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Notice

Subject: Medical Card Generation for EMRS Employees through Octopod Portal and Approval Workflow

Medical Cards for employees can now be generated through the Octopod Portal. Employees may also add their eligible dependents while submitting the request. The request will follow an approval workflow through the Octopod.

The detailed process for submission, approval, and download of the Medical Card is as follows:

Phase 1: Employee Application

1. Login: The employee shall log in to the Faculty Dashboard on the Octopod Portal.
2. Navigation: From the dashboard, navigate to User Academy → Administrative → Medical Card.
3. Review Requirements: Carefully read the document titled "Dependents List as per NESTS for Medical Card."
4. Acknowledgement: Tick the mandatory checkbox confirming that the instructions and eligibility conditions have been read and understood.
5. Data Entry: Enter the required Dependent Details in the prescribed fields.
6. Submission: Submit the request. The application will automatically be forwarded to the EMRS admin in Octopod (Accountant or Principal).

Phase 2: Accountant/Principal Approval

1. Login: The Accountant or Principal shall log in to the HRMS Portal.
2. Locate Request: Navigate to HRMS Menu → Medical Card Request Submenu.
3. Search: Select the relevant State and Academy Name, and click Search to view the pending requests.
4. Review: Firstly, the Accountant and then the principal shall review the submitted medical card request and verify the details provided by the employee.
5. Decision:
 - Reject Request: If the request is rejected, the medical card will not be generated, and the employee will be required to submit the details again by initiating a new request.
 - Approve Request: If approved, the request will proceed to the final stage for medical card generation.

Note – In case of no approving authority at the EMRS level, the approval request will come to the NESTS HQ for approval.

Phase 3: Card Generation

1. Final Access: After approval of the request, the employee shall log in again to the Faculty Dashboard on the Octopod Portal.
2. Download: Navigate to the Medical Card Section and download the generated Medical Card.
3. Completion: The process will be considered complete once the Medical Card has been successfully generated and downloaded by the employee.