

GUIDELINES FOR ENROLMENT

How to put your information during on-line Application under 'West Bengal Health for All Employees and Pensioners Cashless Medical Treatment Scheme,2014.

N.B. 1. The Employee must know his/her DDO Code (available in Pay Slip), before starting the on-line application. This DDO Code is necessary for completion of Enrolment under the scheme.

2. The Employee has to enter Mobile No. and Voter ID. Card No./PAN No. mandatorily

Step 1: The Applicant 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 button "Online Registration(New)". Through clicking the button, the User will get "Procedure and guidelines for online Application under 'West Bengal Health for All Employees and PensionersCashless Medical Treatment Scheme 2014'" with options for selection for "Employee" or "Pensioner / Family Pensioner"

Step 3: Based on selection, the "Online Registration for Employee" or "Online Registration for Pensioner / Family Pensioner" will be available

Step 4: For "Online Registration for Employee", the Employee has to register with Login Id as GPF Account No and Date of Birth as password.

Step 5: After successful login, Data Entry Screen will be available for Employee with following buttons.

- a) Personal Details
- b) Present Office Details
- c) Family Details
- d) Respective CCA(Cadre Controlling Authority) / HO(Head of Office)
- e) Respective DDO details

For Present Office Details:

Following tiers of Offices of Government of West Bengal will be visible in the 'Location Type' Drop Down:

1. DEPARTMENT(SECRETARIATE-HQ)
2. DIRECTORATE(DIRECTORATE-HQ)
3. ATTACHED OFFICES UNDER DEPARTMENT
4. ATTACHED OFFICES UNDER DIRECTORATE
5. REGIONAL OFFICES UNDER DEPARTMENT
6. REGIONAL OFFICES UNDER DIRECTORATE
7. OTHER OFFICE

The Applicant has to select the Office in which he/she is posted at present from the above said options.

In case of posting in DEPARTMENT(SECRETARIAT-HQ), the applicant has to select the Department through 'Select Department' option.

In case of posting in DIRECTORATE(DIRECTORATE-HQ), the applicant has to select the Department through 'Select Department' option and then have to select the Directorate through

'Select Directorate' option. In case the Directorate does not exist in the drop down under the specified Department, the same may be entered through 'OTHERS' option.

In case of posting in ATTACHED OFFICES UNDER DEPARTMENT, the applicant has to select the Department through 'Select Department' option and then have to select the Attached Office Type through 'Select Attached Office Type' option (e.g. Section /Group / Branch/Cell/Wing etc.) under the Department. In case the type of attached office does not exist in the drop down, the applicant can enter the 'Attached Office Type' through 'OTHERS' option. After selection of 'Attached Office Type', the applicant has to select the '**Attached** Office' from the drop down. In case the name of 'Attached Office' is not in the drop down, the applicant can enter through 'OTHERS' option. [e.g. If the Employee is posted in Medical Cell under Finance Department, then the Office location should be 'Attached Office under Department' , where the Department should be selected as 'Finance Department' and 'Attached Office type' should be 'Cell' and Attached office name should be 'Medical Cell'].

In case of posting in ATTACHED OFFICES UNDER DIRECTORATE, the applicant has to select the Department through 'Select Department' option and then have to select the Directorate through 'Select Directorate' option. In case the Directorate does not exist in the drop down under the specified Department, the same may be entered through 'OTHERS' option. Then the applicant has to select the Attached Office Type through 'Select Attached Office Type' option (e.g. Section /Group / Branch/Cell/Wing etc.) under the Department. In case the type of attached office does not exist in the drop down, the applicant can enter the 'Attached Office Type' through 'OTHERS' option. After selection of 'Attached Office Type', the applicant has to select the '**Attached** Office' from the drop down. In case the name of 'Attached Office' is not in the drop down, the applicant can enter through 'OTHERS' option.

In case of posting in REGIONAL OFFICES UNDER DEPARTMENT, the applicant has to select the Department through 'Select Department' option and then have to select the 'District Name', 'Sub-Division Name' and 'Block Name' through 'Select District', 'Select Sub-Division', 'Select Block' option depending on the posting place. If the present posting place is at District HQ, 'NA' may be selected for Sub-Division and Block. If posting in Sub-Division-HQ, 'NA' may be selected for Block. After that, name of the Regional Office may be entered through 'OTHERS' option.

In case of posting in REGIONAL OFFICES UNDER DIRECTORATE, the applicant has to select the Department through 'Select Department' option and then have to select the Directorate through 'Select Directorate' option. In case the Directorate does not exist in the drop down under the specified Department, the same may be entered through 'OTHERS' option. Then the applicant has to select the 'District Name', 'Sub-Division Name' and 'Block Name' through 'Select District', 'Select Sub-Division', and 'Select Block' option depending on the posting place. If the present posting place is at District HQ, 'NA' may be selected for Sub-Division and Block. If posting in Sub-Division-HQ, 'NA' may be selected for Block. After this, name of the Regional Office may be entered through 'OTHERS' option

In case of posting in OTHER OFFICE, the applicant has to select 'Other Office' from the Drop Down. In case the 'Other Office Name' does not exist in the drop down, the same may be entered through 'OTHERS' option.

For Respective CCA (Cadre Controlling Authority) / HO (Head of Office) of Employee:

For entry related to **Respective CCA (Cadre Controlling Authority) / HO (Head of Office) of the Employee:** The Applicant has to select the **exact office location of his/her CCA/HO.**

If the CCA/HO is posted in **DEPARTMENT(SECRETARIAT-HQ)**, then the Office Location of the CCA /HO to be selected through 'Select Department' option from the drop down.

If the CCA/HO is posted in **DIRECTORATE (DIRECTORATE-HQ)**, the applicant has to select the Department through 'Select Department' option and then have to select the Directorate through 'Select Directorate' option. In case the Directorate does not exist in the drop down under the specified Department, the same may be entered through 'OTHERS' option.

If the CCA/HO is posted in **ATTACHED OFFICES UNDER DEPARTMENT**, the applicant has to select the Department through 'Select Department' option and then have to select the Attached Office Type through 'Select Attached Office Type' option (e.g. Section /Group / Branch/Cell/Wing etc.) under the Department. In case the type of attached office does not exist in the drop down, the applicant can enter the 'Attached Office Type' through 'OTHERS' option. After selection of 'Attached Office Type', the applicant has to select the '**Attached** Office' from the drop down. In case the name of 'Attached Office' is not in the drop down, the applicant can enter through 'OTHERS' option. (e.g. if the CCA/HO is posted in 'Medical Cell' under Finance Department, then the Office location of CCA /HO should be 'Attached Office under Department' , where the Department should be selected as 'Finance Department' and 'Attached Office type' should be 'Cell' and 'Attached office name' should be 'Medical Cell'.

If the CCA/HO is posted in **ATTACHED OFFICES UNDER DIRECTORATE**, the applicant has to select the Department through 'Select Department' option and then have to select the Directorate through 'Select Directorate' option. In case the Directorate does not exist in the drop down under the specified Department, the same may be entered through 'OTHERS' option. Then the applicant has to select the Attached Office Type through 'Select Attached Office Type' option (e.g. Section /Group / Branch/Cell/Wing etc) under the Department. In case the type of attached office does not exist in the drop down, the applicant can enter the 'Attached Office Type' through 'OTHERS' option. After selection of 'Attached Office Type', the applicant has to select the '**Attached** Office' from the drop down. In case the name of 'Attached Office' is not in the drop down, the applicant can enter through 'OTHERS' option.

If the CCA/HO is posted in **REGIONAL OFFICES UNDER DEPARTMENT**, the applicant has to select the Department through 'Select Department' option and then have to select the 'District Name', 'Sub-Division Name' and 'Block Name' through 'Select District', 'Select Sub-Division', 'Select Block' option depending on the posting place. If the present posting place is at District HQ, 'NA' may be selected for Sub-Division and Block. If posting in Sub-Division-HQ, 'NA' may be selected for Block. After that, name of the Regional Office may be entered through 'OTHERS' option.

If the CCA/HO is posted in **REGIONAL OFFICES UNDER DIRECTORATE**, the applicant has to select the Department through 'Select Department' option and then have to select the Directorate through 'Select Directorate' option. In case the Directorate does not exist in the drop down under the specified Department, the same may be entered through 'OTHERS' option. Then the applicant has to select the 'District Name', 'Sub-Division Name' and 'Block Name' through 'Select District', 'Select Sub-Division', and 'Select Block' option depending on the posting place. If the present posting place is at District HQ, 'NA' may be selected for Sub-Division and Block. If posting in Sub-Division-HQ, 'NA' may be selected for Block. After this, name of the Regional Office may be entered through 'OTHERS' option.

If the CCA/HO is posted in **OTHER OFFICE**, the applicant has to select 'Other Office' from the Drop Down. In case the 'Other Office Name' does not exist in the drop down, the same may be

entered through 'OTHERS' option.

Step 6: After entry of above said details and clicking the 'Submit' button, Online Registration of the Employee will be completed and one Application ID will be generated. A 'Print' button will be available for 'Printing the Application Form'.

Step 7: The Employee will take three copies of print out of the Application Form. A stamp size recent colour photograph of each of the beneficiary will have to be pasted at the earmarked place on all the three copies of the application. The beneficiaries will also be required to put their respective signature at the earmarked place on all the three copies of the application. In case of a child below twelve years of age, natural or legal guardian will put signature on behalf of the ward.

Step 8: The Employee has to submit those Printed Application Forms along with one additional stamp size photograph of each beneficiary to the respective DDOs. DDOs will return one copy to the Employee concerned after affixing his signature and seal as an acknowledgement of receipt and retain the second copy in the respective office for record. The third copy of the Application duly authenticated by the DDO will have to be sent to the Medical Cell, Finance Department, Writers' Buildings, Kolkata – 700001.