

## Welcome Letter

### *Greetings from Su-Swastha Yojna*

Su-Swastha Yojna is the Employees' Health Services Scheme of the Government of Sikkim. This scheme, envisioned and launched by the Honorable Chief Minister of the State of Sikkim Shri Prem Singh Tamang, aims to provide healthcare services to employees of the Government of Sikkim and their dependent family members for a cashless benefit covering hospitalizations across top tier hospitals in India.

### Why Su-Swastha?

Su-Swastha Yojna has benefits which no other employer led scheme or initiative elsewhere in the country has created- e.g. including vehicular accidents & trauma, cancer care, infertility treatment and many more to the reach of Su-Swastha members. Administered by an expert team Su-Swastha is paving the way to attaining a truly holistic healthcare service in Sikkim.

- \* Coverage for all medical needs and treatments across all specialties, super-specialties, Intensive care, and cancer care
- \* Cashless Services - smart card/ e-card is all you need to carry
- \* No restrictions- (e.g.-all pre-existing diseases covered, newborn covered from day 1, mental health, dialysis, day-care, cancer, trauma and accidents and more)
- \* Base cover to 10 lacs, additional cover of 10 lacs more
- \* Wide network of hospitals In Sikkim, and rest of India
- \* Top Tier Hospitals network
- \* Highly people focused processes and technology- Healthcare delivered with a human touch

**Do not deny yourself and your family the protection of Su-Swastha Yojna**

**Enroll yourself now- visit [www.suswasthasikkim.com](http://www.suswasthasikkim.com) to know more  
And enroll in the most revolutionary healthcare scheme in the country.**



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## Frequently asked questions

**1. How does Su-Swastha Yojna change the way healthcare was available to us in the past?**  
- Su-Swastha Yojna replaces the previous system. All hospitalizations are now covered under Su-Swastha Yojna.

- the focus is on cashless care and top-tier hospitals
- the cover amount is increased to 10 lacs basic+ additional 10 lacs for certain critical illnesses.
- with the member card (smart card or e-card) the power of choosing a hospital or a doctor is in your own hands
- use of technology to allow faster processes from enrolment to admission and claims

**2. How can I enroll?**

- In view of COVID 19, and also for fastest processing visit our website [www.suswasthasikkim.com](http://www.suswasthasikkim.com) and click on "enroll here"- use the user guide below to help yourself for the online application
  - you can also apply in hard copy to your department's nodal officer- list of nodal officers can be found in the quick links at bottom of home page of our website as well.
- we highly encourage a direct online application on the website portal for accurate and fast processing.

**3. How can I get my member card?**

- Member card can be downloaded from website when your application has been processed- you can track the same by logging-In on the website by clicking on LOGIN
- A hard copy shall be sent to your department for circulation as well within 15 days of approval of membership by your employer.

**4. How are employee contributions processed?**

- Su-Swastha Yojna does not process employee contributions. The employee contributions are managed through the disbursement authorities of the department and the authorize government finance and payroll machinery - a government notification would outline this process.

**5. where can I find details of the scheme- Inclusions, exclusions, and any other details?**

- On our website In the downloads section In quick links at the bottom of homepage you can view and download all documents related to Su-Swastha Yojna which will give you all details required.

The scheme has launched and enrollments are happening. Visit our website now and enroll yourself and your family.



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ENROLMENT DOCUMENT  
(STEP BY STEP PROCESS GUIDE)  
(For desktop/computer application)

Purpose: To assist employees in applying for membership in the Su-Swastha Yojna, the Govt of Sikkim's Employee Health Services Scheme launched in Apr 2021 in the digital process of application for enrolment in the scheme.

You will need a computer and a working internet connection and images of all documents explained in next steps, also your email ID and your mobile number switched on.

## Step 1

Open the link given below- use Google Chrome browser for best results

[www.suswasthasikkim.com](http://www.suswasthasikkim.com)

## Step 2

You will see the below page. Please read the "about" section on the website to understand the benefits and eligibility for Su-Swastha Yojna



## Step 3

Click on "Enrol Now" as shown by the arrow above (you can click on either)



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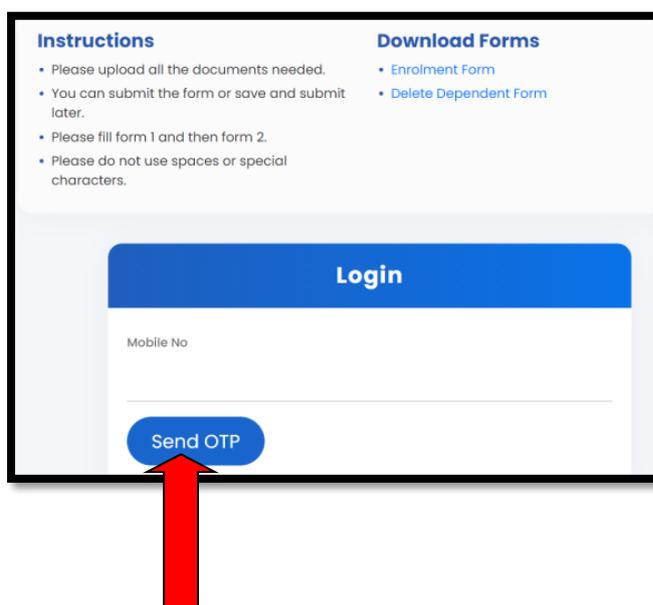


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## Step 4

You will see the below login page (Please read the instructions carefully as seen in the login page before filling forms)

Please keep all documents ready as images (jpeg, png, jpeg, tiff or pdf file format) before starting enrollment



The screenshot shows a login page with the following content:

- Instructions**
  - Please upload all the documents needed.
  - You can submit the form or save and submit later.
  - Please fill form 1 and then form 2.
  - Please do not use spaces or special characters.
- Download Forms**
  - [Enrolment Form](#)
  - [Delete Dependent Form](#)

The login form includes a blue header with the text "Login", a text input field labeled "Mobile No", and a blue button labeled "Send OTP". A red arrow points to the "Send OTP" button.

## Step 5

Input your mobile number and click on Send OTP. Please use your own mobile number.



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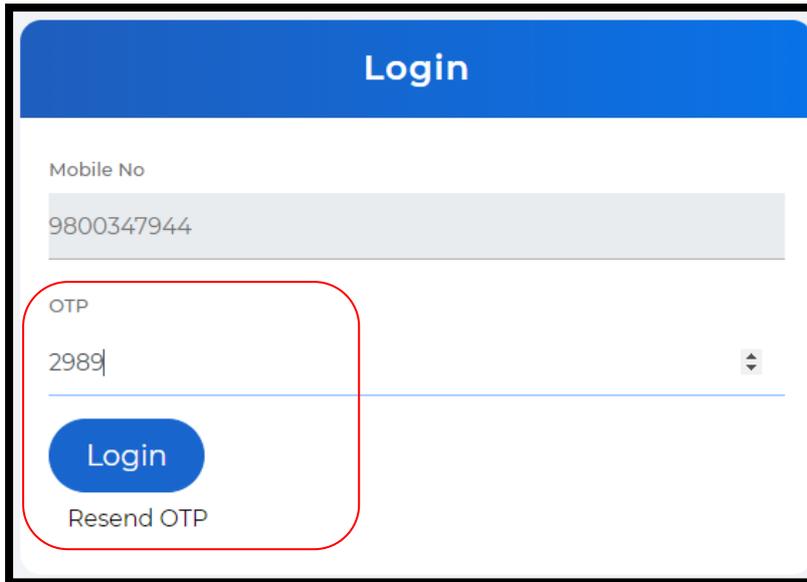
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## Step 6

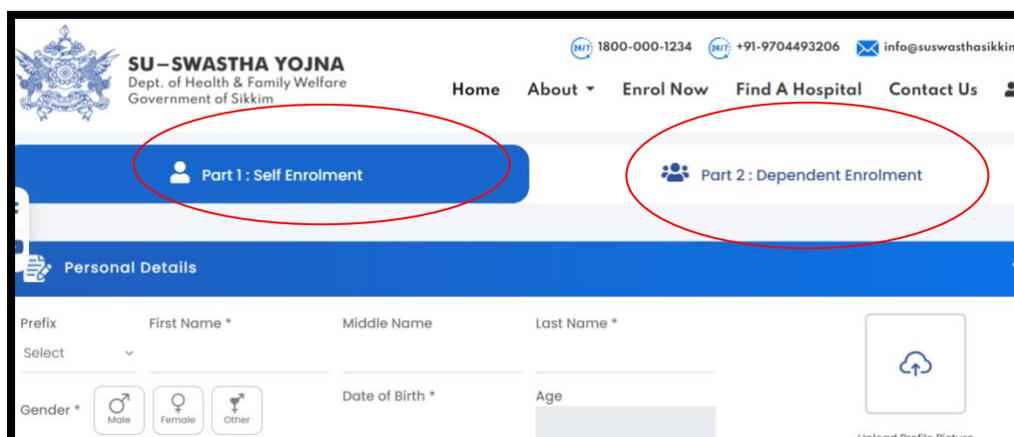
You will see the below page. Put the OTP that is sent to your registered phone number.



The screenshot shows a 'Login' form with a blue header. Below the header, there is a 'Mobile No' field containing '9800347944'. Below that is an 'OTP' field containing '2989'. A red circle highlights the OTP field and the 'Login' and 'Resend OTP' buttons below it.

## Step 7

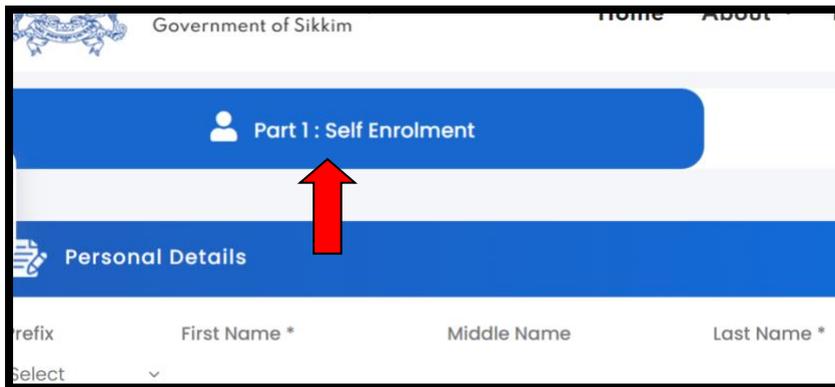
Once you login, you will see the below page. (Please note that there are two parts of the form, Part 1 (for self enrolment) and part 2 (for dependent's)



The screenshot shows the home page of the Su-Swastha Yojna portal. The header includes the logo, 'SU-SWASTHA YOJNA', 'Dept. of Health & Family Welfare', 'Government of Sikkim', and contact information: '1800-000-1234', '+91-9704493206', and 'info@suswasthasikkim'. The navigation menu includes 'Home', 'About', 'Enrol Now', 'Find A Hospital', and 'Contact Us'. Two buttons are highlighted with red circles: 'Part 1 : Self Enrolment' and 'Part 2 : Dependent Enrolment'. Below the navigation is a 'Personal Details' section with fields for Prefix, First Name, Middle Name, Last Name, Gender (Male, Female, Other), Date of Birth, and Age. There is also an 'Upload Profile Picture' button.

## Step 8

Please begin with **part 1** of the form.



Government of Sikkim Home About

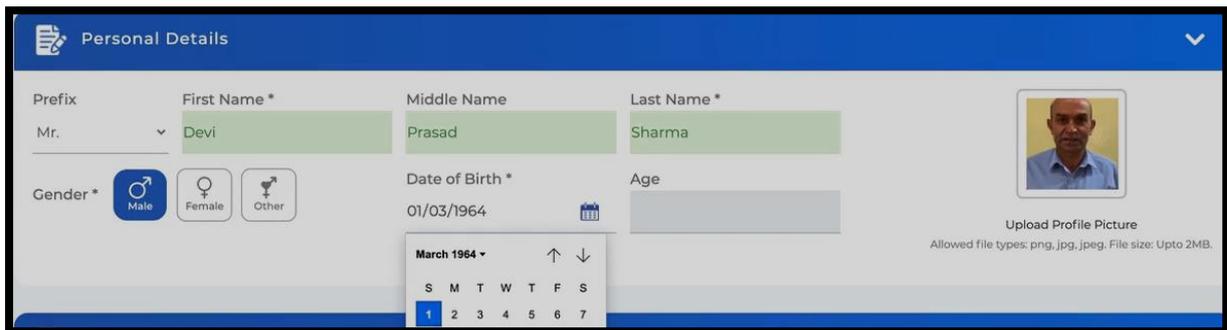
Part 1: Self Enrolment

Personal Details

Prefix First Name \* Middle Name Last Name \*

Select

## Step 9



Personal Details

Prefix Mr. First Name \* Devi Middle Name Prasad Last Name \* Sharma

Gender \* Male Female Other

Date of Birth \* 01/03/1964 Age

Upload Profile Picture  
Allowed file types: png, jpg, jpeg. File size: Upto 2MB.

Please fill your First Name, Last Name, Gender, recent picture . Please ensure that all images are below 2 MB in size. If file size is more than 2 MB, please reduce the size of the picture.

To reduce the size of the image watch this video:

[How to resize photograph, signature in paint \(Explained in Hindi\) - YouTube](#)

OR

<https://www.youtube.com/watch?v=2FfiQQKIIb8>

OR

[how to resize jpg image in paint. in nepali || scan or resize photo || loksewa question || - YouTube](#)



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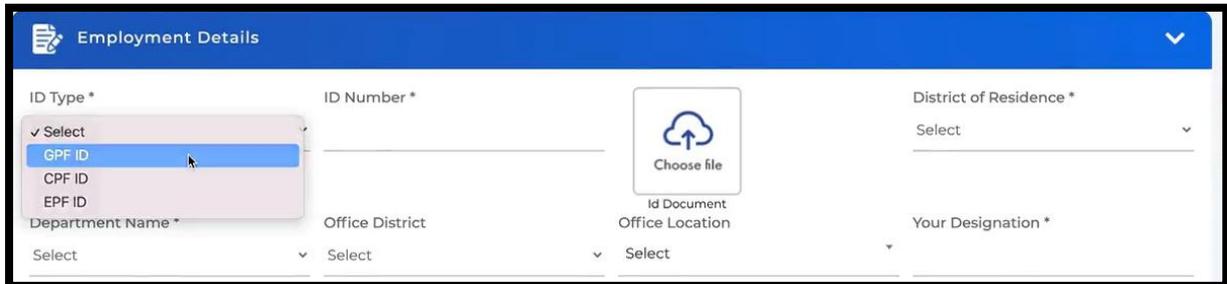
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## Step 10

Fill in the employment details (all fields marked with star are compulsory)



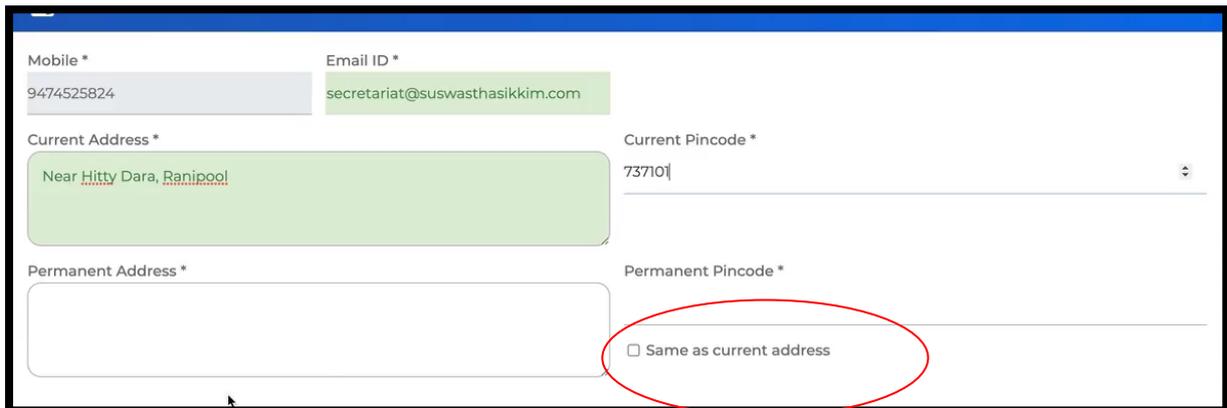
The screenshot shows the 'Employment Details' form with the following fields and options:

- ID Type \***: A dropdown menu is open, showing options: Select, GPF ID (highlighted), CPF ID, and EPF ID.
- ID Number \***: A text input field.
- Id Document**: A 'Choose file' button.
- Office Location**: A dropdown menu with 'Select' as the current option.
- District of Residence \***: A dropdown menu with 'Select' as the current option.
- Department Name \***: A dropdown menu with 'Select' as the current option.
- Office District**: A dropdown menu with 'Select' as the current option.
- Your Designation \***: A dropdown menu.

## Step 11

Fill in your contact details and all other fields correctly

If your current address is same as permanent address click on the checkbox circled below



The screenshot shows the contact details form with the following fields and options:

- Mobile \***: 9474525824
- Email ID \***: secretariat@suswasthasikkim.com
- Current Address \***: Near Hitty Dara, Ranipool
- Current Pincode \***: 73710
- Permanent Address \***: (Empty text input field)
- Permanent Pincode \***: (Empty text input field)
- Same as current address**: A checkbox is circled in red.



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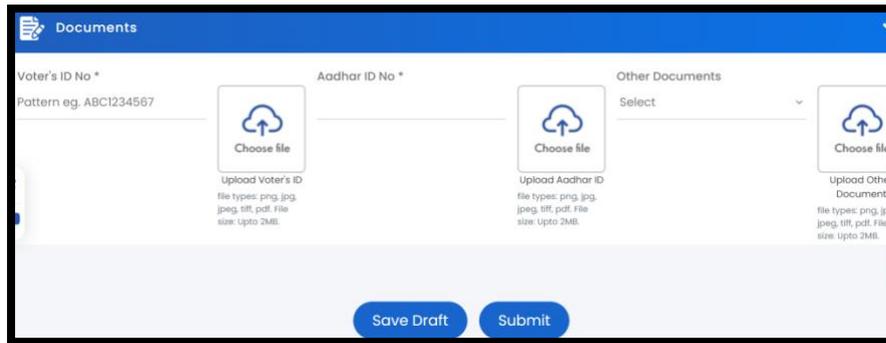
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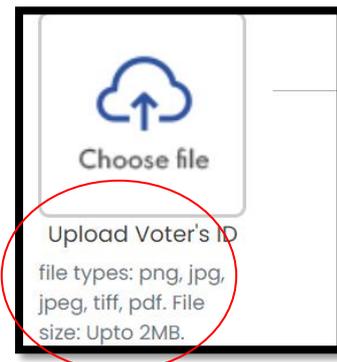
## Step 12

Upload the required documents



The screenshot shows a web form titled "Documents" with three main sections: "Voter's ID No \*", "Aadhar ID No \*", and "Other Documents". The "Voter's ID No \*" section has a text input field with the placeholder "Pattern eg. ABCI234567" and a "Choose file" button. Below it, the text reads "Upload Voter's ID" and "file types: png, jpg, jpeg, tiff, pdf. File size: upto 2MB.". The "Aadhar ID No \*" section also has a "Choose file" button and similar upload instructions. The "Other Documents" section has a "Select" dropdown menu and a "Choose file" button, with instructions to "Upload Other Document" and "file types: png, jpg, jpeg, tiff, pdf. File size: upto 2MB.". At the bottom of the form are two buttons: "Save Draft" and "Submit".

e.g. Enter you Voter Id number and click on choose a file



Select the file from the respective location (where you have saved the file. The file needs to be either in png, jpg, jpeg, tiff or pdf file format as seen the above circled and should not exceed 2 MB as stated earlier.

## Step 13

Continue the same for Adhar card and other documents. In order to upload two images please press ctrl button on your keypad and select multiple images

Click on save draft or submit.



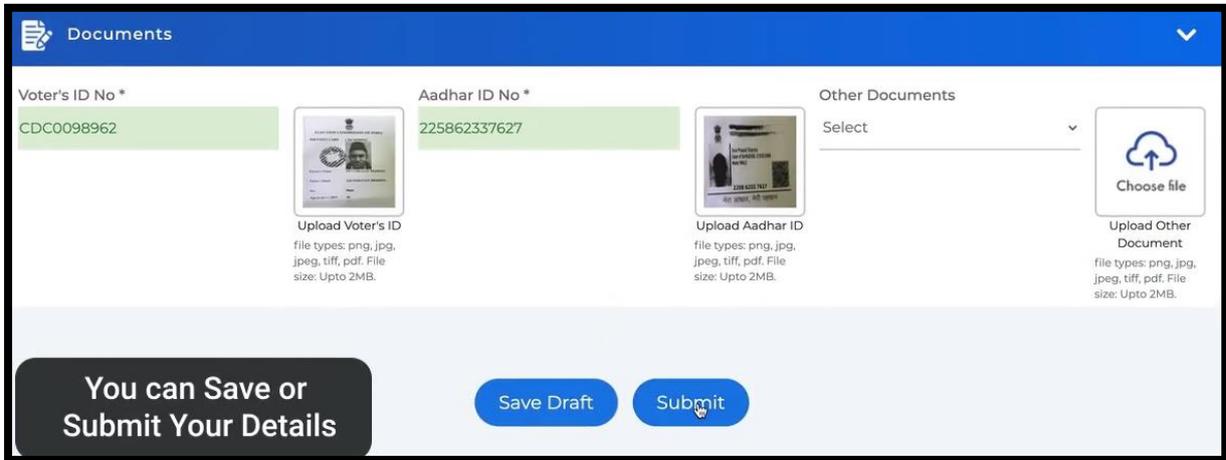
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**Documents**

Voter's ID No \*  
CDC0098962

Aadhar ID No \*  
225862337627

Other Documents  
Select

Upload Voter's ID  
file types: png, jpg, jpeg, tiff, pdf. File size: Upto 2MB.

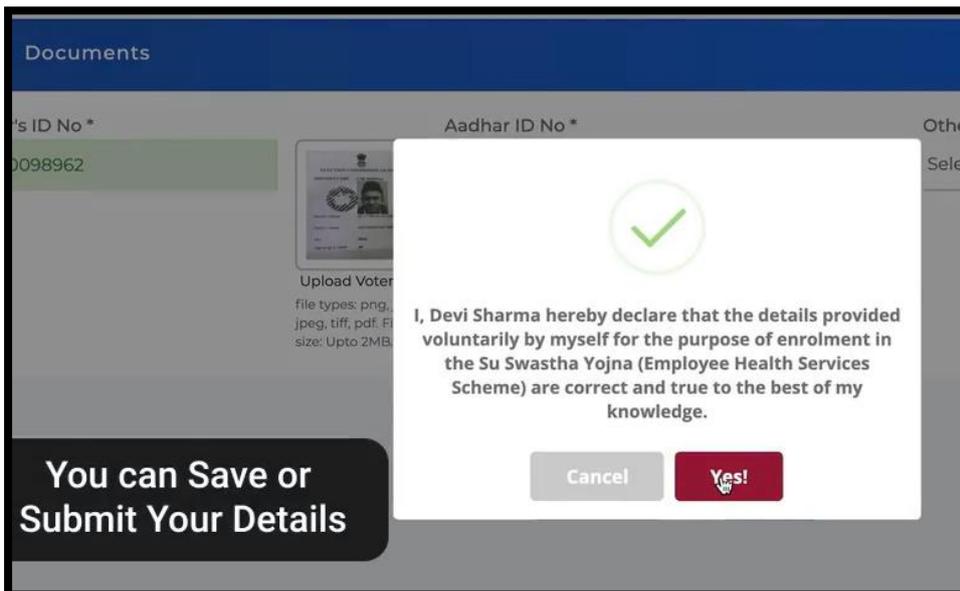
Upload Aadhar ID  
file types: png, jpg, jpeg, tiff, pdf. File size: Upto 2MB.

Upload Other Document  
file types: png, jpg, jpeg, tiff, pdf. File size: Upto 2MB.

**You can Save or Submit Your Details**

Save Draft Submit

It is advisable to please save as draft and quickly check if you have filled everything correctly. Once you are assured, then please go ahead and submit.



**Documents**

Voter's ID No \*  
0098962

Aadhar ID No \*  
Aadhar ID No \*

Other Documents  
Select

Upload Voter's ID  
file types: png, jpg, jpeg, tiff, pdf. File size: Upto 2MB.

Upload Aadhar ID  
file types: png, jpg, jpeg, tiff, pdf. File size: Upto 2MB.

Upload Other Document  
file types: png, jpg, jpeg, tiff, pdf. File size: Upto 2MB.

**You can Save or Submit Your Details**

I, Devi Sharma hereby declare that the details provided voluntarily by myself for the purpose of enrolment in the Su Swastha Yojna (Employee Health Services Scheme) are correct and true to the best of my knowledge.

Cancel Yes!



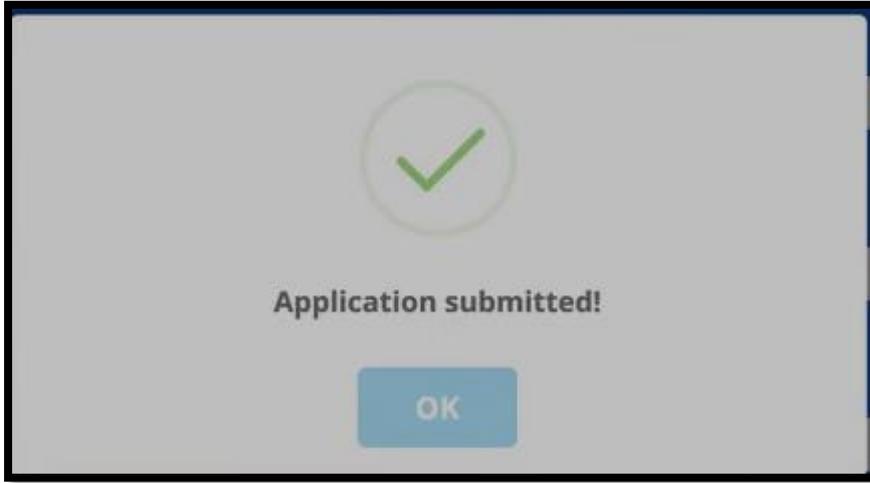
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After you click on the yes on the self declaration and the application is submitted, you will receive confirmation message on your phone (SMS) as well as an email confirmation.

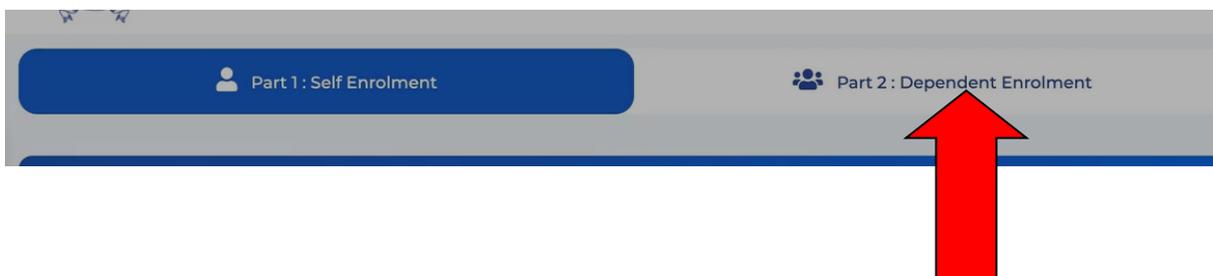
Please note that the application will go to your respective nodal officers for approval.

Check your nodal officer here- [Click here](#)

## **You can now proceed with the dependent Enrolment.**

You can continue in the same session, or if you are logged out you will have to login with the same registered number and enter the OTP received.

Please note that you will be able to proceed with the dependent enrolment only after self-enrolment is submitted.

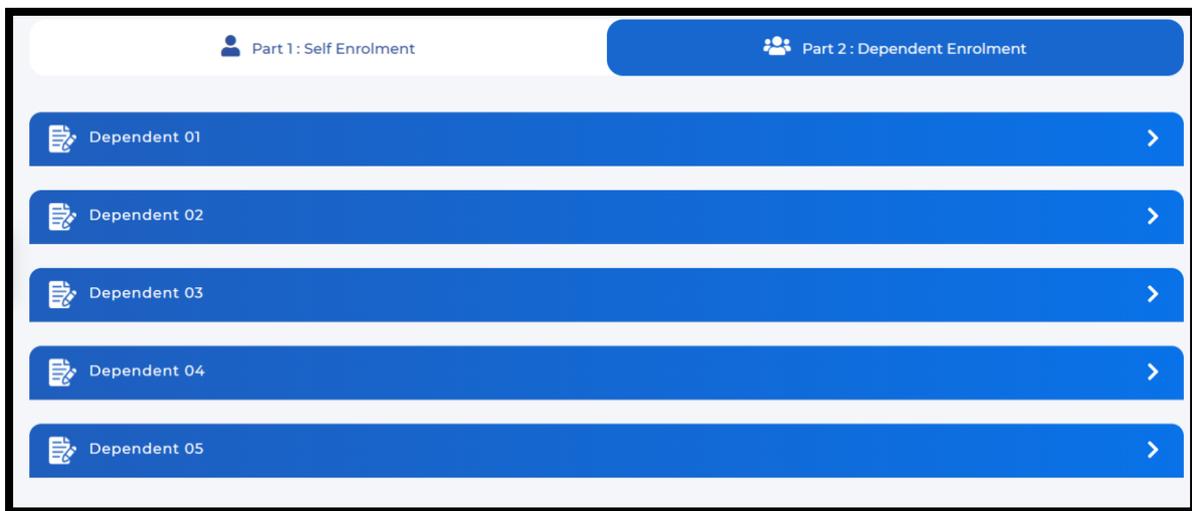


You will see the above tab – Part 2: Dependent Enrolment. You can add upto 5 dependents.

For the eligibility of who can be the dependents kindly refer to the “[FAQ](#)” section (point no. 5) on the website to understand the eligibility criteria of the dependent members for Su-Swastha Yojna]

## Step 1

You will see the below five options to enter the dependent details. Proceed one by one.  
[Please note that a maximum of 5 dependents can be added.]



The screenshot shows a web interface for dependent enrollment. At the top, there are two tabs: 'Part 1: Self Enrolment' (selected) and 'Part 2: Dependent Enrolment'. Below the tabs, there are five blue buttons, each labeled 'Dependent 01' through 'Dependent 05'. Each button has a document icon on the left and a right-pointing arrow on the right.

## Step 2

You will have to enter the details in the respective fields. (Please keep the documents ready for proof of relationship)

In proof of relationship you can either enter birth certificate, passport, or adhar card of you and in the identity, section please upload the respective dependent’s id card.

In case of proof of relationship of mother, you can have birth certificate or passport or any document reflecting your mother’s name. If none of the documents are available you may upload your parent’s marriage certificate supported by your id card and your father’s id card.

In case of in-laws please upload your marriage certificate, along with your spouse’s parent’s id card that suffice the proof of relationship.



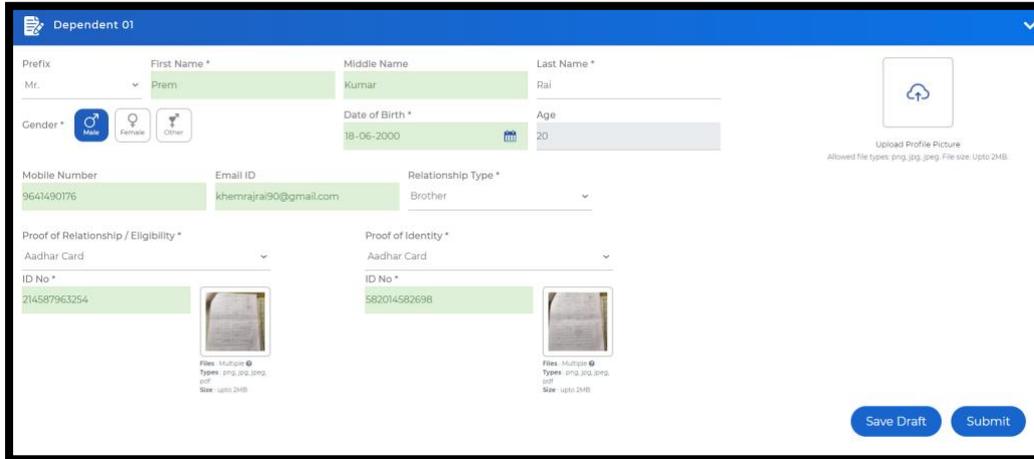
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**Dependent 01**

Prefix: Mr. First Name: Prem Middle Name: Kumar Last Name: Rai

Gender: Male Date of Birth: 18-06-2000 Age: 20

Mobile Number: 9641490176 Email ID: khemrajai90@gmail.com Relationship Type: Brother

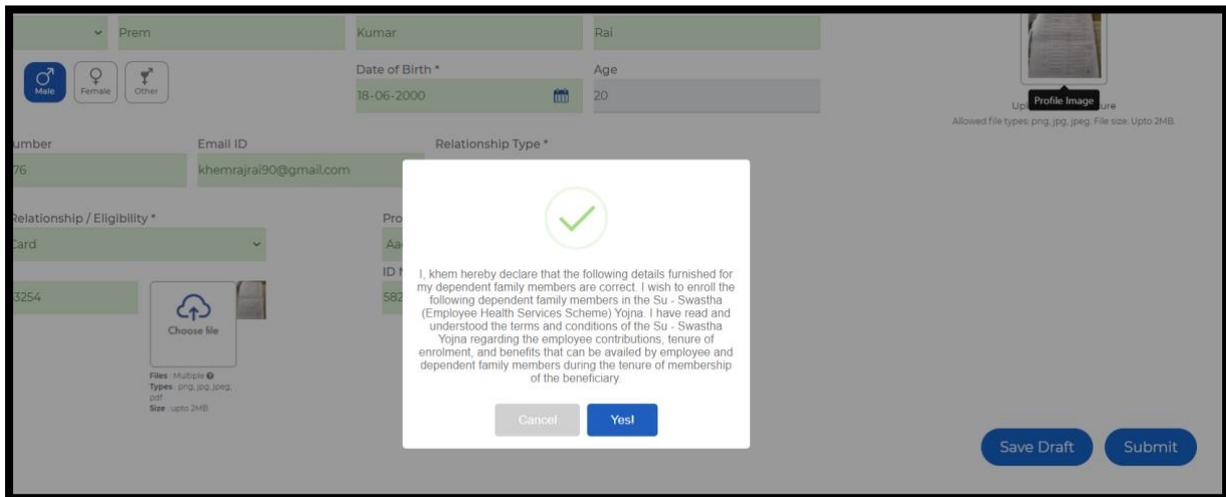
Proof of Relationship / Eligibility: Aadhar Card ID No: 214587963254

Proof of Identity: Aadhar Card ID No: 582014582698

Buttons: Save Draft, Submit

## Step 3

Please save as draft or submit. After you hit on submit you will see the below information after which you can click on yes.



Dependent 01 form details (blurred): Prem Kumar Rai, 18-06-2000, 20, khemrajai90@gmail.com, Brother.



I, khem hereby declare that the following details furnished for my dependent family members are correct. I wish to enroll the following dependent family members in the Su - Swastha (Employee Health Services Scheme) Yojna. I have read and understood the terms and conditions of the Su - Swastha Yojna regarding the employee contributions, tenure of enrolment, and benefits that can be availed by employee and dependent family members during the tenure of membership of the beneficiary.

Buttons: Cancel, Yes!

Form Buttons: Save Draft, Submit



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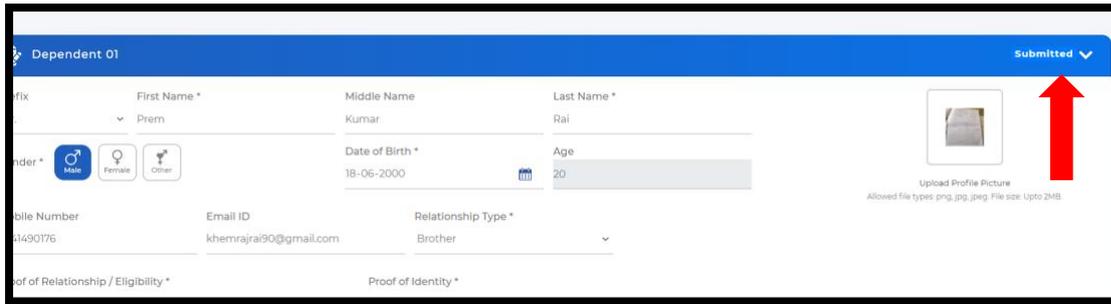
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## Step 4

You can see the application status has changed to submitted



Dependent 01 Submitted

Prefix: Prem, First Name: Kumar, Middle Name: Rai, Last Name: Rai

Gender: Male, Date of Birth: 18-06-2000, Age: 20

Mobile Number: 91690776, Email ID: khemrajai90@gmail.com, Relationship Type: Brother

Proof of Relationship / Eligibility: Proof of Identity

You may continue with other dependents in a similar manner.

## QUESTIONS

For any questions you may have please refer to the [FAQ](#) section on our [website](#). For understanding the terms and conditions of the scheme please [click here](#).

### Contact Us

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[info@suswasthasikkim.com](mailto:info@suswasthasikkim.com)

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