

Government of West Bengal  
Finance Department  
Medical Cell

No.171-F(MED) WB

Date 09.03.2017

Memorandum

**Sub: - Introduction of Government Employee/ Pensioners including Family Pensioners login in West Bengal Health Portal (<https://wbhealthscheme.gov.in>) and uploading all beneficiaries' photo, signature and blood group at the time of Online Enrolment-reg.**

Government Employees / Pensioners including Family Pensioners login has been introduced in West Bengal Health Portal to provide different online services. At present following online services are available in "EMP/PEN Login" in West Bengal Health Portal:-

- I. View Registration Details
  - II. Upload photo ,Signature, Blood Group
  - III. Update photo ,Signature ,Blood Group
  - IV. Claims Taken
- Detailed guideline for "EMP/PEN Login" is available in West Bengal Health Portal.


2. Government Employees/Pensioners including Family Pensioners already completed Online Enrolment without uploading photo, signature and selecting blood group have to create account at first then login into their own account. They will upload their own photograph within 10 kb-50kb, signature within 8kb-50kb in jpg format and select their blood group from the drop down list along with their all dependent member(s) of the family under West Bengal Health For All Employees and Pensioners Cashless Medical Treatment Scheme, 2014.

The DDOs have to verify and approve uploaded scan photo, signature in jpg format as per prescribed limit with the earlier photograph & signature already available in system generated Application Form / Certificate of Enrolment. The entire process should be completed within 31<sup>st</sup> May, 2017.

3. At present at the time of Online Enrolment Government Employees/Pensioners including Family Pensioners have to upload photo within 10kb-50kb, signature within 8 kb-50kb in jpg format and have to select their blood group from the drop down list along with their dependent member(s) of the family.

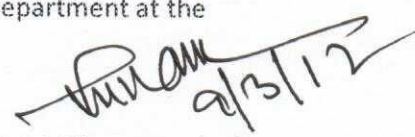
4. The DDOs are also requested to update Employee No. (HRMS ID) against approved Employee database in West Bengal Health Portal. Facilities of uploading photo, signature and selection of blood group for all beneficiaries are also available in DDO login in West Bengal Health Portal. After uploading of photo, signature and selection of blood group for beneficiaries concerned DDOs have to approve the same.

5. Update photo, signature, blood group option are also available in both DDO login and Government Employee/Pensioner login in West Bengal Health Portal. But any kind of update is required to be verified by the concerned DDO login.

  
H.K. Dwivedi, IAS  
Principal Secretary to the  
Government of West Bengal

Copy forwarded for information and necessary action to:-

1. The Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata-01.
3. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I,81/2/2, Phears Lane, Kolkata-12.
4. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II,P-1, Hyde Lane, Jawahar Building, Kolkata-700073.
5. The Pay & Accounts Officer-III, I.B. Market,Salt Lake, Kolkata-700106
6. The Additional Chief Secretary/ Principal Secretary/ Secretary, \_\_\_\_\_
7. The Divisional Commissioner \_\_\_\_\_
8. Director of Treasuries & Accounts, West Bengal, Mitra Buildings, Lyons Range, Kolkata-700001.
9. The Sub-Divisional Officer, \_\_\_\_\_
10. The District Magistrate/ Judge, \_\_\_\_\_
11. The Superintendent of Police, \_\_\_\_\_
12. The Treasury Officer, \_\_\_\_\_
13. The \_\_\_\_\_ Department/ Directorate.
14. The Commissioner \_\_\_\_\_
15. The Secretary, Public Service Commission, 161A, S.P. Mukherjee Road, Kolkata-26.
16. The Registrar General, Calcutta High Court. Kolkata
17. The Special Secretary, Finance Department, Gr-H ,Nabanna,Howrah
18. The Joint Secretary, Finance Department, Group-T. Nabanna. P.O. & Dist. Howrah.
19. Joint Secretary, Finance Department, Revenue Branch. Nabanna. P.O. & Dist. Howrah
20. Shri Sumit Mitra , Network Administrator , Finance (Budget)Deptt.  
He is requested to upload this Notification in the website of this department at the earliest.

  
Special Secretary to the  
Government of West Bengal