

Government of West Bengal
Finance Department
Medical Cell

No. 811-F(Med)WB

Date : 16-07-2015

Memorandum

Sub:- Procedure for settlement of Cashless treatment bills amounting more than Rupees One lakh under West Bengal Health For All Employees and Pensioners Cashless Medical Treatment Scheme,2014

Government of West Bengal introduced "West Bengal Health For All Employees and Pensioners Cashless Medical Treatment Scheme,2014 " (hereinafter called the said scheme) for the benefit of State Government Employees , State Government Pensioners, All India Service (AIS) Officers, AIS Pensioners including their eligible dependent members of the family . As per the existing provisions of the said scheme claim upto Rupees One lakh towards medical cost as admissible can be settled by the Medical Cell of Finance Department after due checking and by submitting bills in PAO for e-pradan in the bank account of the concerned HCO. Now, the procedure for settlement of Cashless treatment bills amounting more than Rupees One lakh prescribed below :-

1. Medical cell of FD will take the following actions-

- i. Sanction up to Rupees One lakh of admissible claim under Cashless scheme;
- ii. Submit bill to PAO for admissible sanctioned cashless claim upto Rupees one lakh for payment to the bank account of the concerned HCO under e-pradan after deduction of TDS;
- iii. Issue "Cashless Admissible Reimbursement Certificate" for the balance admissible amount in favour of the Government Employee / Pensioners after examination of the HCO's claim bill ; ;
- iv. Send the "Cashless Admissible Reimbursement Certificate" to the e-mail address of the beneficiary, and simultaneously uploaded in the Health Scheme portal to make it available to the DDO of the beneficiary and the Treasury/PAO using their respective log-in ID and password.

2. Government Employee / Government Pensioner will do the following :-

- i. The beneficiary will produce to the DDO of the office where he/she is employed/ was last employed in case of in-service employees/retired employees respectively, the "Cashless Admissible Reimbursement Certificate" along with original Money Receipts issued by the HCO in support of the payment made by him/her for the balance amount of the HCO's claim, i.e., admissible amount minus the amount to be paid to the HCO directly under cashless scheme.
- ii. Prepare Essentiality -cum -Statement of Expenditure in Form D₂ or Form IV₂ as applicable on the basis of amount sanctioned in "Cashless Admissible Reimbursement Certificate" (Annex- I).
- iii. Related OPD treatment cost may be claimed in Form D₂ /IV₂ in the appropriate column as per clause 9 of WBHS 2008 if it is advised by the treating doctor.
- iv. Attached Original Money Receipts / Vouchers regarding payment to the HCO
- v. Attached photocopy of bill as obtained from the HCO.

3. The Head of Office / Competent Authority / DDO of the beneficiary will do the following :-

- i. Take necessary action for sanction of the amount as per FD Notification No. 4201-F(Med) dt 13.08.2014 for which "Cashless Admissible Reimbursement Certificate" will have been issued by the FD Medical Cell and for which original Money Receipts /vouchers are submitted by the beneficiary;
- ii. Submit reimbursement claim of the beneficiary to the Treasury/PAO for the balance sanctioned amount in " Cashless Admissible Reimbursement Certificate" to be paid to the Govt Employees / Pensioners bank account under e-pradan system.

4. The government employees covered under the scheme will be allowed to take advance of 80% of the estimated cost for treatment minus Rupees One lakh, if the total estimated cost of treatment exceeds Rupees One lakh.

5. Empanelled HCO will do the following:-

- i. Original Money receipt to be provided to Government Employee / Pensioner regarding his/ her actual payment portion only.
- ii. Photocopy of details bills to be provided to Govt Employee / Pensioner.

This has the approval of Group- T of Finance Department vide their U O No. 0240 dated 01-07-2015.

Encl: Proforma of " Cashless Admissible
Reimbursement Certificate" in Annexure-I

By order of the Governor

Sd/-

(H.K.Dwivedi)

Principal Secretary

to the Government of West Bengal

No. 811/1(200)-F(Med)WB

Date : 16-07-2015

Copy forwarded for information and necessary action to:

1. The Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700 001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata-700 001.
3. The Chief Secretary to the Government of West Bengal.
4. The Additional Chief Secretary/Principal Secretary/Secretary, _____ Department
5. The Commissioner, _____
6. The Resident Commissioner. New Delhi
7. The Registrar General, Calcutta High Court.
8. The Secretary, Integrated Hospital Management Cell, Health & Family Welfare Department, Swasthya Bhavan, Sector-V, GN-29, Salt Lake, Kolkata-700 091.
9. The District Magistrate/District Judge/ C.M.O.H. _____
10. Joint Secretary, _____ Branch/Group/Cell of Finance Department, Government of West Bengal.
11. The Superintendent of Police, _____
12. The Director of Treasury & Accounts, West Bengal, New India Assurance Buildings, 4, Lyons Range, Kolkata-700001.
13. The Secretary, Public Service Commission, 161A, S.P. Mukherjee Road, Kolkata-700 026.
14. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700 001
15. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jawahar Buildings, Kolkata-700 073.
16. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, I.B. Market, Salt Lake City, Kolkata-700 106.
17. The Sub-Divisional Officer, _____

18. The Superintending Engineer/Executive Engineer,

19. The Treasury Officer,

20. The Registrar, W.B.A.T., Bikash Bhavan, Salt Lake, Kolkata-700 091.

21. The P.A. to Additional Chief Secretary, Health & Family Welfare Department, Swasthya Bhavan,
Sector-V, GN-29, Salt Lake, Kolkata-700 091.

22. The Principal, Industrial Training Institute, _____

23. The _____
_____ Department/Directorate.

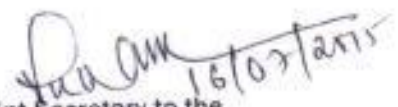
24. Hospital Superintendent, _____ Hospital.

25. The P.A. to O.S.D. & Ex-Officio Special Secretary, Finance Department.

26. The P.A. to Joint Secretary, Finance Department, Group-H

27. Medical Cell, Writers' Buildings, Kolkata-700 001.

28. DPC Finance Department, Nabanna, Howrah.


Joint Secretary to the
Government of West Bengal.

Annexure-1

Government of West Bengal
Finance Department, Medical Cell
"Cashless Admissible Reimbursement Certificate"
Date:-

Certificate No.

1. Name of the Government Employee/ Pensioner
2. Designation:-
3. Application ID:-
4. GPF / PPO Number:-
5. Name of the Patient:-
6. Relation with Government Employee / Pensioner:-
7. Transaction ID:-
8. Name of the HCO:-
9. Treatment Period :- To
10. HCOs Bill Ref No & date :-
11. Total Claim submitted by HCO :-
12. Govt Employee/ Pensioner paid directly to the HCO :-
13. Admissible amount against the HCOs claim amount:-
14. Amount paid to HCO for that treatment:-
15. HCOs claim settlement Sanction ID with Sanction Order No & date :-
16. Admissible Amount to be reimbursed to Government Employee / Pensioner:-

This Certificate is valid for issuing sanction order by the competent authority in favour of Sri/Smthaving Application ID..... and GPF /PPO No..... for drawal of Rs.....(Rupees) from the Treasury /PAO. Note: - 1. Head of Office/ Competent Authority is requested to verify the available amount against the aforesaid certificate on Health Scheme Portal www.wbhealthscheme.gov.in 2. This Certificate will be valid for drawal of reimbursement bill in TR 68 only one time by the concerned DDO under whom the mentioned Application ID & GPF / PPO No are available. 3. DDO of the Govt Employee / Pensioner and the Treasury/ PAO can verify the certificate using their respective login ID and password in proper menu. 4. Original Money Receipt for amount mentioned in sl 12 to be obtained from concerned Govt Employee/ Pensioner.

Signature of the Competent Authority