

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

TREASURY GUIDELINE FOR "DDO PASSWORD RESET" ON HEALTH PORTAL

STEP 1:- AFTER SUCCESSFULL LOG IN

West Bengal Health For All Employees And Pensioners
CASHLESS MEDICAL TREATMENT SCHEME, 2014

GOVERNMENT OF WEST BENGAL
MEDICAL CELL, FINANCE DEPARTMENT

LOGOUT

- HOME
- BANK ENTRY
- DDO ENTRY
- CARC CERTIFICATE
- UPDATE MOBILE NO. OF DDO

WEL COME TO TREASURY OFFICE :TESTING, 115

TREASURY MENUS

STEP 2:-



West Bengal Health For All Employees And Pensioners CASHLESS MEDICAL TREATMENT SCHEME, 2014



GOVERNMENT OF WEST BENGAL
MEDICAL CELL, FINANCE DEPARTMENT

LOGOUT

HOME

BANK ENTRY

DDO ENTRY

CARC CERTIFICATE

UPDATE MOBILE NO. OF DDO

WEL COME TO TREASURY OFFICE :TESTING, 115

CLICK HERE TO RESET DDO PASSWORD

STEP 3:-

TREASURY WISE DDO ENTRY

TREASURY DETAILS:

| | | | |
|-------------------|-------------|----------------|---------|
| STATE NAME: | WEST BENGAL | DISTRICT NAME: | KOLKATA |
| TREASURY DETAILS: | TESTING | TREASURY CODE: | TES |

DDO ENTRY:

ENTER DDO CODE: * TES Enter Last Six Characters Only.

DDO DESIGNATION: *

DEPARTMENT: *

DDO ADDRESS: *

EMAIL ID: *

PHONE NUMBER: *

TAX DEDUCTION & COLLECTION ACC. NUMBER (TAN): *

MOBILE NO OF DDO: *

DISPLAY DDO LIST:

| | DDO CODE | DDO DESIGNATION | Department | ADDRESS | PHONE NUMBER | TAN NUMBER | MOBILE NO |
|--------|-----------|-----------------|------------------------|---------|--------------|------------|------------|
| Select | TESSDA001 | ASSISTANT SEC | AGRICULTURE DEPARTMENT | 115 | 25743600 | 1234567890 | 9433099284 |

TREASURY DETAILS

DDO ENTRY

DISPLAY DDO LIST

STEP 4:-

LOGOUT

TREASURY WISE DDO ENTRY

TREASURY DETAILS:

| | | | |
|-------------------|-------------|----------------|---------|
| STATE NAME: | WEST BENGAL | DISTRICT NAME: | KOLKATA |
| TREASURY DETAILS: | TESTING | TREASURY CODE: | TES |

DDO ENTRY:

ENTER DDO CODE:* **TES** Enter Last Six Characters Only.

DDO DESIGNATION:*

DEPARTMENT:*

DDO ADDRESS:*

EMAIL ID:*

PHONE NUMBER:*

TAX DEDUCTION & COLLECTION ACC. NUMBER (TAN):*

MOBILE NO OF DDO:*

DISPLAY DDO LIST:

| | DDO CODE | DDO DESIGNATION | Department | ADDRESS | PHONE NUMBER | TAN NUMBER | MOBILE NO |
|---------------------------------------|----------|-----------------|------------------------|---------|--------------|------------|------------|
| <input type="button" value="Select"/> | ESSDA001 | ASSISTANT SEC | AGRICULTURE DEPARTMENT | 115 | 25743600 | 1234567890 | 9433099284 |

CLICK HERE TO SELECT DDO DETAILS TO RESET PASSWORD OF THAT DDO

STEP 5:-

DDO ENTRY:

ENTER DDO CODE:*

TES SDA001

Enter Last Six Characters Only.

DDO DESIGNATION:*

ASSISTANT SEC

DEPARTMENT:*

AGRICULTURE DEPARTMENT

DDO ADDRESS:*

115

EMAIL ID:*

pauldebrata@gmail.com

PHONE NUMBER:*

25743600

TAX DEDUCTION & COLLECTION ACC. NUMBER (TAN):*

1234567890

MOBILE NO OF DDO:*

9433099284

Exit

Update

RESET PASSWORD

SELECTED DATA
SHOWING HERE

CLICK HERE TO
RESET PASSWORD

DISPLAY DDO LIST:

| | DDO CODE | DDO DESIGNATION | Department | ADDRESS | PHONE NUMBER | TAN NUMBER | MOBILE NO |
|--------|-----------|-----------------|------------------------|---------|--------------|------------|------------|
| Select | TESSDA001 | ASSISTANT SEC | AGRICULTURE DEPARTMENT | 115 | 25743600 | 1234567890 | 9433099284 |

STEP 6:-

wbhealthscheme.gov.in says:
DDO PASSWORD RESET TO DEFAULT SUCCESSFULLY.

GOVERNMENT OF WEST BENGAL
MEDICAL CELL, FINANCE DEPARTMENT

LOGOUT

OK

HOME
BANK ENTRY
DDO ENTRY
CARC CERTIFICATE
UPDATE MOBILE NO. OF DDO

CLICK HERE TO PROCEED

CLICK HERE TO LOG OUT

TREASURY DETAILS:

| | | | |
|-------------------|-------------|----------------|---------|
| STATE NAME: | WEST BENGAL | DISTRICT NAME: | KOLKATA |
| TREASURY DETAILS: | TESTING | TREASURY CODE: | TES |

DDO ENTRY:

ENTER DDO CODE:* TES Enter Last Six Characters Only.

DDO DESIGNATION:*

DEPARTMENT:* AGRICULTURE DEPARTMENT

DDO ADDRESS:*

EMAIL ID:*

PHONE NUMBER:*

TAX DEDUCTION & COLLECTION ACC. NUMBER (TAN):*

MOBILE NO OF DDO:*

Save Exit

TREASURY GUIDELINE FOR "OWN PASSWORD RESET" ON HEALTH PORTAL

IF TREASURY FORGET ITS OWN PASSWORD TO LOG IN ON HEALTH PORTAL, PLEASE MAIL US AT wbinmedicalcell@gmail.com, REQUESTING TO RESET TREASURY PASSWORD WITH THEIR TREASURY CODE.

AFTER RESETTING PASSWORD, TREASURY CAN LOGIN WITH THEIR TREASURY CODE AS DEFAULT USER ID AND TREASURY CODE IN SMALL LETTER WITH "1*" AS PASSWORD.

FOR EXAMPLE:-

IF TREASURY CODE IS "ABC",

THEN USER ID WILL BE "ABC" AND PASSWORD WILL BE "abc1*".

END