

Tele: 25683476

Central Organisation ECHS
Integrated HQ of MoD (Army)
Adjutant General's Branch
Thimayya Marg
Near Gopinath Circle
Delhi Cantt-110010

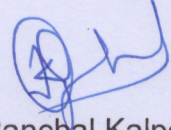
B/49762/AG/ECHS/2021

01 Mar 2021

IHQ of MoD (Navy)/Dir ECHS (N)
Air HQ (VB)/DPS
HQ Southern Command (A/ECHS)
HQ Eastern Command (A/ECHS)
HQ Western Command (A/ECHS)
HQ Central Command (A/ECHS)
HQ Northern Command (A/ECHS)
HQ South Western Command (A/ECHS)
HQ Andaman & Nicobar Command (A/ECHS)
All Regional Centres

**COVID VACCINATION IN R/O ECHS BENEFICIARIES FOR ABOVE 60 YEARS
AND AGE GP OF 45 YEARS TO 59 YEARS WITH CO-MORBIDITIES**

1. Please ref fwg :-
 - (a) CO ECHS letter No B/49762/AG/ECHS dt 10 Feb 2021 (Copy att).
 - (b) Prevailing guidelines on COVID vaccination by Gol for general public above the age gp of 45 years wef 01 Mar 2021.
2. As all ECHS Polyclinics will act as COVID Registration Facilitation Centres for providing assistance to ECHS beneficiaries, you are requested to promulgate following directions to all Polyclinics :-
 - (a) All ECHS Polyclinics should earmark one / two computer with internet facility which is already existing at Polyclinics for facilitating registration to ECHS beneficiaries.
 - (b) OIC, ECHS Polyclinic will be responsible for training of ECHS Polyclinic staff / DEO wrt registration process. User manual for the same is att as Appendix 'A'.
 - (c) Medical Officer of ECHS Polyclinic should provide medical certificate to ECHS beneficiaries of age group of 45 years to 59 years with co-morbidities.
3. List of co-morbidities and format of Medical Certificate are att as Appendices 'B' & 'C'.
4. Leftover unregistered ECHS Polyclinic Staff will also be registered under COWIN 2.0 portal as per guidelines given in Appendix 'D'.
5. For your info and necessary action please.


(Panchal Kalpeshkumar S)
Lt Col
Jt Dir (Med)
for MD ECHS

Encls : As above.

Internal

Stats & Automation Sec - for uploading this letter on ECHS website.

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Central Organisation ECHS
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Thimayya Marg
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B/49762/AG/ECHS

10 Feb 2021

IHQ of MoD (Navy)/Dir ECHS (N)
Air HQ (VB)/DPS
HQ Southern Command (A/ECHS)
HQ Eastern Command (A/ECHS)
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HQ Central Command (A/ECHS)
HQ Northern Command (A/ECHS)
HQ South Western Command (A/ECHS)
HQ Andaman & Nicobar Command (A/ECHS)

**ADVISORY : COVID VACCINATION IN R/O ECHS BENEFICIARIES
IN AGE GP ABOVE 50 YRS AND WITH CO-MORBIDITIES**

1. In view of COVID-19 pandemic scenario and COVID vaccination drive which has been started on 16 Jan 2021 initially with Health Care Workers, then for Front Line Workers and subsequently likely to begin for general public in Mar / Apr 2021.
2. COVID vaccination for general public will involve people above the age of 50 years and with co-morbidities (deemed to be in greater risk of severity).
3. Registration is required through Co-Win App in website (www.cowin.gov.in) for each and every citizen of India for getting vaccinated. All the ECHS Polyclinics will act as COVID Registration Facilitation Centres for providing assistance to senior, super senior ECHS beneficiaries and widows who are not technology savvy in the registration process.
4. In view of the above, it is requested that following manpower may be provided to each Polyclinic from the respective formations as and when the Co-Win App is open for general public. The manpower provided should be capable of filling the details sought by App in consultation with veterans who need such assistance :-

S No	Type of Polyclinics	Clk / DEO
(a)	Type 'A' ECHS Polyclinic	05
(b)	Type 'B' ECHS Polyclinic	04
(c)	Type 'C' ECHS Polyclinic	03
(d)	Type 'D' ECHS Polyclinic	02

5. This is for issuing necessary directions to respective formations under your AOR for needful.



(Anupam N Adhulia)
Col
Dir (Med)
for MD ECHS

Copy to :-

All Regional Centres

Internal

Stats & Automation Sec - for uploading this letter on ECHS website.



Citizen Registration and Appointment for Vaccination

User Manual

Date: 27-Feb-2021

Version: 1.1

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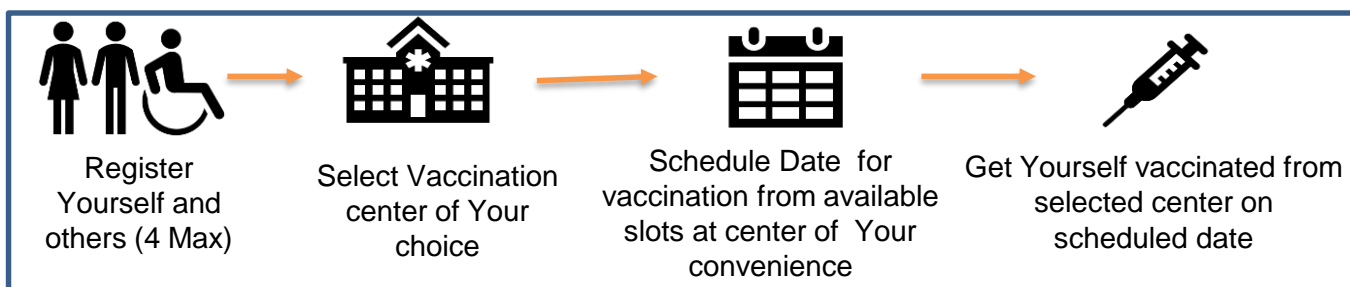
Overview

Government of India is taking all necessary steps to ensure that the nation is prepared to face the challenge and threat posed by the growing contagion of COVID-19. The exemplary groundwork and precaution advisory by the Government has helped in containing the spread of the virus in our country. At present, the priority is to make COVID -19 vaccine available to all, ensuring vaccine traceability and beneficiary tracking from production to last mile administration. COVID-19 vaccination drive has been initiated to cover healthcare and frontline workers and is to be scaled up to cover citizens above 60 years of age and and/or citizen above 45 years of age suffering from comorbidities.

Co-WIN application is the digital back bone for the vaccination drive in India. With scaling up of vaccination; the number of vaccination facilities and sessions has to be increased and managed effectively. The CO-WIN application will facilitate the citizen with an option to register and schedule the vaccination session online in Centers of their choice. The Citizen self-registration module will ensure fool-proof identification of deserving candidates for receiving the vaccines. The Co-WIN application facilitates multiple role creations for orchestrating vaccination drive at various levels.

The objective of the document is to handhold the citizens to register and schedule an appointment for vaccination. Currently the application is open for Citizens above 60yrs of age and for People above 45 yrs of age with comorbidities

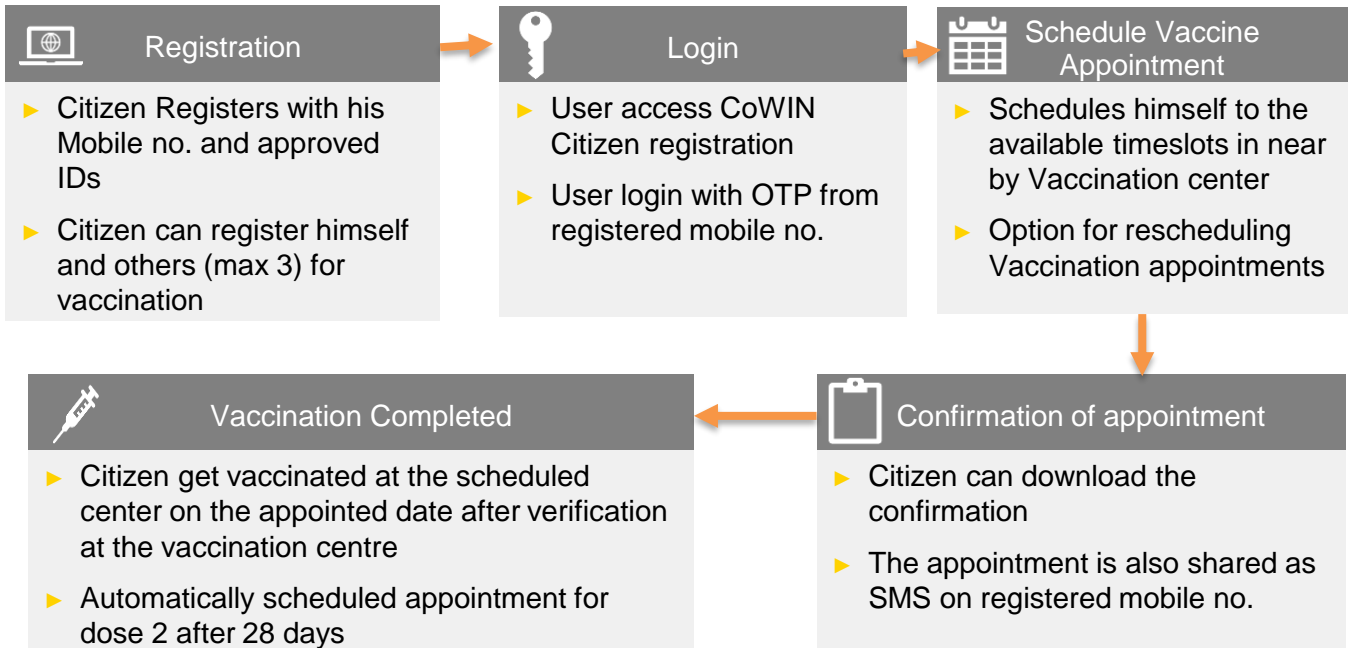
Features of Citizen Self registration Module



The following features will be available for the Citizen in Self Registration module

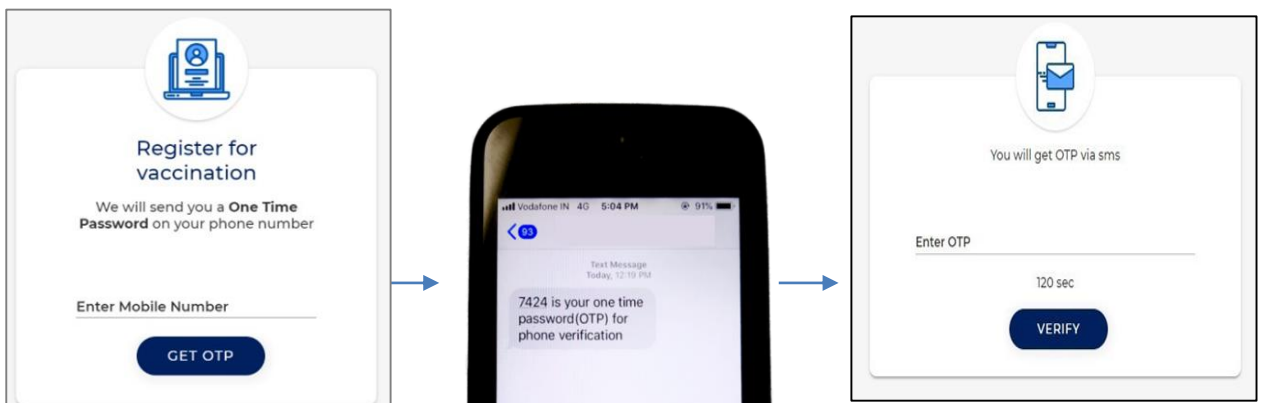
- Register for a vaccination session (with a choice of registering additional 3 members)
- Selection of Vaccination center of convenience
- Schedule vaccination Date as per slot availability at a Center
- Reschedule Vaccination date

Work Flow



1 Register

- ▶ Citizens can register by logging in “www.cowin.gov.in”



- Enter valid mobile number. Clicks on “Get OTP” button.
- OTP is sent at the phone number via SMS.
- Enter the OTP and click “Verify” button.

- Once the OTP is validated, the “Registration of Vaccination” page appears
- Enter details required in the “Registration of Vaccination” page

Register for Vaccination

Your Photo Id will be verified at the time of your vaccination appointment. Please provide the details of the Photo Id you will carry for vaccination.

Photo ID Proof
Driving License

Driving License Number
MH01 327821

Name (as in Driving License)
Damini Sharma

Gender
 Male Female Others

Year of Birth (as in Driving License in YYYY format)
1972

Do you have any comorbidities (pre-existing medical conditions)?
If you have any comorbidities, please carry a medical certificate with you for the vaccination appointment.

Yes No

REGISTER

* All fields are mandatory

Mandatory Field to be Filled by the Citizen for Registration

Click “Register” Button

- The below table shows the details to be entered in the “Registration of Vaccination” page. Please note that all fields in this Form are **Mandatory**

#	Field Name	Details
1.	Photo ID Proof	<ul style="list-style-type: none"> • Select appropriate ID Card from the Dropdown list . <p style="background-color: #00aaff; color: white; padding: 5px; text-align: center;">Citizen must carry selected ID at the time of taking the vaccination.</p>
2.	Photo ID Number	Citizen to enter ID number
2.	Name	Enter the name as per the selected ID proof
3.	Year of Birth	Enter the year of birth as per the ID Proof in the format YYYY
4.	Gender	Select Gender (Male/ Female/ Others)
5.	Comorbidities	Citizens 45+ years of age to select the relevant option as per the case. Citizen should carry a medical certificate at the time of vaccination

Once the details are entered for registration, Click “Register” Button at the bottom right.

Receives Confirmation message on successful registration

Beneficiary Registered Successfully

2 Add More Individuals

- Once registration is completed; the system will show the “Account Details”
- Citizen can further add 3 more people linked with this mobile number by clicking on “Add More” button at the bottom right side of the Page

Account Details

Individuals linked to mobile number 7021565500

#	Name	Gender	Year Of Birth	Photo Id	Id Number	Status	Action
1	Sunita Devi	Female	1972	Aadhaar Card	XXXX-8458	Not Scheduled	
2	Deva Nandy	Male	1961	Driving License	XXXX-3344	Scheduled	

+ Add More

Click on “Add More” for adding 3 more individuals linked to this mobile number

Enter all the details of the individual to be included and then click on the **Add** button

Register for Vaccination (Open for age 60 and above)

Your Photo Id will be verified at the time of your vaccination appointment. Please provide the details of the Photo Id you will carry for vaccination.

Photo ID Proof

Photo ID Number

Name

Year of Birth

Gender

Male Female Others

Mobile

Back **ADD**

* All fields are mandatory

you can add number

Click on “Add” for adding additional members linked to this account

Receives Confirmation message on successful addition of member

Beneficiary Registered Successfully






All Fields are Mandatory to be filled

3 Delete Individuals

- Citizen can Delete individuals linked with his mobile number

Account Details

Individuals linked to mobile number 7021565500

#	Name	Gender	Year Of Birth	Photo Id	Id Number	Status	Action
1	Sunita Devi	Female	1972	Aadhaar Card	XXXX-8458	Not Scheduled	   
2	Deva Nandy	Male	1961	Driving License	XXXX-3344	Scheduled	   
3	Damini Sharma	Female	1972	Driving License	XXXX-821	Not Scheduled	   

+ Add More



“Delete” button – to Delete existing member

1. Login with username and password, and Navigate to the dashboard.

1. Click  action button to Delete a member

Account Details

Individuals linked to mobile number 7021565500

#	Name	Gender	Year Of Birth	Photo Id	Id Number	Status	Action
1	Sunita Devi	Female	1972	Aadhaar Card	XXXX-8458	Not Scheduled	   
2	Deva Nandy	Male	1961	Driving License	XXXX-3344	Scheduled	   
3	Damini Sharma	Female	1972	Driving License	XXXX-821	Not Scheduled	   

+ Add More

- Confirmation message will appear on Deletion

Beneficiary Deleted Successfully

4 Booking Appointment for Vaccination

- Citizen can schedule Appointment from the “Account Details” page.

Account Details

Individuals linked to mobile number 7021565500

#	Name	Gender	Year Of Birth	Photo Id	Id Number	Status	Action
1	Deva Nandy	Male	1961	Driving License	XXXX-3344	Scheduled	
<input checked="" type="checkbox"/>	Damini Sharma	Female	1972	Driving License	XXXX-821	Not Scheduled	

“Schedule” Button – to book vaccination appointment

SCHEDULE APPOINTMENT

- Clicks on button for Booking Vaccination Appointment or Click “SCHEDULE APPOINTMENT”
- System navigates to “ Book Appointment for Vaccination” page
- Searches the Vaccination Centre of choice by State, District, Block and Pin Code from the dropdowns

Book Appointment for Vaccination

Search Vaccination Center

State/UT | District | Block | Pincode

Back | SEARCH

Select the State/UT from the drop down

Select the District coming under the selected State from the drop down

Select the Block coming under the selected District from the drop down

Select the PINCODE coming under selected Block from the drop down

Click “Back” Button to land back to “Account Details” page

Click “Search” Button to find the Vaccination Center in selected location

Citizen Registration and Appointment for Vaccination

- On clicking “Search” button, system will display below the list of Vaccination centre as per Search Criteria
- Center Name will be displayed at right panel of the page
- On clicking any centre at the panel, the available slots (date and capacity) will be displayed

Available Vaccination centre based on search criteria

Click Center of choice for Vaccination

Available Date and capacity at selected Center

Select by clicking the date of convenience

Click “Back” Button to land back to “Account Details” page

Click to check next week slots

Clicks **Book** Button to Book the Appointment

- Once “Book” button is clicked, the “Appointment Confirmation” page is displayed
- Click “Confirm” button after verifying the details for final confirmation on booking

Appointment Confirmation

Please verify the details below and click Confirm to book your appointment.

Center
Bk Medical Institute, Pune, Maharashtra,

Date
Feb 25 2021

Time
09:00 am-06:00 pm

#	Name	Reference ID
1	Damini Sharma	3396237276819

Click “Back” to Navigate to “Book Appointment for Vaccination” page

Verify the Center, Date selected are correct

Verify the name is appearing as in the Photo ID selected


Click “CONFIRM” if all details are correct to confirm booking

User Manual

Citizen Registration and Appointment for Vaccination

- Once confirmed, the confirmation page with “Appointment Successful” message will be displayed

Appointment Successful

 Download

Your vaccination appointment is confirmed.

Your appointment details have also been sent on your registered mobile number through an SMS.

Center
Bhabha Hospital Kbbh, Bandra, Mumbai, Maharashtra,

Date Feb 22 2021 **Time** 03:30 am - 12:30 pm **Time Preference** FORENOON

#	Name	Reference Id	Photo Id to Carry
1	Pravin Mathur	3218379647657	Driving License

Instructions

- Please carry the Photo Id card mentioned in your appointment

Click “Download” to download and save the confirmation

APPOINTMENT DETAILS

Center	BK Medical Institute, Bawdhan, Pune, Maharashtra.		
Date	Feb 25 2021	Time	09:00 am-06:00 pm

DETAILS OF INDIVIDUALS

#	Name	Reference id	Photo id to Carry
1	Damini Sharma	9396257276819	Driving License

INSTRUCTIONS

- Please carry the Photo Id card mentioned in your appointment details for vaccination.
- If you have any comorbidities, please carry a medical certificate with you for the vaccination appointment.
- For any additional information, please visit our website - <https://covidwin.gov.in> or call CoWIN helpline number 1075.

Citizen should keep the confirmation details to show at the Vaccination Center on scheduled date



Get your COVID Vaccination Certificate on



5 Rescheduling an Appointment

- Once the Appointment is fixed, it can be rescheduled at any later stage but before the vaccination appointment day.
- For this, Re-login to “Citizen Registration” module; with your already registered mobile no.

How to Re-Login to “Citizen Registration Module?”

Register for vaccination
(Open for age 60 and above)

We will send you a One Time
Password on your phone number

Enter Mobile Number

GET OTP



Enter his/her already registered mobile number. Clicks on “Get OTP” button.

OTP is sent at the phone number via SMS.

Enter the OTP and click “Verify” button.

Navigate to “Account Details” Page

User Manual


Citizen Registration and Appointment for Vaccination

Account Details

Individuals linked to mobile number 7021565500

#	Name	Gender	Year Of Birth	Photo Id	Id Number	Status	Action
1	Deva Nandy	Male	1961	Driving License	XXXX-3344	Schedu	Reschedule Appointment
2	Damini Sharma	Female	1972	Driving License	XXXX-821	Scheduled	

+ Add More

Click on  to re-schedule an already booked appointment.

- 1 Citizen is Directed to Book Appointment for Vaccination” page; wherein he can Search the revised date and Center
- 2 Once the new Date is selected; Click “Book” to reschedule;
- 3 Confirm by clicking “ Confirm” of the revised Schedule
- 4 Once confirmed, the confirmation page with “Appointment Successful” message will be displayed

Book Appointment for Vaccination

Search Vaccination Center

State/UT District Block Pincode

Back SEARCH

Reschedule Appointment

1 Search new Center

Appointment Confirmation

Please verify the details below and click Confirm to book your appointment.

Center
Bk Medical Institute, Pune, Maharashtra,

Date Feb 25 2021 Time 09:00 am-06:00 pm

#	Name	Reference ID
1	Damini Sharma	9396257276819

Back CONFIRM

3 Verify and confirm new Slot and Book

Book Appointment for Vaccination

Search Vaccination Center

State/UT District Block Pincode

SEARCH

Center Name	Date and Availability
Manipur High School	TUE Feb 23 2021 08:30 AM-03:30 PM
Test Site Dh	Available Capacity: 50 Forenoon Afternoon
Today Site	Next Week >
Test Site Dhania	
Megha Private Hospital	

Back BOOK

2 Search new Slot and

Download

Your vaccination appointment is confirmed.

Your appointment details have also been sent on your registered mobile number through an SMS.

Center
Bhabha Hospital Kbbh, Bandra, Mumbai, Maharashtra,

Date Feb 22 2021 Time 03:30 am - 12:30 pm Time Preference FORENOON

#	Name	Reference Id	Photo Id to Carry
1	Pravin Mathur	3218379647657	Driving License

Instructions

1. Please carry the Photo Id card mentioned in your appointment details for vaccination.

4 Confirmation

- Once Vaccinated for the 1st Dose, the Citizen will be automatically scheduled appointment for dose 2 for the same centre of receiving the first dose of vaccination.
- In case the user has moved to another city, appointment can be rescheduled for the nearest vaccination centre in that city.

“ दवाई भी और कड़ाई भी।

Together, India will defeat COVID-19 ”

- *Prime Minister Narendra Modi*



**LIST OF SPECIFIED CO-MORBIDITIES FOR DETERMINATION OF
ELIGIBILITY OF CITIZENS IN AGE GROUP 45 TO 59 YEARS**

SN	Criterion
1	Heart Failure with hospital admission in past one year
2	Post Cardiac Transplant/Left Ventricular Assist Device (LVAD)
3	Significant Left ventricular systolic dysfunction (LVEF <40%)
4	Moderate or Severe Valvular Heart Disease
5	Congenital heart disease with severe PAH or Idiopathic PAH
6	Coronary Artery Disease with past CABG/PTCA/MI AND Hypertension/Diabetes on treatment
7	Angina AND Hypertension/Diabetes on treatment
8	CT/MRI documented stroke AND Hypertension/Diabetes on treatment
9	Pulmonary artery hypertension AND Hypertension/Diabetes on treatment
10	Diabetes (> 10 years OR with complications) AND Hypertension on treatment
11	Kidney/ Liver/ Hematopoietic stem cell transplant: Recipient/On wait-list
12	End Stage Kidney Disease on haemodialysis/ CAPD
13	Current prolonged use of oral corticosteroids/ immunosuppressant medications
14	Decompensated cirrhosis
15	Severe respiratory disease with hospitalizations in last two years/FEV1 <50%
16	Lymphoma/ Leukaemia/ Myeloma
17	Diagnosis of any solid cancer on or after 1st July 2020 OR currently on any cancer therapy
18	Sickle Cell Disease/ Bone marrow failure/ Aplastic Anemia/ Thalassemia Major
19	Primary Immunodeficiency Diseases/ HIV infection
20	Persons with disabilities due to Intellectual disabilities/ Muscular Dystrophy/ Acid attack with involvement of respiratory system/ Persons with disabilities having high support needs/ Multiple disabilities including deaf-blindness

**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)

Name of beneficiary: _____
 Age: _____ Gender: _____
 Address: _____
 Mobile phone number: _____
 Identification document: _____

I, Dr. _____, working as _____
 have reviewed the above named individual and certify that he/she has the below mentioned conditions based on the records presented to me. A copy of the records on which this certificate is based is attached.

Presence of ANY ONE of the following criteria will prioritize the individual for vaccination

SN	Criterion	Yes/No
1.	Heart Failure with hospital admission in past one year	
2.	Post Cardiac Transplant/Left Ventricular Assist Device (LVAD)	
3.	Significant Left ventricular systolic dysfunction (LVEF <40%)	
4.	Moderate or Severe Valvular Heart Disease	
5.	Congenital heart disease with severe PAH or Idiopathic PAH	
6.	Coronary Artery Disease with past CABG/PTCA/MI AND Hypertension/Diabetes on treatment	
7.	Angina AND Hypertension/Diabetes on treatment	
8.	CT/MRI documented stroke AND Hypertension/Diabetes on treatment	
9.	Pulmonary artery hypertension AND Hypertension/Diabetes on treatment	
10.	Diabetes (> 10 years OR with complications) AND Hypertension on treatment	
11.	Kidney/ Liver/ Hematopoietic stem cell transplant: Recipient/On wait-list	
12.	End Stage Kidney Disease on haemodialysis/ CAPD	
13.	Current prolonged use of oral corticosteroids/ immunosuppressant medications	
14.	Decompensated cirrhosis	
15.	Severe respiratory disease with hospitalizations in last two years/FEV1 <50%	
16.	Lymphoma/ Leukaemia/ Myeloma	
17.	Diagnosis of any solid cancer on or after 1st July 2020 Or currently on any cancer therapy	
18.	Sickle Cell Disease/ Bone marrow failure/ Aplastic Anemia/ Thalassemia Major	
19.	Primary Immunodeficiency Diseases/ HIV infection	
20.	Persons with disabilities due to Intellectual disabilities/ Muscular Dystrophy/ Acid attack with involvement of respiratory system/ Persons with disabilities having high support needs/ Multiple disabilities including deaf-blindness	

I am aware that providing false information is an offence.

Name of RMP: _____
 Medical Council registration number of RMP: _____
 Date of issuing the certificate: _____
 Place of issue: _____.

(Signature of RMP)

**SOPs FOR COVERAGE OF HCWs AND FLWs
THROUGH COWIN2.0**

- COWIN 2.0 will have flexible provisions to manage COVID Vaccination of Health Care Workers and Front-Line Workers.
- Scheduling will only be done by the system for 2nd dose of partly vaccinated beneficiaries on the 29th day from the date of administration of the 1st dose.
- Facility for “On site allotment” will be available both for 1st dose and 2nd dose.
- Facility will also be available for onsite registration, verification and vaccination of unregistered beneficiaries in the vaccinator module.

The process flow for various use cases is as follow:

1. Registered HCW/FLWs –

1.1. HCWs & FLWs Registered on COWINbut Not Vaccinated:

1. Those HCWs and FLWs who are registered on COWIN but not yet Vaccinated may visit CVC (COVID Vaccination Centre) and Vaccinator can use the existing “Allot Beneficiary” feature to pull the data of beneficiary.
2. This process can be executed by inter-district by selecting “All” District in filter as well as inter-state by selecting “All” States in filter.
3. Beneficiary can be vaccinated after following due verification process.

1.2. HCWs & FLWs Registered on COWINand Partially Vaccinated

1. Such HCWs and FLWs who are registered on COWIN and are partially vaccinated will be automatically slotted for 2nd dose at the CVC where these were administered the first dose, based on date of first dose of Vaccination.
2. The number of such beneficiaries for any day will be considered at reserved slots for 2nd dose of HCWs/FLWs and will be subtracted from session capacity to determine open slots for that day at that CVC.
3. On-site Allotment feature will also be available for such HCWs/FLWs.
4. In case of any inter-state or inter-district transfer, Vaccinator can use “Allot Beneficiary” feature to pull the data of beneficiary. This process can be executed by inter-district by selecting “All” District in filter as well as inter-state by selecting “All” States in filter.
5. Allot Beneficiary feature will work only if Type of Vaccine for Dose 1 is same as Type of Vaccine for dose 2.
6. If the beneficiary is partly vaccinated but his vaccination details could not be recorded in the system for any reason (backlog cases), details of first dose vaccinations will be captured and 2nd dose will be administered.
 - a) Following details of 1st dose will be captured –
 - Date of First Vaccination
 - Type of First Vaccine (COVISHIELD OR COVAXIN)
 - State and District of First Vaccination
 - b) Certificate for first dose will not be generated in such cases.

7. Beneficiary can be vaccinated after following due verification process.

1.3. **HCWs & FLWs Registered on COWIN and Fully Vaccinated** – No action required.

2. Unregistered HCWs & FLWs:

2.1. Since, unregistered beneficiaries will interact with the system for the first time, it would be important to ensure that eligibility of beneficiaries in terms of their actually being HCWs/FLWs will be important. The plan for onsite registration must be prepared in close coordination with the concerned health facility in-charge or the head of the office, as the case may be. Health Facilities or offices may be mapped (not on COWIN) to the Vaccination Centers and a sufficiently senior official, from the concerned health facility (for HCWs) and office (for FLWs), must be deputed at the Vaccination Center to verify the employment credentials of the HCWs/FLWs of their health facility/office.

2.2. It may be noted that in an office not all FLWs may be eligible. For example, not all the revenue staff may have been deputed for COVID containment duties or not all the officials may be deputed on poll duty etc. While planning for such offices, it must be ensured that officials of the concerned department do make sure that 1) ineligible persons are not sent for vaccination and 2) An official may be present at the Vaccination Center for verification of employment credentials and COVID duties etc., for those who do walk in for on-site registration.

2.3. A close watch must be kept on the process and any attempts by ineligible persons for availing this facility may be viewed seriously.

2.4. Following processes will be followed –

1. The HCW/FLW can visit identified CVC (COVID Vaccination Centre) for on-spot registration.
2. Beneficiary to provide relevant Identity card or Authentication document to confirm that beneficiary is serving as FLW and HCW. Concerned facility/office in-charge re confirm the credentials of the HCW/FLW.
3. Once eligibility is established, the verifier to ascertain and record is the beneficiary has come for 1st dose or is due for Second dose vaccination.
4. If the beneficiary has come for first dose then it's a case of new registration. If second dose is due then it's a case of new registration and backlog data entry of 1st dose.

5. **HCW and FLWs Not Registered on COWIN and not vaccinated** – **New registration**

a) Following details will be captured to register the beneficiary –

- Name
- Mobile Number
- Type of Beneficiary (HCW/FLW)

- Sub Category:
 - a. HCW- State, Central, Private.
 - b. FLW- MHA-CAPF, MHA-State Home Department, MoHUA, Revenue, PRI, RPF, Polling officials, KumbhMela.
 - Photo ID type
 - Photo ID Number
- b) After registering the beneficiary and Beneficiary can be vaccinated by following due verification process
6. **HCW and FLWs Not Registered on COWIN – Partially Vaccinated (backlog cases)**
- a) Beneficiary will first be registered with the details as in para 2.4(5)(a) above.
- b) Following details of 1st dose will be captured –
- Date of First Vaccination
 - Type of First Vaccine (COVISHIELD OR COVAXIN)
 - State and District of First Vaccination
- c) After registering beneficiary can be vaccinated with 2nd dose by following due verification process.
- d) Certificate for first dose will not be generated in such cases.