No.DT/O/2/1-2014/1488(87)   Date. 21-10-2014

   1-3 The Pay & Accounts Officer
        Kolkata Pay & Accounts office-I/II/III
        …………………………………………
     4. The Treasury Officer
        ………………………………………Treasury
        Dist………………………………….

        I am forwarding herewith the letter of OSD & Ex-Officio Special Secretary No.4887-F(Med)WB
Dt. 20/10/14   regarding updation /Insertion of active DDOs information's (e.g. DDO code, DDO
designation,Department,DDO address, Email ID, Phone No., TAN) in Health Scheme Portal
(http://wbhealthscheme.gov.in) from Treasury/ PAO for its compliance immediately.

                                                    Yours faithfully,

                                            Director of Treasury & Accounts ,West Bengal

Government of West Bengal
Finance Department
Audit Branch
Medical Cell

No. 4887- F(Med) WB   Date.20/10/14
From:- Shri Samiran Pal
        OSD & Ex-officio Special Secretary
        to the Government of West Bengal

To :- 1-3 The Pay & Accounts Officer
          Kolkata Pay & Accounts office-I/II/III
        …………………………………………
        4. The Treasury Officer
        …………………………………………Treasury
        Dist……………………………….

Sub:- Updation / Insertion of active DDOs information in Health Scheme portal from Treasury/PAO
Sir,
   You are aware that Government has introduced 'West Bengal Health for All Employees and Pensioners Cashless Medical Treatment Scheme,2014' for providing cashless indoor medical treatment upto Rs One lac only to the employees and pensioners including family pensioners of the State Govt. vide Finance Department Notification No.4656-F(Med) Dt 05/09/2014 read with Notification No. 5069-F(Med) Dt 26/09/2014 (http://wbhealthscheme.gov.in) .

     Now, you are requested to update/ insert (new active DDO code if any) DDOs information with the help of DDOs/ Head of Office of the concerned office or information as available in Treasury/PAO software packages through the online web application in health scheme portal of Finance Deptt's website http://wbfin.nic.in after login into the portal using loginID and password as provided in the detailed guidelines given in the health portal named "**Guidelines for Treasury /PAO**"

      In case of any difficulty or any assistance in this regard, you kindly mail us at as.fin-wb@nic.in or call Accounts Officer, Medical Cell, Finance Department (Mob:- 9433083724)

      The matter is extremely urgent.

                                        Yours faithfully,

                                        OSD & Ex-Officio Special Secretary to the
                                        Government of West Bengal
No.   Date
Copy forwarded for information and necessary action to:-

1. The Director of Treasury & Accounts ,West Bengal ,New India Assurance Buildings,4,Lyons Range,Kolkata-700001

                                        OSD & Ex-Officio Special Secretary to the
                                        Government of West Bengal

GUIDELINES FOR TREASURY / PAY & ACCOUNTS OFFICES

Step 1:- Treasury Officers /PAO /Addl Treasury Officers/Addl Pay & Accounts Officers will first login into the health scheme portal of Finance Deptt's website http://www.wbfin.nic.in using their <Treasury Code(e.g. NAC) > as User ID and password as <Treasury code>1*(e.g. NAC1*)

Step 2:- Then they have to change their password as per their choice and has to login with the change password .

Step 3:- Click on DDO entry button in the left side of the screen

Step 4:- Select DDO code by clicking on select button.

Step 5:- Verify DDO list as per Treasury / PAO treasury management computer application (NIC /CMC) with the DDO list as per West Bengal Health Scheme Monitoring System Application.

Again, Treasury officers/PAO are also requested to insert new active DDO code after taking all precautionary measures and update DDOs information in the online web application in the health scheme portal.

1. **DDO Code:-**
2. **DDO Designation:-**
3. **Department** :-
4. **DDO Address**:-
5. E-mail ID:-
6. **Phone No.:-**
7. **TAN**:-

Treasury officers / PAO are requested to take special care regarding sl no. 1,2,3,4,6 & 7

Efforts may be given for Sl no.5 i.e, E-mail ID as possible.

NB:- 1. DDO Designation:- Sub-Divisional officer(SDO)

Department :- Land & Land Reforms Deptt.

2. DDO Designation:- Accounts Officer,CMOH

Department :- Health & Family Welfare Department

Department in which particular office is located to be given in this