

DO LETTER STEPS GUIDE

STEP -1

The screenshot shows the ESIC Employee Portal login page. At the top, there is a navigation bar with the ESIC logo and name in Hindi and English. Below the logo, there is a message: "Welcome to ESIC Employee Portal". To the right, there is a login box with fields for "User Name" and "Password", and a "Log in" button. Below the login box, there is a "Forgot Password" link. On the left side, there are "Login Instructions" and "ESIC IT Service Desk Helpline" information. At the bottom, there is a copyright notice: "© 2010 ESIC. All Rights Reserved."

STEP -2

The screenshot shows the ESIC Employee Portal dashboard. At the top, there is a navigation bar with the ESIC logo and name in Hindi and English. Below the logo, there is a navigation menu with buttons for "Home", "Application", "ERP Applications", "Reports", and "Analytics". To the right, there is a user profile dropdown menu showing "Welcome Amita Markus". The dashboard is divided into six main sections: "ESI News", "Circulars", "Industry News", "Announcements", "Related Links", and "Referenced Documents". Each section contains a list of items with a "View All" link. At the bottom, there is a footer with the text: "Site maintained by ESIC. Designed and Developed by ECL - Presio Infosolutions Private Limited. Copyright © 2024, ESIC, India. All Rights Reserved."

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STEP-3

The screenshot shows the ESIC Gateway dashboard. At the top, there is a navigation bar with tabs for Home, Application, ERP Applications, Reports, and Analytics. A user profile for 'Welcome Amita Markus' is visible in the top right. The main content area features several cards: 'ESI' with a dropdown menu for 'Document Management System' and 'Health Information System'; 'Circulars' with a link to 'Circulars | Employee's State Insurance Corporation, Ministry of Labour & Employment, Government of India'; 'Industry News' with a link to 'ESIC's PG institute from next year'; 'Announcements' with links to 'Annexure - IX .doc', 'Annexures - X-XI.pdf', and 'Annexures.pdf'; 'Related Links' with links to 'https://esic.gov.in', 'https://india.gov.in', and 'Spree Data Collection'; and 'Referenced Documents' with links to 'Dhanwantri', 'Pragati-ERP', and 'Pragati-Insurance'. A footer contains the text 'Site maintained by ESIC. Designed and Developed by ECIL - Presto Infosolutions Private Limited. Copyright © 2024, ESIC, India. All Rights Reserved.' and system information like '22°C Sunny' and '09:41 27-02-2026'.

STEP -4

The screenshot shows the 'Select Hospital Location' form on the ESIC Gateway. The form includes fields for 'User Name' (filled with 'anilmark'), 'Location' (filled with 'Jhilmil, DL (ESIC Hosp.)'), and 'Facility' (filled with 'select'). A dropdown menu is open for the 'Facility' field, showing options: 'select', 'ADMINISTRATIVE MEDICAL SERVICES', 'ADMINISTRATIVE SERVICES', 'Casualty Ward - Medicine', 'MEDICAL RECORDS', 'OUT PATIENT DEPARTMENT REGISTRATION', 'Registration OPD', and 'Substore - Medical Record Deptt - Non Medical'. The 'MEDICAL RECORDS' option is highlighted. A 'LOGOUT' button is visible in the top right. The footer contains the text 'Best viewed in 1024 x 768 pixels DR30 IP-30 nhrvospent0204mu226' and system information like '22°C Sunny' and '09:42 27-02-2026'.

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STEP-5

The screenshot shows the ESIC web application interface. The browser address bar displays 'gateway.esic.gov.in/Hospital/AdministrationAndSecurity/StartPage.aspx'. The page header includes the ESIC logo and navigation links: 'Home | Change Location/Facility | Help'. The main navigation bar contains 'Medical Records', 'Admin and Security', 'Masters Management', and 'CDR'. A dropdown menu is open under 'Masters Management', listing various options: AssistantMapping, BedMaster, BedType, ConsultationType, Employee, EquipmentSlotDuration, Facility, MapDepartment, MetadataConfiguration, MiscellaneousItem, ReferralInstituteMaster, ReportGroup, ReportParameterMapping, RoomMaster, SpecialisationMapping, FacilitySpecialisationMapping, Bed Complement Management, Update COVID19 Facility Data, Hospital Dashboard Entry, Medical Equipment Dashboard Entry, Future Equipment Dashboard, Tie-Up Hospital Master, Monthly Ayush Data, and MA Letter Generation for Hospital. The bottom right corner shows 'Release Version No. : V2.4.002' and 'Best viewed in 1024 x 768 pixels - V 2.4.0'.

STEP-6

This screenshot is identical to the one for Step 5, showing the same ESIC web application interface with the 'Masters Management' dropdown menu open. The 'MA Letter Generation for Hospital' option is highlighted in pink. The browser address bar now shows 'https://gateway.esic.gov.in/Hospital/MastersManagement/DOLetterEntry/level.aspx?PageID=TO/Nu+1661'. The bottom right corner displays 'Release Version No. : V2.4.002' and 'Best viewed in 1024 x 768 pixels - V 2.4.0'.

The screenshot shows the Windows taskbar and system tray. The taskbar includes the search bar, task view button, and several application icons. The system tray on the right shows the date and time as '09:44 27-02-2026' and the weather as '22°C Sunny'.

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STEP -7

Dhanwantri - Google Chrome
gateway.esic.gov.in/hospital/MastersManagement/DOLetterEntryNew3.aspx

8.6 Medical Store		Allopathic
(Monitoring of Allopathic Drug Data)		
No. of DG-ESIC RC Drugs which are below R.O.L		Alphanumeric
No. of DG-ESIC RC Drugs which are at Zero Balance		Alphanumeric
Whether Procurement started for DG-ESIC RC Items which are below R.O.L or have zero balance.		Alphanumeric
If No, Reason for Non placement of Supply Order/Starting process of Procurement of Items which are at below R.O.L and at zero balance.		Alphanumeric
Name of the Firms along with RC No. which delayed the supply in Last Month beyond 42 Days after purchase order along with duration of delay.		Alphanumeric
Name of the Firms along with RC No. with Non-supply in Last Month and Reason for it		Alphanumeric
Whether, Risk purchase has been invoked against Non- supply		Alphanumeric
If No, reasons thereof.		Alphanumeric
If Yes, Whether recovery of Risk Purchase has been done.		Alphanumeric
If No, reasons thereof.		Alphanumeric
No. of batches received in previous month.		Alphanumeric
No. of Batches sent for testing in Previous month. (10% of the batches received to be tested).		Alphanumeric
Name of the drug declared as NSQ (Prev. Month).		Alphanumeric
Total amount of Payment Pending beyond 42 days in Month.		Alphanumeric
Duration and Reason for Pending Payment (if any)(Specific reasons ONLY).		Alphanumeric
Action taken in this regard.		Alphanumeric
Names of Expired Medicines in the previous Month.		Alphanumeric
Amount of Medicine expired in the previous Month.		Alphanumeric
Reason for Expiry of Medicines.		Alphanumeric
Effort made to avoid expiry of Medicine		Alphanumeric
Action taken on expired medicines.		Alphanumeric
8.7 (Monitoring of Equipment Data) (GEM Data)		
Amount of Pending Payments for more than 10 Days(GeM Purchase)		Alphanumeric
Reason for pending payment.		Alphanumeric
Action taken in this regard.		Alphanumeric
8.8 (Warranty / AMC / CMC / Downtime)		
Total number of equipment costing more than 5 lakhs as on 1st of Current Month.		Alphanumeric
Total No. of Equipment Under Warranty as on 1st of Current Month (More than 5 lakhs)		Alphanumeric
Total No. of Equipment in AMC / CMC (More than 5 lakhs)		Alphanumeric
Total No. and Name of Equipment lying un-utilized in Preceding Month.		Alphanumeric
Reason, If un-utilized		Alphanumeric
Efforts for use of Un-Utilized Equipment		Alphanumeric
Total No. of Equipment Not working for more than 1 month		Alphanumeric
Reason, please specify		Alphanumeric

STEP-8

Dhanwantri - Google Chrome
gateway.esic.gov.in/hospital/MastersManagement/DOLetterEntryNew3.aspx

Whether, Risk purchase has been invoked against Non- supply		Alphanumeric		
If No, reasons thereof.		Alphanumeric		
If Yes, Whether recovery of Risk Purchase has been done.		Alphanumeric		
If No, reasons thereof.		Alphanumeric		
No. of batches received in previous month.		Alphanumeric		
No. of Batches sent for testing in Previous month. (10% of the batches received to be tested).		Alphanumeric		
Name of the drug declared as NSQ (Prev. Month).		Alphanumeric		
Total amount of Payment Pending beyond 42 days in Month.		Alphanumeric		
Duration and Reason for Pending Payment (if any)(Specific reasons ONLY).		Alphanumeric		
Action taken in this regard.		Alphanumeric		
Names of Expired Medicines in the previous Month.		Alphanumeric		
Amount of Medicine expired in the previous Month.		Alphanumeric		
Reason for Expiry of Medicines.		Alphanumeric		
Effort made to avoid expiry of Medicine		Alphanumeric		
Action taken on expired medicines.		Alphanumeric		
8.7 (Monitoring of Equipment Data) (GEM Data)				
Amount of Pending Payments for more than 10 Days(GeM Purchase)		Alphanumeric		
Reason for pending payment.		Alphanumeric		
Action taken in this regard.		Alphanumeric		
8.8 (Warranty / AMC / CMC / Downtime)				
Total number of equipment costing more than 5 lakhs as on 1st of Current Month.		Alphanumeric		
Total No. of Equipment Under Warranty as on 1st of Current Month (More than 5 lakhs)		Alphanumeric		
Total No. of Equipment in AMC / CMC (More than 5 lakhs)		Alphanumeric		
Total No. and Name of Equipment lying un-utilized in Preceding Month.		Alphanumeric		
Reason, If un-utilized		Alphanumeric		
Efforts for use of Un-Utilized Equipment		Alphanumeric		
Total No. of Equipment Not working for more than 1 month		Alphanumeric		
Reason, please specify		Alphanumeric		
(9) ICU / HDU / NICU				
	Online Data	Click on check box to enable manual entry	Reason for Manual Entry	
9.1 Total No. of ICU Beds	Online>Data NA	<input type="checkbox"/>	Online Data Not Available	5
9.2 Total No. of HDU Beds	Online>Data NA	<input type="checkbox"/>	Online Data Not Available	4
9.3 Total No. of NICU Beds	Online>Data NA	<input type="checkbox"/>	Online Data Not Available	10
9.4 Total No. of PICU Beds	Online>Data NA	<input type="checkbox"/>	Select	Numeric Value

Previous Save & Next Clear

Best viewed in 1024 x 768 pixels - V 2.4.0
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