



H. K. Dwivedi

**Principal Secretary**

Finance Department  
Government of West Bengal  
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Howrah, the 27<sup>th</sup> October, 2014

No. 5395(65)-F(MED)

The Addl. Chief Secretary/ Principal Secretary/Secretary

.....Department  
Government of West Bengal

Sir /Madam,

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 facility upto Rs One lac only to the employees including AIS officers and pensioners / family pensioners and their dependant beneficiaries 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 available in the Portal of Medical Cell of Finance Department [www.wbfin.nic.in](http://www.wbfin.nic.in).

I am therefore request you to furnish following information for implementation of 'West Bengal Health for All Employees and Pensioners Cashless Medical Treatment Scheme, 2014' with respect to processing of Bills from HCOs located at Kolkata / Districts to respective Govt. Department / District Offices.

1. The Medical Cell of Finance Department will provide Login ID and Password to each of the Administrative Department. The concerned department should identify Nodal Officer, who will login using the above said Login ID and Password and enter his / her Name, Designation, and Mobile No. & E-Mail ID. to the portal of Medical Cell ,Finance Deptt [www.wbfin.nic.in](http://www.wbfin.nic.in)
2. For providing information relating to District Head Offices of each Administrative Department, the concerned Nodal Officer of each Administrative Department after resetting his password as provided by Medical Cell, Finance Department will login to the portal of Medical Cell ,Finance Deptt [www.wbfin.nic.in](http://www.wbfin.nic.in) and enter the following information with respect to District Head Office of the Department.
  - a) Selection of District from Drop Down
  - b) Entry of Name of District Head Office of the Department
  - c) Entry of Address of District Head Office of the Department including Pin code.

After entry of above said information, the Login ID and Password of District Head Office of each Administrative Department will be created. The concerned department will communicate the above said information to the concerned District Head Office through Post / e- mail.



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3. The Nodal Officer of the District Head Office of the Department will be identified by the concerned Administrative Department. The Nodal Officer of the District Head Office of the Department will login to the portal of Medical Cell, Finance Deptt [www.wbfin.nic.in](http://www.wbfin.nic.in) and will enter the following information.
- Name of Nodal Officer of the District Office
  - Designation of the Nodal Officer of the District Office
  - Mobile No.
  - E-Mail ID
  - Attached Treasury Office
  - Attached DDO code

I am also request you to form a Cell to deal with cashless medical treatment related matters headed by a Nodal Officer (Not below the rank of Joint Secretary), two other officers, two UDA and others as necessary according to workload time to time under intimation to Medical Cell, Finance Department of their postal office address with pin code, office telephone no, Mob No. , E-mail ID etc. to Medical Cell of Finance Department through e-mail :- [as.fin-wb@nic.in](mailto:as.fin-wb@nic.in). Any subsequent change regarding name ,designation, address, contact no. of officials should also be intimated to Medical Cell in the e-mail ID as mentioned at your earliest. Nodal Officer will also extend assistance towards enrolment process of the Government employees/Pensioners including family pensioners. To receive all correspondence regarding cashless scheme you are requested to open administrative department wise e-mail ID for this purpose and intimate Medical Cell, Finance Department in their e-mail ID :- [as.fin-wb@nic.in](mailto:as.fin-wb@nic.in)

The matter may be treated as **Extremely Urgent.**

Yours faithfully,

(H.K.Dwivedi)

27/10/14