

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 Pensioner / Family Pensioner must know his/her PSA(Pension Sanctioning Authority) Code, before starting the on-line application. This PSA Code is necessary for completion of Enrolment under the scheme.

2. The Pensioner / Family Pensioner 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 Pensioners Cashless 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 Pensioner / Family Pensioner”, the Pensioner / Family Pensioner has to register with Login Id as PPO No. and Date of Birth as password.

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

For Pensioner / Family Pensioner:

- a) Personal Details
- b) Last Office Details
- c) Family Details
- d) Respective PSA(Pension Sanctioning Authority) details

For Last Office Details of the Pensioner:

Following tiers of Offices of Government of West Bengal will be visible in the ‘Last Office Location Type’ Drop Down

1. DEPARTMENT(SECRETARIAT-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 last Office details of the Pensioner from the above said options.

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

In case of last 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 last 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 last 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 last 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 last 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', '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 last 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 entry related to **Office location of Respective PSA (Pension Sanctioning Authority) of the Pensioner / Family Pensioner :** The Applicant has to select the **exact office location** of his/her PSA.

If the PSA 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 PSA 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 PSA 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 PSA 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 PSA 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 PSA 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', '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 PSA 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 Pensioner / Family Pensioner will be completed and one Application ID will be generated. A 'Print' button will be available for 'Printing the Application Form'.

Step 7: The Pensioner / Family Pensioner 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 Pensioner / Family Pensioner has to submit the above said Printed Application Forms along with one additional stamp size photograph of each beneficiary to the respective Pension Sanctioning Authorities (PSAs). PSAs will return one copy to the Pensioner / Family Pensioner 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 PSA will have to be sent to the Medical Cell, Finance Department, Writers' Buildings, Kolkata – 700001.

N.B. In case Pensioner / Family Pensioner have already completed Enrolment Process but could not been able to collect the print out of the Application Form, he/she can download the Application Form (.pdf document) using PPO No. against the option "Online Registration for Pensioner / Family Pensioner".