage.jsp?user=490553

eHealth KERALA

DISTRICT : THIRUVANANTHAPURAM

Logged in as Dr Divya Sadasivan

LOGOUT

Search

CITIZEN REQUEST LIST

- Citizen Pending Requests
- My Citizen Pending List
- Generate Districtwise Reports
- Schedule Citizen Approval List

EMPLOYER REQUEST LIST

- Employer Pending Requests
- My Employer Pending List
- Employee Schedule Approval List

DISTRICT DASHBOARD

- CVC Wise Scheduled Count

Co-Morbidity Frontline Workers

Total Requests 161

Pending 134

Processed 27

Approved 21

Rejected 6

Not scheduled 16

Scheduled 6

Administered 0

Not administered 6

Type here to search

26°C Mostly cloudy

8:41 PM

22-05-2021

- New information's added in the dashboard screen. User wise status count is introduced to monitor.
- Frontline category wise status count is introduced.



Report Generator | hds.kerala.gov.in/vaccineapp/HomePage.jsp?user=490553 | DISTRICT : THIRUVANANTHAPURAM | Logged in as Dr Divya Sadasivan | LOGOUT

CITIZEN REQUEST LIST

- Citizen Pending Requests
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EMPLOYER REQUEST LIST

- Employer Pending Requests
- My Employer Pending List
- Employer wise Schedule Approval List
- Employee Schedule Approval List

DISTRICT DASHBOARD

- CVC Wise Scheduled Count
- RESCHEDULE VACCINATION

Individual Request Frontline Workers

Total Requests 249

- Pending** 212
- Processed** 37
 - Approved** 31
 - Rejected** 6
- Not scheduled** 26
- Scheduled** 5
 - Administered** 0
 - Not administered** 5

FRONTLINE WORKERS REQUEST STATISTICS BY ORGANIZATION

Organization	Total Approved	Total scheduled	Pending Approval	Approved Not Scheduled	Scheduled not administered	Administered	Rejected	Total
All workers in Oxygen manufacturing plants, Oxygen distribution centres, Oxygen filling centres, Dabur...	11	0	29	11	0	0	2	42

INDIVIDUAL REQUEST STATISTICS

Type	Total Approved	Total scheduled	Pending Approval	Approved Not Scheduled	Scheduled not administered	Administered	Rejected	Total
NO RECORDS FOUND								

USER BASED DATA BASED ON DISTRICT:

User Name	PEN NO	Pending Requests
Dr Divya Sadasivan	490553	138

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5.1 CVC Wise Scheduled Count

- At district level RCH users can view the date wise scheduled count against each vaccination center for next 7 days.

The screenshot shows a web browser window displaying the 'CVC WISE SCHEDULED COUNT' report for the district of Thiruvananthapuram. The user is logged in as Dr. Divya Sadasivan. The report table is as follows:

Sl No.	Vaccination Center	23/05/2021	24/05/2021	25/05/2021	26/05/2021	27/05/2021	28/05/2021	29/05/2021
1	Amboori PHC	0	0	1	0	0	0	0
2	Anuvikkara PHC	0	0	0	0	0	0	0
3	CDH Pulayanarkotah	0	0	0	1	1	0	0
4	General Hospital Trivandrum	0	0	0	0	0	0	0

6. Employer Request List

6.1 Employer Reports Pending Requests

- When user logs in and select “Employer Pending Request” they will get the list of total pending requests for his/her district.
- From the total pending list each user can click “Add To My List” which will allocate first 25 requests to that user’s “My Employer Pending List”.
- User can add multiple batches of 25 requests to “My Employer Pending List”.
- User can verify the employer’s name and uploaded document present in the request.
- If the employer is private their LSGD license number and document will be uploaded while requesting.
- If the employer is government, then employee id will be uploaded while requesting.
- Additional option to filter based on organization category is introduced.



EMPLOYER PENDING REQUESTS

Total Requests : 6

Organization Category: All [SEARCH]

Sl No.	Requested Date	Pending Days	Organization Name	Number of Employees	LSGD License Number	Employer ID Document/License document
1	25/05/2021	7	KSEB	2		Updated_1_1_20210527_23_4337.pdf
2	25/05/2021	7	ABC	3		9188481512_1_23_20210520_171659.pdf
3	25/05/2021	7	ABC	3		9188481512_1_23_20210520_171659.pdf
4	27/05/2021	5	ABC	3		9188481512_1_23_20210520_171659.pdf
5	28/05/2021	4	KSEB	23		Updated_1_1_20210527_23_4337.pdf
6	28/05/2021	4	KSEB	18		Updated_1_1_20210527_23_4337.pdf

[ADD TO MY LIST]

6.2 My Employer Pending List

- FLW requests that are allocated to logged in user will be listed here.
- Request date, pending days and other request details will be shown for verification.
- User can verify the uploaded document present in the request.
 - ✓ If the employer is private their LSGD license number and document will be uploaded while requesting.
 - ✓ If the employer is government, they employer's employee ID will be uploaded while requesting.
- User can select the status in the action column dropdown. This will have option to "Approve", "Reject", "Pending".
- After selecting the status against all requests, click submit button to save the status against each.
- If status is selected as "Rejected" rejection reason must be selected.
- Employee wise details will not be available in this section. User can either "Approve" or "Reject" a request.
- Notification SMS will be sent to requested employer.
- All pending requests that is allocated for a user can be moved back to common pool by clicking "Transfer All Requests To Common Pool". You can either submit all applications with updated status or transfer all application back to main list.
- Organization details are introduced against each request.
- Requested employer details can be viewed by clicking blue color info icon.
- Additional remarks entered by employer while registering is introduced.



Sl No.	Requested Date	Pending Days	Organization Type	Organization	Organization Name	Info	No. of Employees	LSGD License Number	Employer ID Document/License document	Remarks	Action	Rejection Reason
1	21/05/2021	11	Petrol Pump Workers	Govt	KSEB		8		Document1		Pending	
2	21/05/2021	11	Petrol Pump Workers	Govt	KSEB		36		Document1		Pending	
3	21/05/2021	11	Petrol Pump Workers	Govt	KSEB		11		Document1		Pending	
4	21/05/2021	11	Petrol Pump Workers	Govt	KSEB				Document1		Pending	
5	21/05/2021	11	Petrol Pump Workers	Govt	KSEB		2		Document1		Pending	

6.3 Employee Schedule Approval List

- All approved request of the district will be listed in this screen.
- User can click “Open Request” and view the list of employees present in it.
- Vaccination center present in request will be auto-populated, user can change if required. Schedule date and time slot can be selected.
- Schedule can be updated one by one.
- For bulk scheduling user can select vaccination center, schedule date, time slot and click “Schedule All”.
- Once schedule is updated SMS will be sent to each individual employee mentioning vaccination center and date.
- Organization details are introduced against each request.
- Requested employer details can be viewed by clicking blue color info icon.
- Additional option to get employee wise list for schedule is introduced, similar to citizen schedule screen.



Report Generator | hds.kerala.gov.in/vaccineapp/HomePage.jsp?user=490553 | DISTRICT : THIRUVANANTHAPURAM | Logged in as Dr Divya Sadasivan

EMPLOYER WISE SCHEDULE APPROVAL LIST

Approved From Date: 01/05/2021 | Approved To Date: 01/05/2021

SEARCH

Count: 2

Sl No.	Request Date	Pending Days	Organization Type	Organization	Organization Name	Info	Number Of Employees	LSGD License Number	
1	20/05/2021 01:11	12	Govt	All workers in Oxygen manufacturing plants, Oxygen distribution centres, Oxygen filling centres, Drivers of Oxygen tankers	KSEB Welfare Assoc	1	1		Open Request
2	22/05/2021 20:51	10	Govt	All workers in Oxygen manufacturing plants, Oxygen distribution centres, Oxygen filling centres, Drivers of Oxygen tankers	ABC	10			Open Request

Schedule All will submit all employees in this request irrespective of the filters chosen

Vaccination Centre: Select | Scheduled Date: | Time Slot: Select | Number of Bookings: | Schedule All

Vaccination Centre: Select | Comorbidity: All | Search

Sl No	Approved Date	Name	Year of Birth	Gender	Mobile Number	COWIN Registration Number	Vaccination Center	Schedule Date	Number Of Booking	Slot	
1	22/05/2021	EMPLOYEE 1	1990	Male	9445566778	17845421245113				Select	SCHEDULE
2	22/05/2021	EMPLOYEE 2	1990	Male	9445566779	17845421245114				Select	SCHEDULE
3	22/05/2021	EMPLOYEE 3	1990	Male	9445566780	17845421245115				Select	SCHEDULE
4	22/05/2021	EMPLOYEE 4	1990	Male	9445566781	17845421245116				Select	SCHEDULE
5	22/05/2021	EMPLOYEE 5	1990	Male	9445566782	17845421245117				Select	SCHEDULE
6	22/05/2021	EMPLOYEE 6	1990	Male	9445566783	17845421245118				Select	SCHEDULE
7	22/05/2021	EMPLOYEE 9	1990	Male	9445566786	17845421245121				Select	SCHEDULE



EMPLOYEE SCHEDULE APPROVAL LIST

Approved From Date: 20/05/2021 Approved To Date: 01/06/2021

Vaccination Centre: SEARCH

S/N	Approve d Date	Name	Year of Birth	Gender	Mobile Number	COWIN#	Booking#	Slot	Status
1	2021-05-20 21:29:08.0	Reshma	1992	Female	9495312150	67676878786787	Govt		SCHEDULE
2	2021-05-22 21:00:49.0	EMPLOYEE 1	1990	Male	9445566778	17845421245113	Govt		SCHEDULE
3	2021-05-22 21:00:49.0	EMPLOYEE 2	1990	Male	9445566779	17845421245114	Govt		SCHEDULE
4	2021-05-22 21:00:49.0	EMPLOYEE 3	1990	Male	9445566780	17845421245115	Govt		SCHEDULE
5	2021-05-22 21:00:49.0	EMPLOYEE 4	1990	Male	9445566781	17845421245116	Govt		SCHEDULE

7. Citizen Request List

7.1 Citizen Pending Requests

- Vaccination center wise filter option is introduced.
- Preferred vaccination center available in the request is added.
- Option to filter by eligibility group is introduced.

CITIZEN PENDING REQUESTS

Filter By Vaccination Centre: Eligibility Group: SEARCH

Total Requests : 13

SI No.	Requested Date	Pending Days	Eligibility Group	Name	Year of Birth	Gender	Mobile Number	Preferred Vaccination Centre	COWIN Registration Number
1	15/05/2021	17	Comorbid person	Adarsh	1990	Male	9189481512	General Hospital Trivandrum	3333333333333
2	15/05/2021	17	Comorbid person	Ajun Chandran	1990	Male	9188481512	General Hospital Trivandrum	6666666666666
3	16/05/2021	16	Comorbid person	Mahesh	1989	Male	9447082150	Anad PHC	8787877878787
4	16/05/2021	16	Comorbid person	Mahes	1981	Male	9447082150	Balarampuram PHC	76746573658736
5	16/05/2021	16	Comorbid person	GOPI	1982	Male	9447791612	Balarampuram PHC	4111111111111
6	16/05/2021	16	Comorbid person	Mahesh	1978	Male	9447082150	Amboori PHC	66654467636555
7	17/05/2021	15	Comorbid person	TesterA	1989	Male	9895822457	Chalai UPHC	1111111111144
8	16/05/2021	13	Comorbid person	Kumaralingam	1991	Male	9447082150	CDH Pulayanarkotah	3535354545454



7.2 My Citizen Pending List

- Preferred vaccination center is shown against each request.
- Option to put requests on hold is removed.
- Option to filter based on eligibility group is introduced.
- If eligibility group is “Going Abroad” documents can be viewed by clicking Open button which will have all 4 documents for verification.
- Once verified mark the checklist and select approved and submit.

SI No.	Requested Date	Pending Days	Eligibility Group	Name	Year of Birth	Gender	Mobile Number	Preferred Vaccination Centre	Document View	COWIN Registration Number	Action	Rejection Reason
1	29/05/2021	3	Going abroad	Mahesh V R	1985	Male	9447082150	Govt.GHS Nedumangad	Open	8745454574554	Pending	
2	29/05/2021	3	Going abroad	Arjun Chandran	1990	Male	9188481512	Government Medical College Hospital Trivandrum	Open	33333333333331	Pending	
3	30/05/2021	2	Going abroad	Sudhamony	1980	Female	9446324872	Govt.Ayurveda College Hospital	Open	12345678901234	Pending	
4	31/05/2021	1	Comorbid person	Mahesh	1985	Male	9447082150	Manamboor CHC	Document1	78785454545454	Pending	

Verified All
 Passport Verified
 Travel Document Verified

VERIFY

Beneficiary Name, Year of Birth, Gender: Sudhamony, 1980, Female
 ID Proof Number: [Click here to view the document](#)
 Name In Passport: [Click here to view the document](#)
 Passport Number: [Click here to view the document](#)
 Passport: [Click here to view the document](#)
 Visa / Work Permit / Employment Permit / Admission Letter: [Click here to view the document](#)



7.3 Schedule Citizen Approval List

- Approved requests will be available in the schedule list.
- User can filter based on vaccination center.
- User can select multiple requests from the list and do bulk scheduling by selecting vaccination center, schedule date, timeslot and clicking “Schedule All Selected” button.

SI No.	Approved Date	Eligibility Group	Name	Gender	Mobile Number	Vaccination Center	Schedule Date	Number Of Booking	Slot	Status	
1	15/05/2021	Comorbid person	Mahesh	Male	9188481512	General I	03/06/2021	0	9 AM to 1	SCHEDULE	<input type="checkbox"/>
2	15/05/2021	Comorbid person	Arya	Female	9188481512	General I			Select	SCHEDULE	<input type="checkbox"/>
3	15/05/2021	Comorbid person	Vinod	Male	9188481512	General I			Select	SCHEDULE	<input type="checkbox"/>
4	15/05/2021	Comorbid person	Sarath	Male	9188481512	General I			Select	SCHEDULE	<input type="checkbox"/>
5	17/05/2021	Comorbid person	Abin	Male	9188481512	General I			Select	SCHEDULE	<input type="checkbox"/>

8. Reschedule Not-Administered Request

- If vaccination is not administered on schedule day, these can be rescheduled to another day using the reschedule option.
- In this screen only the scheduled but not administered request will be listed.
- District team can select the date and get the list of not administered request and enter new date and center and reschedule.
- Rescheduled SMS will be sent to citizen.



9. Generate Report

- Existing reports are modified considering the eligibility type.
- Eligibility type (“Comorbid person” and “Frontline worker”) will be shown in separate column.
- Option to filter report based on eligibility type is introduced.
- Option to export report to excel is introduced.



10. Directions Given To Employer

- Each organization can deploy as many responsible 'Employers' for easy and effective submission of employees.
- Employers can submit multiple batches of employee.
- It is the responsibility of the Employer (Government or Private) alone to ensure that the employees submitted under his / her registration are as per the existing orders and guidelines issued by Government from time to time.
- The Approver (Health Department) will be ensuring the authenticity of the Employer and will approve the list of employees submitted by him/her.

11. SMS Notifications

- SMS will be sent to requested employer once request is approved or rejected by district health team.
- Once vaccination is scheduled SMS will be sent to individual employee mentioning vaccination center, date and timeslot.

12. Verification Done At Vaccination Center

- At vaccination center employee shall submit the following documents for verification
 1. SMS received regarding vaccination scheduling.
 2. ID proof to verify.
- Based on the verification spot registration will be done in COWIN and vaccinator will administer vaccine.



USER MANUAL FOR COVID-19 VACCINATION CERTIFICATE REQUEST PROCESSOR

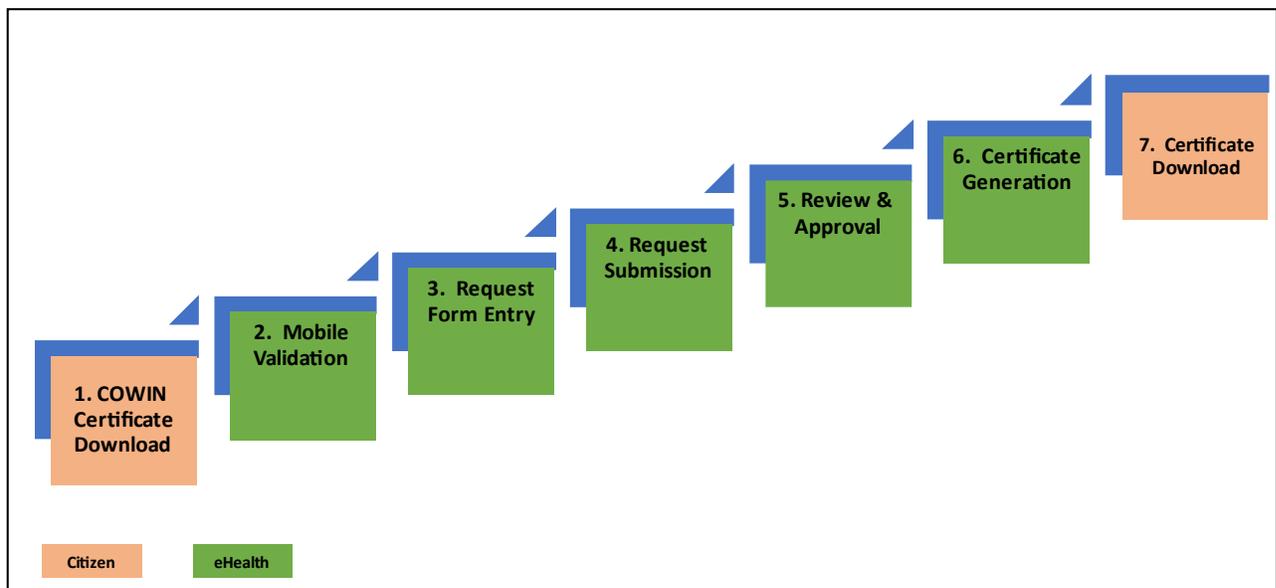


1. Overview

Citizen going abroad who needs vaccination certificate from Government of Kerala can raise request through this new option. Citizens fill the request form and upload related documents and submit. These request forms will be verified by district team and approved or rejected. Approved certificate can be downloaded from portal.

2. Process Flow

CERTIFICATE REQUEST PROCESS FLOW



27 May 2021

eHealth Kerala

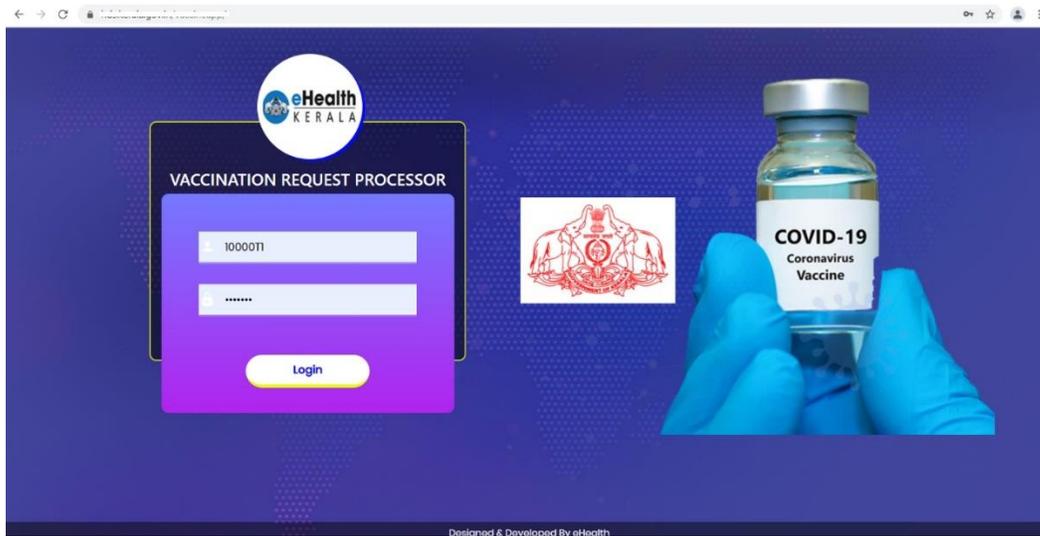
2

1. Citizen going abroad have to download the certificate from COWIN.
2. eHealth request form will be filled and required documents will be uploaded.
3. Citizen can select the dose against which certificate is required.
4. District team verify the documents and request details and approve or reject.
5. Certificate will be downloaded by citizen from portal.



3. Login

1. Type below URL in any browser in your computer or mobile.
<https://covid19.kerala.gov.in/vaccineapp/>
2. Login page will be displayed.
3. Separate username and password will be given to certificate request review team in each district.
4. Enter your username and password.
5. Click "Login"



4. Pending Certificate Requests

- All vaccination certificate request coming to the district will be listed in this common pool.
- Each user can add the requests to their "My Certificate Pending List" screen.

S/ No.	Requested Date	Name	Year of Birth	Gender	Mobile Number	Cowin Registration Number	Cowin Id Type	Email
1	01/06/2021	Maheesh	1982	Male	9447082150	9447082150321	Driving License	maheesh_vr@yahoo.co.in
2	01/06/2021	Maheesh	1973	Male	9447082150	94470821506789	Passport	
3	01/06/2021	Ajun Chandran	1990	Male	9188481512	2222222222222	Driving License	



5. My Certificate Pending List

- User can open each request and verify the uploaded documents with request information's.
- Dose information is added against each request.
- Following verifications to be done:
 - Verify whether submitted information is matching with Cowin Certificate.
 - Verify the submitted information is matching with Passport details.
 - Verify the passport, visa validity, other supporting documents like Admission Letter from a Foreign University, Offer Letter, Work Permit, Employment Letter, Permanent Residency Certificate etc. of foreign countries.
- Once verified and found OK, the user can mark "ID proof matched", "Name matched", "Age matched".

After these three are marked only then status can be selected as approved.

- User can select the status in the action column dropdown. This will have option to "Approve", "Reject", "Pending".
- Notification SMS will be sent to requested citizen.
- All pending requests that is allocated for a user can be moved back to common pool by clicking "Transfer All Requests To Common Pool". You can either submit all applications with updated status or transfer all application back to main list.

SI No.	Requested Date	Name	Year of Birth	Age (As on 01/01/2021)	Gender	Mobile Number	Cowin Registration Number	Dose	Email	Action
1	27/05/2021	JAMES BOND	1989	32	Male	9447791612	55522222222222	Dose 1	saarthmsi@yahoo.co.in	Open Request
2	28/05/2021	DORA	1999	22	Female	9447791612	12500000000000	Dose 1	sarath@gmail.com	Open Request
3	28/05/2021	TVM user	1965	56	Female	8129099108	14445555656565	Dose 1	dia@gmail.com	Open Request
4	28/05/2021	Jayalatha Challithodi Puthurkattil	1970	51	Female	9188481512	99999999999999	Dose 1	jayaCP@gmail.com	Open Request
5	28/05/2021	Jayalatha Challithodi Puthurkattil	1970	51	Female	9188481512	99999999999999	Dose 1	jayaCP@gmail.com	Open Request
6	30/05/2021	Mahesh V R	1985	36	Male	9447082150	9447082150215	Dose 1	mahesh_vr@yahoo.com	Open Request
7	30/05/2021	Mahesh V R	1985	36	Male	9447082150	9447082150216	Dose 1		Open Request

- Renamed age as year of birth



Requested Date	Name	Year of Birth	Age (As on 01/01/2021)	Gender	Mobile Number	Covid Registration Number	Email	Vaccine Name	Action	Rejection Reason
01/06/2021	Arjun Chandran	1990	31	Male	9189481512	22222222222222		COVISHIELD	Pending	

Select All
 Id Proof Matched
 Name Matched
 Year of birth verified

SUBMIT

CoWin : Id Verified KLS112342010
 Click here to view: 2222222222222_1_20210601_194407.pdf

Name In Passport Arjun Chandran
Passport Number KB12312312
 Click here to view: 2222222222222_3_20210601_194407.pdf

Vaccine Certificate
 Click here to view: 2222222222222_2_20210601_194407.pdf

Visa/ Work Permit / Employment Permit /Admission Letter
 Click here to view: 2222222222222_4_20210601_194407.pdf

6. Generate Report

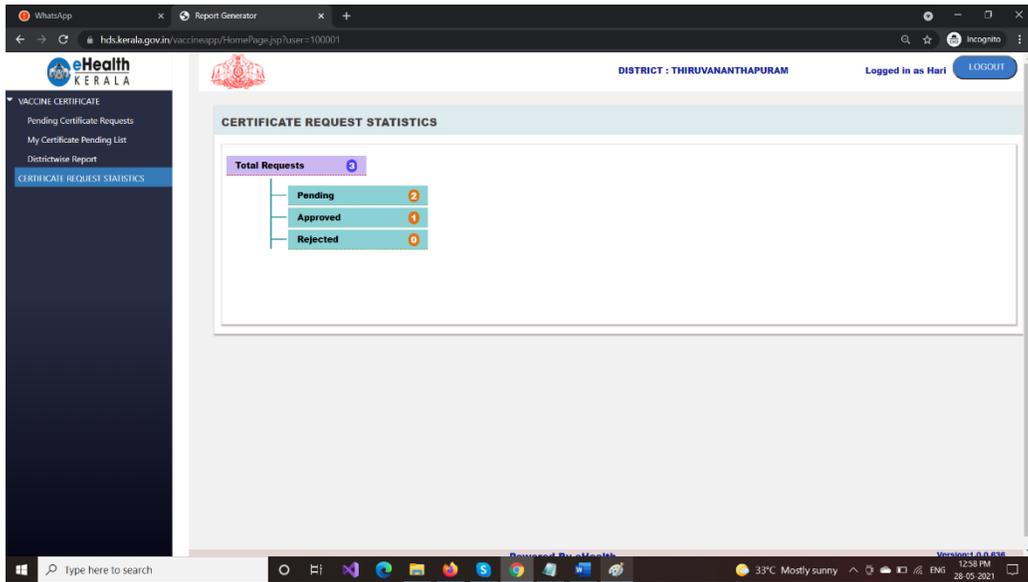
- Option to generate requested date wise report is available.
- Dashboard to analyze total request received and status wise count is available.

DISTRICT : THIRUVANANTHAPURAM Logged In as Hari LOGOUT

DISTRICTWISE REPORT

Requested Date: 28/05/2021

Generate Report



7. SMS Notifications

- SMS will be sent to requested citizen once request is approved or rejected by district health team.



USER MANUAL FOR VACCINATION CENTER STAFF



1. Overview

Each vaccination center will be provided an access to eHealth vaccination portal. List of scheduled citizens for the day will be provided. Staffs at vaccination center verify the SMS, ID card and other documents presented by citizen with the eHealth scheduled list. Once verified spot registration must be done in COWIN and vaccine is administered. Administration marking must be done in both COWIN and eHealth.

2. Vaccine Administration Screen

- By default, current date will be selected.
- Date can be changed to previous and future date and view scheduled list.
- Administer marking will be available only on current date.
- Eligibility group, organization details can also be viewed for verification.
- Option to enter administered vaccine name while administer marking is introduced.

The screenshot displays the 'Vaccine Administration Screen' on the eHealth KERALA portal. The page is for the district of Kannur and is logged in as Dr. Mohan. A search bar at the top left shows the scheduled date as 01/06/2021. Below the search bar, there is a table of scheduled citizens. The table has the following columns: SI No., Scheduled Date, Name, Gender, Mobile Number, COWIN Registration Number, Request Type, Organization Type, Organizations, Organization Name, Administered Vaccine, and Mark Administration. A red box highlights the 'Administered Vaccine' column, which contains a dropdown menu with 'Covishield' selected. The 'Mark Administration' column contains 'Administer' buttons. The interface also includes a sidebar for 'VACCINATION CENTER' and a top navigation bar with 'DISTRICT : KANNUR' and 'Logged in as Dr Mohan'.

SI No.	Scheduled Date	Name	Gender	Mobile Number	COWIN Registration Number	Request Type	Organization Type	Organizations	Organization Name	Administered Vaccine	Mark Administration
1	01/06/2021	DUP Ajitha S	Female	9495981763	10779900000005	Frontline worker	Government	Ward Health members	FHC Balamapulam	Covishield	Administer
2	01/06/2021	Akhil Raj S S	Male	9495981763	19575200000288	Frontline worker	Private	Beverages Corporation workers	Hotel Silver Star	Covishield	Administer
3	01/06/2021	Anandhivally	Female	9495981763	10575100000095	Frontline worker	Private	Petrol Pump Workers	Networkz Systems	Covishield	Administer
4	01/06/2021	ZEENATH	Female	9447791612	74700000000002	Frontline worker	Private	Petrol Pump Workers	Networkz Systems	Covishield	Administer



The screenshot shows the 'Report Generator' interface for the District of Kannur. The user is logged in as Dr. Mohan. The interface includes a search bar for 'Scheduled Date' (30/05/2021) and a 'Generate Report' button. Below the search bar is a table with the following data:

Sl No.	Scheduled Date	Name	Gender	Mobile Number	COWIN Registration Number	Request Type	Organization Type	Organization	Organization Name	Administered Vaccine	Mark Administration
1	30/05/2021	GOING ABROAD	Male	9447791612	1057600000044	Individual Request				Not Administered	Not Administered
2	30/05/2021	Lintta Renjith R	Female	9495981763	10575100000457	Frontline worker	Private	Beverages Corporation workers	Hotel Silver Star	Not Administered	Not Administered
3	30/05/2021	V Vijayakumaran Pillai	Male	9495981763	10575100000458	Frontline worker	Private	Beverages Corporation workers	Hotel Silver Star	Not Administered	Not Administered

3. Report Generation Screen

- Option to generate the vaccine administered list is available.
- Date range can be given and report can be generated or exported to excel.

The screenshot shows the 'Report Generator' interface for the District of Kannur. The user is logged in as Dr. Mohan. The interface includes a search bar and a 'GENERATE REPORT' section. The 'From Date' is set to 01/05/2021 and the 'To Date' is set to 22/05/2021. Below the date range are two buttons: 'Generate Administered Report' and 'Generate Excel Report'.