File No. S-12019/127/2021-NHA
Government of India
National Health Authority

9th Floor, Jeevan Bharati Building,
Connaught Place, New Delhi – 110001
Dated 31.03.2021

Subject: Guidelines for Covid vaccine payment through PMJAY-website by the concerned hospital to National Health Authority (NHA).

1. DO letter dated 27th February 2021 number D.O.NO 1920764/2020/Immunization provides that private empanelled hospitals under AB-PMJAY, CGHS or under State Health Insurance scheme will deposit cost of vaccines immediately in the bank account of the National Health Authority. Further, OM File No S-12019/127/2021-NHA dated 28.02.2021 was issued for payment through SBI collect form. This is with reference to the better monitoring and reconciliation of payments received from hospitals in the bank account of NHA for Covid vaccines, hospitals are further advised to follow the following guidelines in reference to payments made for Covid Vaccination:

    A. Hospitals are required to use only electronic mode of transfer for payment of money into the bank account of NHA. Hospitals are advised not to deposit cash directly in the bank account of NHA.
    B. Hospital are advised to follow steps mentioned in para 2 for making payment into the bank account of NHA through the payment portal as mentioned.
    C. Hospitals are required to submit required details of all payments made till date by following steps provided in para 2 and more specifically Step E and and Step G in para 2.
    D. Hospitals are required to present both the receipt in physical form generated through payment portal to DIO (District Immunization officer).

2. In order to facilitate the same, following steps are required to be followed by the hospital in making payment in the designated NHA bank account for Covid vaccines:
    A. Hospitals should make the payment for vaccines online under Cowin-19 tabs in the link:https://pmjay.gov.in/cowin/.Hospital can select either Covid Vaccination Payment or SBI Collect Form. (*Annexure 1*)
    B. In case of selection of Covid Vaccination Payment, hospital has to provide following required information in the portal (*Annexure 2*)
        - For Advanced Search
            - Hospital State
            - Hospital District

        - Hospital Name

    Or

    - Search with Hospital Code
        - Hospital Code as provided by Cowin System

C. Hospital need to select itself from the search results. (*Annexure 3*)
D. Hospital need to provide following information on payment page
    - Empanelment category of the hospital from the drop down 1) If a facility is empanelled under more than one scheme then if it is empanelled under PM-JAY then PM-JAY may be chosen. 2) If not empanelled under PM-JAY but empanelled under CGHS & SHI then CGHS may be chosen. 3) If not empanelled under PM-JAY or CGHS but empanelled under SHI 4)All other facilities may choose "others"
    - Hospital type drop down
E. In case of **new payment**, select "New Payment" bullet and in case of **payment made earlier or through any other payment mode**, select, "Generate Past Payment Acknowledgment" bullet and provide following information (*Annexure 4*)
    - Amount
    - Number of Vaccine doses
    - Captcha Verification.
    - Mobile based OTP verification.
    - Payment reference No of the Bank in case of Past Payment as given in original payment receipt
    - Image upload of original payment receipt (banking transaction acknowledgement) in case of "Generation Past Payments Acknowledgement"
F. After OTP verification, it will be redirected to SBI payment gateway, download and save the receipt to be produced to DIO (District Immunization Officer)
G. In case of "Past Payment", receipt will be generated bearing payment reference number of original receipt. Hospital is required to carry the receipt generated in this receipt as well as original receipt to DIO (District Immunization Officer)
H. If SBI Collect Form is selected in Step A, it will redirect to external link which Hospital needs to agree after reading its as per its discretion (*Annexure 5*):
    - Select "Covid Vaccine payment" for payment category and enter "Site manager login_ID" as provided by Cowin is required (*Annexure 6*)
    - The portal will automatically fetch certain details and following details need to be entered at the portal (*Annexure 7*):
        - Amount
        - Empanelment Category
        - Hospital Type
        - No. of Vaccines
        - Name of Hospital

- Date of Incorporation of Hospital
- Mobile Number of authorized person by the hospital to make the payment
- Email ID
- Captcha Image

3. DIOs will cross check and verify the payment transaction receipts as generated from the portal as well as original receipt in case payment made through other portals before disbursal of vaccines to the hospital.
4. Hospitals are directed to follow the above process to ensure timely compilation and monitoring of payment information. Any reconciliation issues arising due to non-adherence to these guidelines shall be the sole responsibility of concerned hospitals. State Health Agencies (SHAs) will also assist the hospitals in this process. In case of any difficulty in payment, please call on the following mobile number: 9164414555 or write to the following email id: covid.payments@nha.gov.in.

Varunesh Mishra
Deputy Director - IT

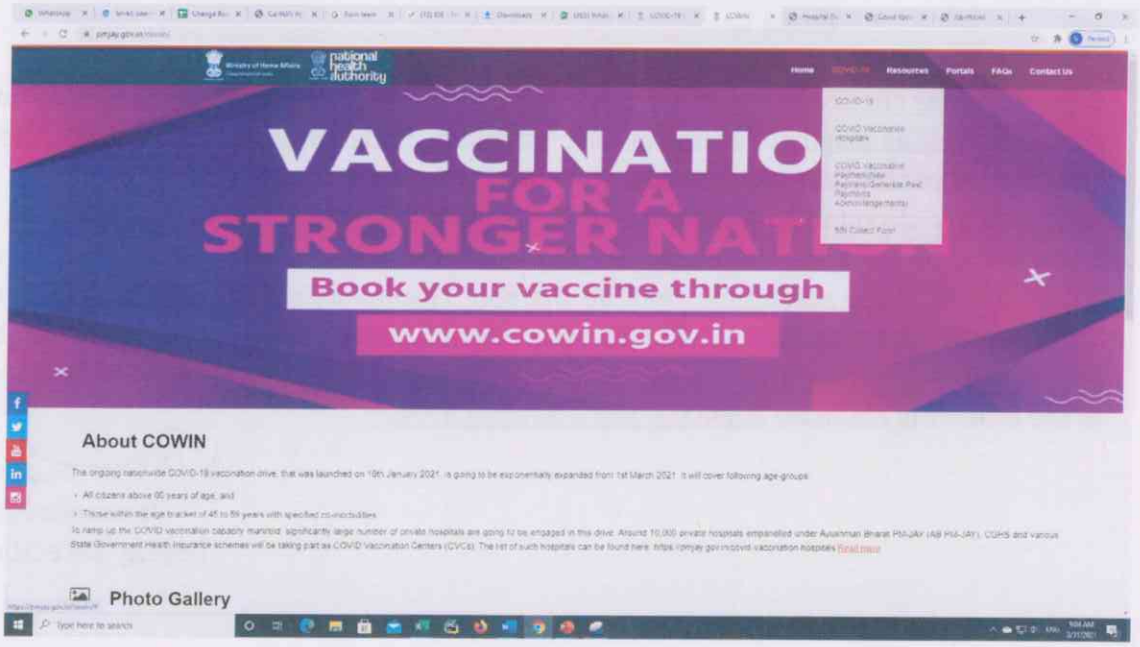
To:

1. All CEOs, SHA
2. Hospitals empanelled under PMJAY/ CGHS/ State Health Insurance Schemes and other private hospitals approved by GoI.

Copy to:

1. ACS/ Pr. Secretary (Health), all states
2. PPS to the Secretary (Health & Family Welfare), GoI
3. PPS to the CEO, NHA

Annexure 1: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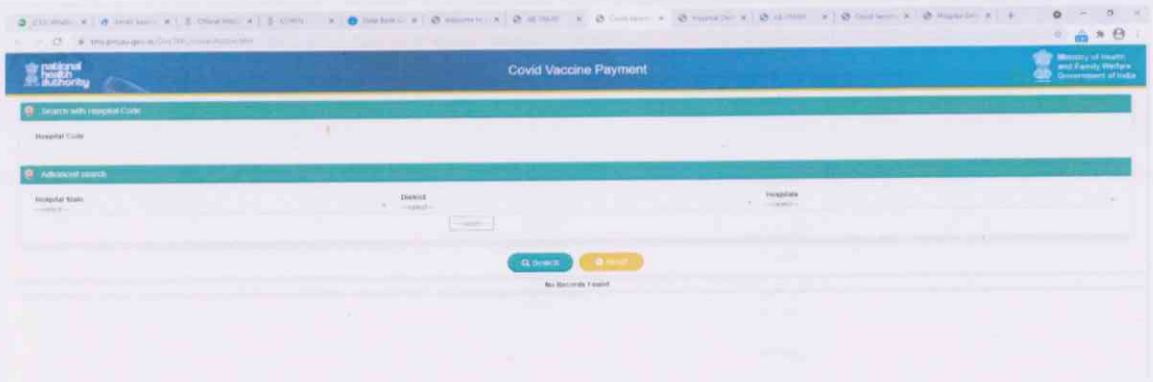
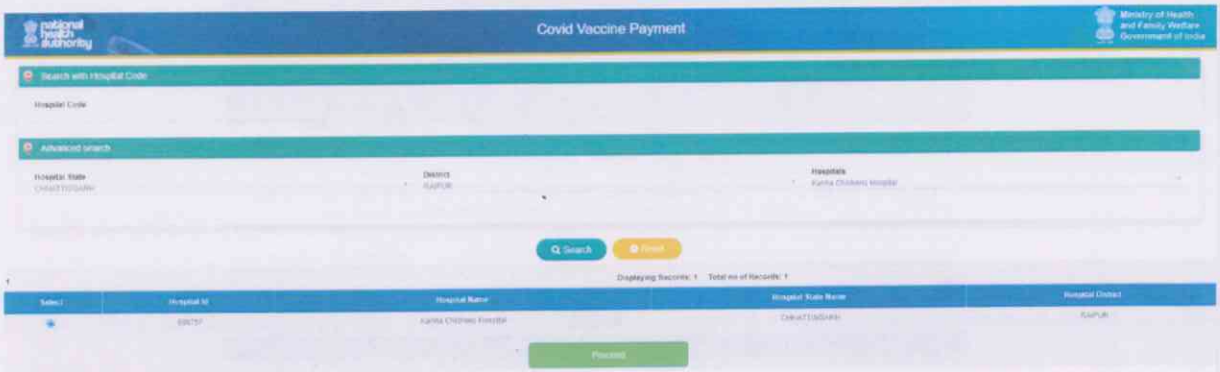
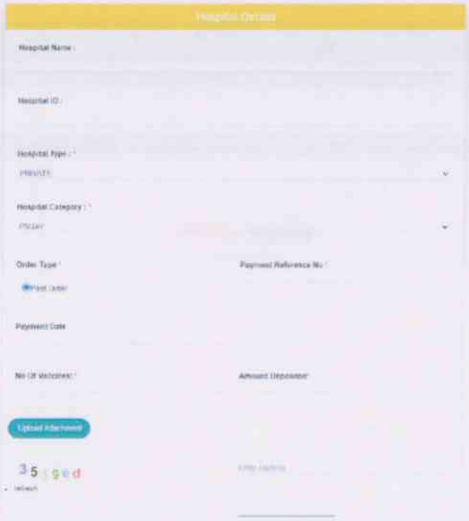
Annexure 2



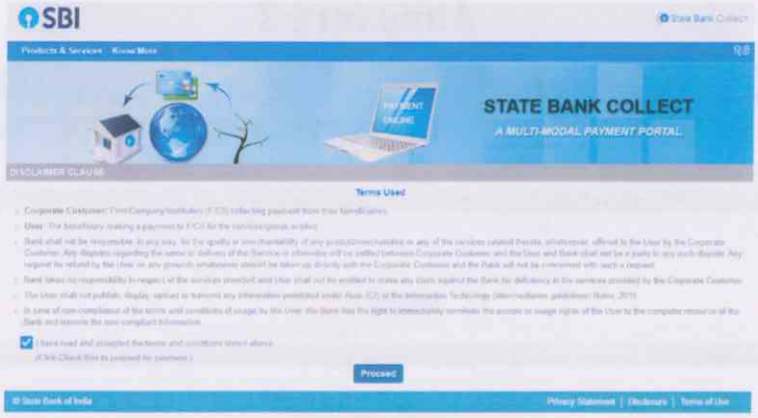
Annexure 3



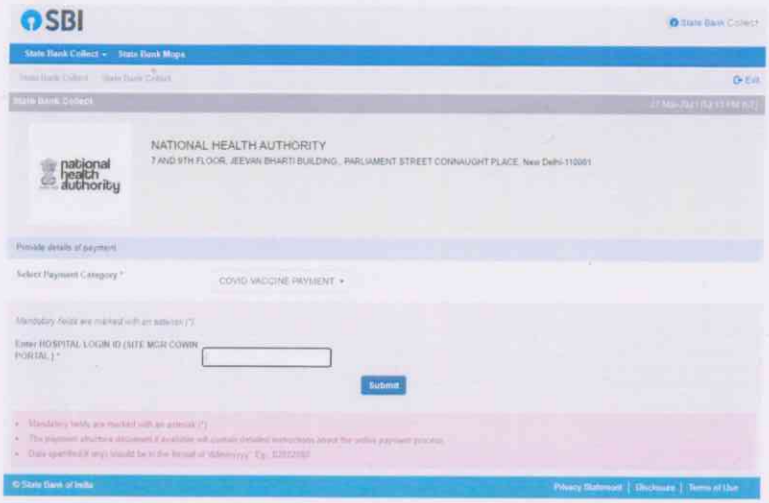
Annexure 4



Annexure 5



Annexure 6



Annexure 7