

Parichay Card Enrolment Process Gem & Jewellery Companies

- Parichay cards can be directly issued to employees of any company belonging to the Gem & Jewellery Industry, they do not have to be a member of GJEPC as it is open for all.
- A company is classified as being engaged in the gem and jewellery business for at least 1 year and as per the following criteria: Private Limited Company, Limited Liability Partnership, Partnership or Sole Proprietorship
- The cards will be issued to them free of cost, and they will be eligible for the benefits linked to the card, except for the subsidised health insurance benefit (Swasthya Kosh).
- If the company wishes to take the optional subsidised health insurance policy (Swasthya Kosh) for its employees which is one of the benefits of the Parichay Card, then the respective Company needs to contribute at least 100% of the premium amount in the Swasthya Kosh fund to avail the insurance benefit for its employees.
- This differentiation is because as the card is primarily designed for the contracted workers of the gem and jewellery industry who do not belong to any company and are part of gem and jewellery associations, and we need to ensure that they get the maximum benefits of the subsidy provided by GJEPC.
- If the company has any contracted workers directly engaged in gem and jewellery work, then based on the company's written declaration, the contracted workers will be eligible for the Swasthya Kosh 75% subsidy benefit.
- The contribution from the Company will be treated as part of a donation for which the Company will also receive an 80G certification which is tax deductible and will form part of the Company's CSR (Corporate Social Responsibility) activity.
- The company needs to send a request for a minimum of 50 Parichay Cards, there is no maximum limit for the number of Parichay card requests. If a company does not have 50 employees, then it can get together with another company or more companies from its neighbouring area and send a joint request after meeting the minimum quantity requirement.
- Parichay cards will only be issued to the core employees of the company, the owners, partners, directors and senior managerial staff will not be considered eligible for Parichay Card.
- Only company employees who are directly engaged in the Gem and Jewellery business will be issued the Parichay Cards, support staff like security personnel, office boys, pantry staff, housekeeping etc. will not be considered eligible for the Parichay Cards.

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To issue Parichay cards to a Company, the following steps need to be followed:

1. A formal letter on the letterhead of the company, requesting the GJEPC to issue cards for the employees of the company
2. They need to mention the number of cards to be issued in the letter, the letter must be signed by the authorised signatory of the company and should also have the stamp of the company
3. Along with the letter a Parichay card request form must be enclosed, signed by the authorised signatory and stamped
4. On receipt of the same, GJEPC will email across the draft e-copy of an MoU (Memorandum of Understanding) of the Parichay card to the company
5. The company needs to fill the sections highlighted in yellow in the MOU, sign and stamp on all pages and get it printed on a Rs. 100 stamp paper and send it back to GJEPC HO Mumbai. The MoU is a legally vetted agreement, therefore no other changes to be made to the MOU
 - a. 2 copies of the MoU need to be sent back to the GJEPC, once the same is checked and signed by GJEPC, one copy will be mailed back to the company for their records
 - b. If the company does not require the hard copy of the MoU for their records, then they can send only 1 copy of the MoU. In this case, a scanned copy of the MoU will be emailed back to the company
6. Once GJEPC receives the MOU, we will courier the Parichay Card enrolment forms directly to the company office as per the details captured in the request form
7. After receiving the forms, the company may decide, how they want to conduct the form filling drive
 - a. If they have the necessary manpower, then they can distribute the forms directly to their employees and compile the filled forms and then intimate GJEPC. Accordingly, the GJEPC empanelled card issuing vendor who will collect the forms from their office
 - b. The second option is that the company can call all their employees on a day, where our vendor will set-up a 1- or 2-day camp at their office and initiate the form filling drive.
8. All the forms need to be signed and stamped by the company's competent authority and the required documents need to be enclosed along with the forms. The necessary instructions and other terms are printed on the form for ready reference.
9. The forms will then be couriered by the GJEPC appointed agency to their office for data entry. After the data entry is done and the information is verified, the physical forms will be digitised and destroyed. All the data will be stored on a cloud platform, accessible to GJEPC only
10. On every form, it is mentioned that if the respective employee wants to opt for GJEPC's health insurance plan then he can do so by ticking on that section, he can also add the relevant details of his family members for insurance, after which GJEPC appointed Insurance broker will be notified for the same and they will connect with the company for issuing the health insurance policy to the workers.