

GUIDELINES FOR DDOs

Procedure and guidelines for online Verification to check authenticity of Applications received from Employees and Pensioners by the DDO/PSA for enrolment under 'West Bengal Health for All Employees and Pensioners Cashless Medical Treatment Scheme,2014'

STEP-1. The DDO/PSA will access <http://wbfin.nic.in> and will click on 'Health Scheme Portal of Finance Department'.

STEP-2. In the Home Page of 'Health Scheme portal', there is a 'Login' option. The "**Procedure and guidelines for online Verification to check authenticity of Applications received from Employees and Pensioners by the DDO/PSA for enrolment under 'West Bengal Health for All Employees and Pensioners Cashless Medical Treatment Scheme,2014'** will be available through 'Help for DDO/PSA' option. The DDD/PSA will login with User Id as DDO/PSA Code and Password as DDO/PSA Code with 1* in lower case.

STEP-3. At the time of first login, the DDO/PSA will have to change the password there itself and have to login again to enter inside the application and to remember the password.

STEP-4. After successful login , following menu will be available at DDO/PSA end.

- a) Employee Verification
- b) Generation of Certificate of Enrolment(Beneficiary wise) w.r.t Employee
- c) Pensioner Verification
- d) Generation of Certificate of Enrolment(Beneficiary wise) w.r.t Pensioner

STEP-5. After clicking 'Employee Verification', the Employees (GPF Account No.) under the purview of the DDO will be coming in tabular format. After selection on the 'Select' button of the Employees record, the details of the Employee will be displayed. Through selection of an Employee, the details of the family members will be coming in different rows. Then the DDO have to approve eligible Family Members.

STEP-6. After finalization of selection of eligible Beneficiary list by the DDO, the data is needed to be saved and approved. Then through the above said menu, the next option "Generation of Certificate of Enrolment" to be clicked. DDO will select Application ID No. and by selecting respective GPF Account No. according to that Application ID No., willGenerate "Certificate of Enrolment".

STEP-7. After clicking 'Pensioner Verification', the Pensioners (PPO No.) under the purview of the PSA will be coming in tabular format. After selection on the 'Select' button of the Pensioner

Record , the details of the Pensioner will be displayed. Through selection of a Pensioner, the details of the family members will be coming in different rows. Then the PSA have to approve eligible Family Members.

STEP-8. After finalization of selection of eligible Beneficiary list by the PSA, the data is needed to be saved and approved. Then through the above said menu, the next option “Generation of Certificate of Enrolment” to be clicked. PSA will select Application ID No. and by selecting respective PPO No. according to that Application ID No. , will Generate “Certificate of Enrolment”.

STEP-9. The DDO/PSA will print beneficiary wise enrolment certificate and hand over the same to the Employee / Pensioner as the case may be beneficiary wise after affixing his/her signature and affixing the photograph(s) in front of the DDO/PSA. The DDO/PSA will attest the photograph(s) and sign on the Certificate of Enrolment and handover to the Employee / Pensioner. This enrolment certificate will serve as Health Card till such time formal Health cards are issued. Photocopy will be retained in the respective office for record.