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

** PSA to be earmarked as Last Office DDO/DDO attached with PSA(Pension Sanctioning Authority)

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 guidelinesfor 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'and updation of Employee Information and Pensioner Information will be available through 'Guidelines for DDO' option in the Home Page of 'Health Scheme Portal' .** 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) Generate Certificate (Employee)
  c) Pensioner Verification
  d) GenerateCertificate(Pensioner)
  e) Update Employee Information
  f) Update Pensioner Information
  g) Change Password
  h) DDO Transfer
  i) Change GPF/PPO No.

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 "GenerateCertificate(Employee)"meant for Generation of Certificate of Enrolment(Beneficiary wise) w.r.t Employee, 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 "Generate Certificate (Pensioner)" meant for Generation of Certificate of Enrolment(Beneficiary wise) w.r.t Pensioner, 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.

Seep 10: In case there is some mistake is found in the "Application Form (Employee)" as generated through the Software during the time of On-line Registration by the Employee, the DDO may update Employee Information following office procedure. A menu has been made available in the software as 'Update Employee Information' through which the DDO can select the Application ID and GPF Account No. and can update the 'Details of Employee', 'Details of Family', 'Office location of Employee', 'Cadre Controlling Authority/ Head of Office' through 'Edit' option. DDO may finally approve the 'Requested Family Details' of Employee. After all the above said operation DDO will click on "Approve" or"Reject" option on the entire operation done by him/her with respect to the Employee.

Seep 11: In case there is some mistake is found in the "Application Form (Pensioner)" as generated through the Software during the time of On-line Registration by the Pensioner, the PSA may update Pensioner Information following office procedure. A menu has been made available in the software as 'Update Pensioner Information' through which the PSA can select the Application ID and PPO No. and can update the 'Details of Pensioner', 'Details of Family', 'Last Office location of Pensioner ', 'Cadre Controlling Authority/ Head of Office in last office' through 'Edit' option. PSA may finally approve the 'Requested Family Details' of Pensioner . After all the above said operation PSA will click on "Approve" or"Reject" option on the entire operation done by him/her with respect to the Pensioner.

Step 12: After approval, DDO/PSA will select Application ID and Employee ID(GPF Account No.)/Pensioner ID(PPO No.) and will generate Beneficiary wise Enrolment Certificate for the Employee/Pensioner.

Step 13: DDO/PSA may generate new Application Form for the Employee/Pensioner after the UpdateProcedure. After the update process is complete , a 'Report' button will be available for downloading the updated ''Application Form".

Step 14: DDO/PSA may change password his/her password through 'Change Password' option for which the DDO/PSA have to enter Old password, new password and has to confirm the new password.

Step 15: DDO/PSA may change the DDO/PSA details of Employee/Pensioner in case of transfer of DDO/PSA . In that case the DDO/PSA will enter the Application ID Number and GPF/PPO number and click the "Proceed" button. The DDO/PSA will then select existing DDO details (District of DDO, Treasury of DDO, Department of DDO and DDO code) and will change it to current DDO details (District of New DDO, Treasury of New DDO, Department of New DDO and New DDO code). The reason for transfer of DDO details has to be mentioned.

Step 16: After issuance of Permanent GPF No. / PPO No. from office of the concerned Employee / Pensioner, the DDO may update the temporary GPF No. / PPO No. with the permanent GPF No. / PPO No. For this the DDO/PSA has to choose the 'Change GPF/PPO No.'option. In this case the DDO/PSA will enter the Application ID Number and GPF/PPO number and click the "Proceed" button. The existing temporary GPF No. / PPO No. with details as Online Registration Date, DDO verification date will be displayed. Based on this, the DDO/PSA will enter the Permanent GPF No. / PPO No of the concerned Employee / Pensioner and will also enter the "Reason for giving New GPF/PPO number". **This 'Change GPF/PPO No.' option can be used by the DDO/PSA only after the "Employee Verification" and "Pensioner Verification" process is complete by the DDO/PSA.**