

**Government of West Bengal**  
**Medical Cell, Finance Department**  
**Writers' Building, Kolkata-700001**

Memo No: 74(7500)-F(MED)WB

Dated: 09.06.2021

From

Aloke Kumar Mukherjee, WBA & AS

OSD & EO Joint Secretary to the Government of West Bengal

Medical Cell, Finance Department

Block-G, Writers' Building.

To

All Head of Offices

Under Government of West Bengal

**Subject: Intimation of Information for missing Head of Account for submission of WBHS bill to linked Treasury in WBHS Portal.**

For processing of claim of West Bengal Health Scheme (WBHS) through WBHS Portal, mapping of Payment Head of Account from the end selective users (Head of Office himself/herself or Approver of User Administration) of a Head of Office, is mandatory. Manual input based entry of individual payment head of account against each enrolled employee under WBHS was given earlier in WBHS Portal from the end selective users of Head of Office.

Making smooth incorporation of Payment Head of Account against each enrolled employees in WBHS Portal, selection based Payment Head of Account mapping functionality (process flow enclosed) is introduced by replacing the individual based entry functionality. All active Payment Head of Account shall be displayed while mapping Payment Head of Account against each enrolled employees in WBHS Portal at end of the selected users of a Head of Office.

If selected users of a Head of Office do not see any active Payment Head of Account while mapping any enrolled employee, Head of Office needs to send a communication to Medical Cell, Finance Department, Government of West Bengal in the given format in official letter head:

**Details of Office**


Name and Address of the Office	Head of Office (HOO) Code of the Office	Linked DDO Code of Head of the Office	Linked Pay & Account Office / Treasury of Head of the Office

**Format of showing Payment Head of Account of WBHS for incorporation in WBHS Portal**

Sl. No.	Departmental Code (Two Alphabet)	Demand No. (Two Numerical)	Major Head (Four Numerical)	Sub Major Head (Two Numerical)	Minor Head (Three Numerical)	Plan Status (Two Numerical)	Scheme Head (Three Numerical)	Detail Head (Two Numerical)	Sub Detail Head (Two Numerical)	Voted/Chartered (One Alphabet)
1										
2										
So on										

Therefore, it is requested to all such Head of Offices, who are not getting applicable Payment Head of Account in WBHS Portal, to communicate details of missing Payment Head of Account in the above stated format to this Cell through E-mail Address: as2med.fd-wb@gov.in) at the earliest from their official email address.

Enclo: As stated.

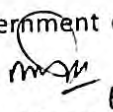
  
09.06.21  
Joint Secretary **OSD & EO Joint Secretary**  
Medical Cell, Finance Department **Finance Department**  
Govt. of West Bengal **Govt. of West Bengal**

Memo No:74 (7500)/(1)/2-F(MED)WB

Dated: 09.06.2021

Copy forwarded for information and/or taking necessary action to;

1. Sri Manoj Pant, IAS, Principal Secretary, Finance Department, Government of West Bengal, Nabanna.
2. Smt Shilpa Gourisaria IAS, Joint Secretary, Finance Department, Government of West Bengal, Nabanna.

  
09.06.21  
Joint Secretary **OSD & EO Joint Secretary**  
Medical Cell, Finance Department **Finance Department**  
Govt. of West Bengal **Govt. of West Bengal**

## **Payment Head of Account Mapping and Updation in WBHS Portal**

Payment Head of Account Mapping and Updation was available at the login of Head of Office (HoO) or Approver of User Administration under menu **“Update Head of Account (EMP)”**. It will now be available in the same login under menu **“Head of Account (EMP)”** with submenu **“Mapping Head of Account”** and **“Update Head of Account”**.

Previously, HoO or Approver of User Administration has to first select the DDO Code. On selection of DDO Code, the untagged Application ID of all Employees of that DDO Code appear in the List of Value (LoV). After selection of the Application Id the details of that Employee is shown and the space to fill up the Payment Head of Account. There were 10 text cell visible for Payment Head of Account incorporation. Some Offices were already filled up as per details of their Administrative Department. HoO or Approver of User Administration required to fill all 10 text cell for each and every employee individually and then click on the Save button to tag.

But now the process of tagging or updating Payment Head of Account is changed completely. First the user has to select the DDO Code. After selection, the untagged employee list will be shown in table format below and the list of Payment Head of Account for the particular DDO Code will be appeared in the LoV. The user has to select the Payment Head of Account from the LoV and tick against the name appropriate employees, who are required to be tagged with the selected Payment Head of Account and finally click on the Save button for final tagging. More than one employee can be tagged by selecting a particular Payment Head of Account.

Searching option shall also available in both submenu. The user can search employee by his/her Name, Application ID, HRMS ID, Group and Designation.

# **Guidelines for Mapping and updation Payment Head of Account in WBHS Portal**

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Mapping of Payment Head of Account

Updation of Payment Head of Account

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# Mapping of Payment Head of Account

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LOGGED IN AS - 3FDH0029 (Head of Office)

Head of Office (HoO) Login

Idle Session Timer: 1183 seconds.

LOGOUT

- Home
- User Administration
- Claim Processing Hierarchy
- Operator Mapping (Emp)
- Operator Mapping (Pen)
- Pensioner Certificate Processing
- Employee Certificate Processing
- Employee Certificate Generation
- Pensioner Certificate Generation
- Head Of Account (Emp) ▸
- Approve Basic Salary
- Approve Basic Pension
- Reallocation
- Transfer Of Enrolled Beneficiary
- Update Head Of Office Details
- Update Operator Mapping (Emp)
- Operator Mapping (Other Office)
- Update Operator Mapping (Pen)
- Report Of Approved Beneficiary



Welcome - Debabrata Paul , CHAIRMAN

Inbox of Claims (Employee / Pensioner)

No Claims Pending.

Inbox of Certificate Processing (Employee / Pensioner)

Sl No	Application Id	GPF/PPO No	Name	DDO Code
1	<a href="#">WB/EMP/01/000000754</a>	ADMN/WB/67171	DEBASHIS BHATTACHARJEE	TESEDI002
2	<a href="#">WB/EMP/01/000213473</a>	SOURAV/CAB	SOURAV BANDYOPADHYAY	CABFNA008
3	<a href="#">WB/PEN/01/000077873</a>	sourav/653	Sourav Das	TESSDA001
	<a href="#">/PEN/01/000077880</a>	123456789/pen	SOURAV BANDYOPADHYAY	TESSDA001

Mapping Head Of Account

Update Head Of Account

Details of DDO Under This Head of Office

DDO Code	DDO Designation	Operator-Employee Mapping Pending	Operator-Pensioner Mapping Pending
CABFNA008	Deputy Secreta, Finance Deptt.	1106	601
TESSDA001	ASSISTANT SEC	0	4
TESEDI002	PRINCIPAL SECRETARY	2	2

Click here for Head of Account Mapping

PREVIOUS

NEXT





LOGGED IN AS - 3FDH0029 (Head of Office)

Idle Session Timer: 1188 seconds.

LOGOUT

- Home
- User Administration
- Claim Processing Hierarchy
- Operator Mapping (Emp)
- Operator Mapping (Pen)
- Pensioner Certificate Processing
- Employee Certificate Processing
- Employee Certificate Generation
- Pensioner Certificate Generation
- Head Of Account (Emp)
- Approve Basic Salary
- Approve Basic Pension
- Reallocation
- Transfer Of Enrolled Beneficiary
- Update Head Of Office Details
- Update Operator Mapping (Emp)
- Operator Mapping (Other Office)
- Update Operator Mapping (Pen)



**Mapping Head of Account**

Select DDO Code :\*

Select Head Of Account :\*

Search By :

-----Select-----

☐ Name ☐ Application Id ☐ HRMS Id ☐ Group

Click here to select the DDO code from list

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NEXT





LOGGED IN AS - 3FDH0029 (Head of Office)

Idle Session Timer: 1152 seconds. [LOGOUT](#)

- Home
- User Administration
- Claim Processing Hierarchy
- Operator Mapping (Emp)
- Operator Mapping (Pen)
- Pensioner Certificate Processing
- Employee Certificate Processing
- Employee Certificate Generation
- Pensioner Certificate Generation
- Head Of Account (Emp)
- Approve Basic Salary
- Approve Basic Pension
- Reallocation
- Transfer Of Enrolled Beneficiary
- Update Head Of Office Details
- Update Operator Mapping (Emp)
- Operator Mapping (Other Office)
- Update Operator Mapping (Pen)



Mapping Head of Account

Select DDO Code :\* TESSDA001 Selected DDO code from list

Select Head Of Account :\* -----Select-----

Search By : ☐ Name ☐ Application Id ☐ HRMS Id ☐ Group

Click here to select the Head of Account from list

	Name	Application Id	GPF No.	HRMS Id	DDO Code
<input type="checkbox"/>	ARGHYA SENGUPTA	WB/EMP/05/000181992	72244		TESSDA001
<input type="checkbox"/>	JUBILEE DUTTA	WB/EMP/01/000000875	ADMN/WB/76282	2001004570	TESSDA001
<input type="checkbox"/>	ARUP MIDDE	WB/EMP/01/000190670	ARUP/1234	1945000001	TESSDA001
<input type="checkbox"/>	SOURAV BANDYOPADHYAY	WB/EMP/01/000213475	GPF/ABC	1234567890	TESSDA001
<input type="checkbox"/>	SOURAV BANDYOPADHYAY	WB/EMP/01/000213469	IAS/123	1234567893	TESSDA001
<input type="checkbox"/>	SANJAY RAY	WB/EMP/01/000213474	SANJAY/TES	2030405060	TESSDA001





LOGGED IN AS - 3FDH0029 (Head of Office)

Idle Session Timer: 1021 seconds.

LOGOUT

- Home
- User Administration
- Claim Processing Hierarchy
- Operator Mapping (Emp)
- Operator Mapping (Pen)
- Pensioner Certificate Processing
- Employee Certificate Processing
- Employee Certificate Generation
- Pensioner Certificate Generation
- Head Of Account (Emp)
- Approve Basic Salary
- Approve Basic Pension
- Reallocation
- Transfer Of Enrolled Beneficiary
- Update Head Of Office Details
- Update Operator Mapping (Emp)
- Operator Mapping (Other Office)
- Update Operator Mapping (Pen)



Mapping Head of Account

Select DDO Code : \*

Select Head Of Account : \*

Search By : ☐ Name ☐ Application Id ☐ HRMS Id ☐ Group

	Name	Application Id	GPF No.	HRMS Id	DDO Code
<input type="checkbox"/>	ARGHYA SENGUPTA	WB/EMP/05/000181992	72244		TESSDA001
<input type="checkbox"/>	JUBILEE DUTTA	WB/EMP/01/000000875	ADMN/WB/76282	2001004570	TESSDA001
<input type="checkbox"/>	ARUP MIDDE	WB/EMP/01/000190670	ARUP/1234	1945000001	TESSDA001
<input type="checkbox"/>	SOURAV BANDYOPADHYAY	WB/EMP/01/000213475	GPF/ABC	1234567890	TESSDA001
<input type="checkbox"/>	SOURAV BANDYOPADHYAY	WB/EMP/01/000213469	IAS/123	1234567893	TESSDA001
<input type="checkbox"/>	SANJAY RAY	WB/EMP/01/000213474	SANJAY/TES	2030405060	TESSDA001

Showing list of employees under selected DDO code which are not Mapped with Head of Account

PREVIOUS

NEXT





LOGGED IN AS - 3FDH0029 (Head of Office)

Idle Session Timer: 947 seconds.

LOGOUT

- Home
- User Administration
- Claim Processing Hierarchy
- Operator Mapping (Emp)
- Operator Mapping (Pen)
- Pensioner Certificate Processing
- Employee Certificate Processing
- Employee Certificate Generation
- Pensioner Certificate Generation
- Head Of Account (Emp)
- Approve Basic Salary
- Approve Basic Pension
- Reallocation
- Transfer Of Enrolled Beneficiary
- Update Head Of Office Details
- Update Operator Mapping (Emp)
- Operator Mapping (Other Office)
- Update Operator Mapping (Pen)



Mapping Head of Account

Select DDO Code :\*

TESSDA001

Select Head Of Account :\*

FD-18-2051-02-123-00-007-12-00-V

Search By :

☐ Name ☐ Application Id ☐ HRMS Id ☐ Group

Select employee/employees for Mapping Head of Account

1

2

Save

Click here to Save

	Name	Application Id	GPF No.	HRMS Id	DDO Code
<input checked="" type="checkbox"/>	ARGHYA SENGUPTA	WB/EMP/05/000181992	72244		TESSDA001
<input checked="" type="checkbox"/>	JUBILEE DUTTA	WB/EMP/01/000000875	ADMN/WB/76282	2001004570	TESSDA001
<input checked="" type="checkbox"/>	ARUP MIDDE	WB/EMP/01/000190670	ARUP/1234	1945000001	TESSDA001
<input type="checkbox"/>	SOURAV BANDYOPADHYAY	WB/EMP/01/000213475	GPF/ABC	1234567890	TESSDA001
<input type="checkbox"/>	SOURAV BANDYOPADHYAY	WB/EMP/01/000213469	IAS/123	1234567893	TESSDA001
<input type="checkbox"/>	SANJAY RAY	WB/EMP/01/000213474	SANJAY/TES	2030405060	TESSDA001

Showing list of employees under selected DDO code which are not Mapped with Head of Account

PREVIOUS NEXT





LOGGED IN AS - 3FDH0029 (Head of Office)

Idle Session Timer: 725 seconds.

LOGOUT

- Home
- User Administration
- Claim Processing Hierarchy
- Operator Mapping (Emp)
- Operator Mapping (Pen)
- Pensioner Certificate Processing
- Employee Certificate Processing
- Employee Certificate Generation
- Pensioner Certificate Generation
- Head Of Account (Emp)
- Approve Basic Salary
- Approve Basic Pension
- Reallocation
- Transfer Of Enrolled Beneficiary
- Update Head Of Office Details
- Update Operator Mapping (Emp)
- Operator Mapping (Other Office)
- Update Operator Mapping (Pen)
- Report Of Approved Beneficiary



### Mapping Head of Account

Success !

Head of Account Is Updated For the Selected Employee(s).

OK

Select DI  
Select He  
Search B

02-123-00-007-12-00-V

Application Id ☐ HRMS Id ☐ Group

			GPF No.	HRMS Id	DDO Code
<input type="checkbox"/>	SOURAV BANDYOPADHYAY	WF/EMP/01/000213475	GPF/ABC	1234567890	TESSDA001
<input type="checkbox"/>	SOURAV BANDYOPADHYAY	WF/EMP/01/000213469	IAS/123	1234567893	TESSDA001
<input type="checkbox"/>	SANJAY RAY	WF/EMP/01/000213474	SANJAY/TES	2030405060	TESSDA001

Confirmation Message Window

Click here to Close Message Window

PREVIOUS

NEXT





LOGGED IN AS - 3FDH0029 (Head of Office)

Idle Session Timer: 671 seconds.

LOGOUT

- Home
- User Administration
- Claim Processing Hierarchy
- Operator Mapping (Emp)
- Operator Mapping (Pen)
- Pensioner Certificate Processing
- Employee Certificate Processing
- Employee Certificate Generation
- Pensioner Certificate Generation
- Head Of Account (Emp)
- Approve Basic Salary
- Approve Basic Pension
- Reallocation
- Transfer Of Enrolled Beneficiary
- Update Head Of Office Details
- Update Operator Mapping (Emp)
- Operator Mapping (Other Office)
- Update Operator Mapping (Pen)
- Report Of Approved Beneficiary



### Mapping Head of Account

Select DDO Code :\*

TESSDA001

Select Head Of Account :\*

FD-18-2051-02-123-00-007-12-00-V

Search By :

☐ Name ☐ Application Id ☐ HRMS Id ☐ Group

	Name	Application Id	GPF No.	HRMS Id	DDO Code
<input type="checkbox"/>	SOURAV BANDYOPADHYAY	WB/EMP/01/000213475	GPF/ABC	1234567890	TESSDA001
<input type="checkbox"/>	SOURAV BANDYOPADHYAY	WB/EMP/01/000213469	IAS/123	1234567893	TESSDA001
<input type="checkbox"/>	SANJAY RAY	WB/EMP/01/000213474	SANJAY/TES	2030405060	TESSDA001

Showing list of employees under selected DDO code which are not Mapped with Head of Account

PREVIOUS

NEXT

# **Update of Payment Head of Account**

[\*\*PREVIOUS\*\*](#)[\*\*NEXT\*\*](#)





LOGGED IN AS - 3FDH0029 (Head of Office)

Head of Office (HoO) Login

Idle Session Timer: 1170 seconds.

LOGOUT

- Home
- User Administration
- Claim Processing Hierarchy
- Operator Mapping (Emp)
- Operator Mapping (Pen)
- Pensioner Certificate Processing
- Employee Certificate Processing
- Employee Certificate Generation
- Pensioner Certificate Generation
- Head Of Account (Emp)
- Approve Basic Salary
- Approve Basic Pension
- Reallocation
- Transfer Of Enrolled Beneficiary
- Update Head Of Office Details
- Update Operator Mapping (Emp)
- Operator Mapping (Other Office)
- Update Operator Mapping (Pen)



Welcome - Debabrata Paul , CHAIRMAN

Inbox of Claims (Employee / Pensioner)

No Claims Pending.

Inbox of Certificate Processing (Employee / Pensioner)

Sl No	Application Id	GPF/PPO No	Name	DDO Code
1	<a href="#">WB/EMP/01/000000754</a>	ADMN/WB/67171	DEBASHIS BHATTACHARJEE	TESEDI002
2	<a href="#">WB/EMP/01/000213473</a>	SOURAV/CAB	SOURAV BANDYOPADHYAY	CABFNA008
3	<a href="#">WB/PEN/01/000077873</a>	sourav/653	Sourav Das	TESSDA001
	<a href="#">WB/PEN/01/000077880</a>	123456789/pen	SOURAV BANDYOPADHYAY	TESSDA001

Mapping Head Of Account

Update Head Of Account

Details of DDO Under This Head of Office

DDO Code	DDO Designation	Operator-Employee Mapping Pending	Operator-Pensioner Mapping Pending
CABFNA008	Deputy Secreta, Finance Deptt.	1106	601
TESSDA001	ASSISTANT SEC	0	4
TESEDI002	PRINCIPAL SECRETARY	2	2

Click here for Update Head of Account

PREVIOUS

NEXT





LOGGED IN AS - 3FDH0029 (Head of Office)

Idle Session Timer: 1188 seconds.

LOGOUT



- Home
- User Administration
- Claim Processing Hierarchy
- Operator Mapping (Emp)
- Operator Mapping (Pen)
- Pensioner Certificate Processing
- Employee Certificate Processing
- Employee Certificate Generation
- Pensioner Certificate Generation
- Head Of Account (Emp) ▶
- Approve Basic Salary
- Approve Basic Pension
- Reallocation
- Transfer Of Enrolled Beneficiary
- Update Head Of Office Details
- Update Operator Mapping (Emp)
- Operator Mapping (Other Office)
- Update Operator Mapping (Pen)

Update Head of Account

Select DDO Code :\*

Select Existing Head Of Account :\*

Select New Head Of Account :\*

Search By :

-----Select-----

☐ Name ☐ Application Id ☐ HRMS Id ☐ Group

Click here to select the DDO code from list

PREVIOUS

NEXT



LOGGED IN AS - 3FDH0029 (Head of Office)

Idle Session Timer: 1084 seconds.

LOGOUT

- Home
- User Administration
- Claim Processing Hierarchy
- Operator Mapping (Emp)
- Operator Mapping (Pen)
- Pensioner Certificate Processing
- Employee Certificate Processing
- Employee Certificate Generation
- Pensioner Certificate Generation
- Head Of Account (Emp)
- Approve Basic Salary
- Approve Basic Pension
- Reallocation
- Transfer Of Enrolled Beneficiary
- Update Head Of Office Details
- Update Operator Mapping (Emp)
- Operator Mapping (Other Office)
- Update Operator Mapping (Pen)



## Update Head of Account

Select DDO Code :\*

TESSDA001

Selected DDO code from list

Select Existing Head Of Account :\*

-----Select-----

Select New Head Of Account :\*

-----Select-----

Search By :

☐ Name ☐ Application Id ☐ HRMS Id ☐ Group

Click here to select the Existing Head of Account from list

PREVIOUS

NEXT





LOGGED IN AS - 3FDH0029 (Head of Office)

Idle Session Timer: 1016 seconds.

LOGOUT

- Home
- User Administration
- Claim Processing Hierarchy
- Operator Mapping (Emp)
- Operator Mapping (Pen)
- Pensioner Certificate Processing
- Employee Certificate Processing
- Employee Certificate Generation
- Pensioner Certificate Generation
- Head Of Account (Emp)
- Approve Basic Salary
- Approve Basic Pension
- Reallocation
- Transfer Of Enrolled Beneficiary
- Update Head Of Office Details
- Update Operator Mapping (Emp)
- Operator Mapping (Other Office)
- Update Operator Mapping (Pen)



Update Head of Account

Click here to select the Existing Head of Account from list

Select DDO Code :\*

TESSDA001

Selected DDO code from list

Select Existing Head Of Account :\*

FD-18-2051-02-123-00-007-12-00-V

Select New Head Of Account :\*

-----Select-----

Search By :

☐ Name ☐ Application Id ☐ HRMS Id ☐ Group

Click here to select the New Head of Account from list

	Name	Application Id	GPF No.	HRMS Id	Head of Account
<input type="checkbox"/>	ARGHYA SENGUPTA	WB/EMP/05/000181992	72244		FD-18-2051-02-123-00-007-12-00-V
<input type="checkbox"/>	JUBILEE DUTTA	WB/EMP/01/000000875	ADMN/WB/76282	2001004570	FD-18-2051-02-123-00-007-12-00-V
<input type="checkbox"/>	ARUP MIDDE	WB/EMP/01/000190670	ARUP/1234	1945000001	FD-18-2051-02-123-00-007-12-00-V

PREVIOUS

NEXT





LOGGED IN AS - 3FDH0029 (Head of Office)

Idle Session Timer: 941 seconds.

LOGOUT

- Home
- User Administration
- Claim Processing Hierarchy
- Operator Mapping (Emp)
- Operator Mapping (Pen)
- Pensioner Certificate Processing
- Employee Certificate Processing
- Employee Certificate Generation
- Pensioner Certificate Generation
- Head Of Account (Emp)
- Approve Basic Salary
- Approve Basic Pension
- Reallocation
- Transfer Of Enrolled Beneficiary
- Update Head Of Office Details
- Update Operator Mapping (Emp)
- Operator Mapping (Other Office)
- Update Operator Mapping (Pen)



### Update Head of Account

Click here to select the Existing Head of Account from list

Select DDO Code : \*

Select Existing Head Of Account : \*

Select New Head Of Account : \*

Search By : ☐ Name ☐ Application Id ☐ HRMS Id ☐ Group

	Name	Application Id	GPF No.	HRMS Id	Head of Account
<input checked="" type="checkbox"/>	ARGHYA SENGUPTA	WB/EMP/05/000181992	72244		FD-18-2051-02-123-00-007-12-00-V
<input checked="" type="checkbox"/>	JUBILEE DUTTA	WB/EMP/01/000000875	ADMN/WB/76282	2001004570	FD-18-2051-02-123-00-007-12-00-V
<input type="checkbox"/>	ARUP MIDDE	WB/EMP/01/000190670	ARUP/1234	1945000001	FD-18-2051-02-123-00-007-12-00-V

Select employee/employees for Update Head of Account

Showing list of employees under selected DDO code which are mapped with selected Existing Head of Account

PREVIOUS

NEXT





LOGGED IN AS - 3FDH0029 (Head of Office)

Idle Session Timer: 1138 seconds.

LOGOUT

- Home
- User Administration
- Claim Processing Hierarchy
- Operator Mapping (Emp)
- Operator Mapping (Pen)
- Pensioner Certificate Processing
- Employee Certificate Processing
- Employee Certificate Generation
- Pensioner Certificate Generation
- Head Of Account (Emp)
- Approve Basic Salary
- Approve Basic Pension
- Reallocation
- Transfer Of Enrolled Beneficiary
- Update Head Of Office Details
- Update Operator Mapping (Emp)
- Operator Mapping (Other Office)
- Update Operator Mapping (Pen)



Confirmation Message Window

Success !

Head of Account Is Updated For the Selected Employee(s).

OK

Select DE

Select Ex

Select Ne

Search By

DA001

8-2051-02-123-00-007-12-00-V

8-1234-12-123-00-123-12-00-V

me ☐ Application Id ☐ HRMS Id ☐ Group

	Name	Application Id	GPF No.	HRMS Id	Head of Account
<input type="checkbox"/>	ARUP MIDDE	WB/EMP/01/000190670	ARUP/1234	1945000001	FD-18-2051-02-123-00-007-12-00-V

Click here to Close Message Window

PREVIOUS

NEXT





LOGGED IN AS - 3FDH0029 (Head of Office)

Idle Session Timer: 1045 seconds.

LOGOUT

- Home
- User Administration
- Claim Processing Hierarchy
- Operator Mapping (Emp)
- Operator Mapping (Pen)
- Pensioner Certificate Processing
- Employee Certificate Processing
- Employee Certificate Generation
- Pensioner Certificate Generation
- Head Of Account (Emp)
- Approve Basic Salary
- Approve Basic Pension
- Reallocation
- Transfer Of Enrolled Beneficiary
- Update Head Of Office Details
- Update Operator Mapping (Emp)
- Operator Mapping (Other Office)
- Update Operator Mapping (Pen)



## Update Head of Account

Select DDO Code :\*

TESSDA001

Select Existing Head Of Account :\*

FD-18-2051-02-123-00-007-12-00-V

Select New Head Of Account :\*

FD-18-1234-12-123-00-123-12-00-V

Search By :

☐ Name ☐ Application Id ☐ HRMS Id ☐ Group

	Name	Application Id	GPF No.	HRMS Id	Head of Account
<input type="checkbox"/>	ARUP MIDDE	WB/EMP/01/000190670	ARUP/1234	1945000001	FD-18-2051-02-123-00-007-12-00-V

Showing list of employees under selected DDO code which are mapped with selected Existing Head of Account

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NEXT

# End

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