

Government of West Bengal
Finance Department,
Audit Branch, Group T
(File No. 65413)

No.2336 -F(Y)

Date 11th August, 2021

Memorandum

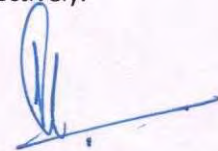
Subject: Introduction of Treasury Form 68C and 31A

Employees & Pensioners of Government of West Bengal and AIS Officers & Pensioners (who are rendering or have rendered service in the affairs of Government of West Bengal) enrolled in West Bengal Health Scheme (WBHS) are required to submit claims for Reimbursement/ Advance/ Adjustment against Advance in specified claim form. Payment of such claim is released to incumbent/claimant by respective Drawing and Disbursing Officer by submitting a bill specifying treatment details in TR Form No. 68 to the concerned Pay and Accounts Office/Treasury.

2. Recently Government of West Bengal have extended the benefits of West Bengal Health Scheme in reimbursement mode to the in-serving Teachers and Officers of all Grant-In-Aid (GIA) Colleges & Universities under direct control of different Administrative Departments. They are also required to submit Reimbursement/ Advance/ Adjustment against Advance claims in specified claim form. Payment of such claim is released to incumbent/claimant by the respective Drawing and Disbursing Officer by submitting a bill specifying treatment details in TR Form No. 31 to concerned Pay and Accounts Office/Treasury.

3. In order to ensure smooth **ONLINE** claim processing using system integration between WBHS and WBIFMS portals, the state Government was for some time past considering the need for introduction of two new TR Forms for disbursement of claims for different categories of claimants.

4. Now, after careful consideration of the matter and in exercise of the power conferred by the clause 2 of article 283 of the constitution of India, the Governor is pleased to introduce the two new TR forms with number TR-68C and TR-31A for drawal of fund related to claims for Reimbursement/ Advance/ Advance Adjustment under WBHS in respect of Government employees/ pensioners and Teachers /Officers of GIA Colleges & Universities respectively.



Principal Secretary
To the Government of West Bengal

Enclo: Format of TR-68C & TR-31A

T.R. FORM NO.68C

[See G.O No.2336-F(Y) Dated. 11.08.2021]

(To be used for the sanction order generated from WBHS portal)

Medical charges for Reimbursement/ Advance/ Adjustment against Advance Bill under West Bengal Health Scheme

Name of the Office:			
D.D.O Code:		Bill No:	Date:
Token No.:	Date:	T.V.No.:	Date:
Head of Account:			

Sl. No.	Claim Id	Sanction No.	Date	Authority	Name of Employee / Pensioner	Name of Beneficiary	Nature of Treatment	HCO Name and Address	Gross Amount (Rs)	Deduction (Rs)	Net Amount (Rs)
Total (Rs.)											

Allotment Details	
Allotment Received	Rs.
Progressive expenditure including this bill	Rs.
Balance available	Rs.

1. Certified that I have satisfied myself that the amount drawn previously, with the exception of these detailed above (of which the total amount has been refunded by deduction from this bill have been disbursed to the Government employee therein named and then receipts taken in the office copies of the bill or in a separate acquaintance roll.
2. Certified that Essentiality certificates, original Money receipts, Bills, Vouchers etc are appended.
3. Certified that no claim for the period mentioned in this bill has been preferred earlier.
4. Declaration has been obtained as to receipt/ non-receipt of Medical Insurance claim for the same treatment as appended above.
5. Claims have been included in this bill for drawl after sanction by appropriate authority as per Rule.

Please Pay Rs. (Rupees.) only as per beneficiary details available in digitized form.
And / Or

Please pay By-Transfer Credit Rs.....(In words) as below

Sl. No.	Head of Account	Description	Amount (Rs.)

Bill Clerk

Accountant

Signature of D.D.O with Designation Station

Dated : _____

For use at the Treasury

Pay Rs. _____ Rupees (in words) _____ only as per beneficiary details available online.

By-Transfer Credit Rs. _____ Rupees (in words) _____ only as below-

Sl. No.	Head of Account	Description	BT Type	Amount (Rs.)

Examined and Entered.

Accountant / J.A.O.

T.O. / A.T.O. / P.A.O. / A.P.A.O.

For use in the Office of the Accountant General (Audit), West Bengal

Admitted Rs. _____

Objected Rs. _____

Reasons for objections _____

Auditor

S.O / A.A.O. / Audit Officer

T.R. FORM NO.31A

[See G.O No.2336-F(Y) Dated. 11.08.2021]

(To be used for the sanction order generated from WBHS portal)

Medical charges for Reimbursement / Advance/Adjustment against Advance Bill for the Medical Treatment under "West Bengal Health Scheme for the Beneficiaries of Grant-in-aid Colleges and Universities"

D.R. No:

Name of the Office/Institution: D.D.O Code: Token No.: Date: Head of Account:	Bill No: Date: T.V.No.: Date:
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Sl. No.	Claim Id	Sanction No.	Date	Authority	Name of Employee / Pensioner	Name of Beneficiary	Nature of Treatment	HCO Name and Address	Gross Amount (Rs)	Deduction (Rs)	Net Amount (Rs)
Total (Rs.)											

Allotment Details	
Allotment Received	Rs.
Progressive expenditure including this bill	Rs.
Balance available	Rs.

Certified that:

- (a) The amount of this bill was not drawn before and it agrees with that in the office copy of this bill.
- (b) The particulars of the beneficiary in respect of this bill have been verified and entered correctly in the IFMS Beneficiary Master.
- (c) All the original sub-vouchers have been kept at the office for audit purposes.
- (d) Over-payment, if any, detected later on shall be recovered in next bill or from the pay bill.

Please Pay Rs. (Rupees.) only as per beneficiary details available in digitized form.

And / Or

Please pay By-Transfer Credit Rs..... (In words) as below

Sl. No.	Head of Account	Description	Amount (Rs.)

And/Or

PL Transfer Rs. _____ Rupees (in words) _____ only as below

Sl. No.	Treasury Code	Treasury Name	Operator Code	Operator Name	Scheme ID	Scheme Description	Amount (Rs.)

Bill Clerk

Accountant

Signature of D.D.O with Designation Station

Dated : _____

For use at the Treasury

Pay Rs. _____ Rupees (in words) _____ only as per beneficiary details available online.

By-Transfer Credit Rs. _____ Rupees (in words) _____ only as below-

Sl. No.	Head of Account	Description	BT Type	Amount (Rs.)

And/Or

PL Transfer Rs. _____ Rupees (in words) _____ only as below

Sl. No.	Treasury Code	Treasury Name	Operator Code	Operator Name	Scheme ID	Scheme Description	Amount (Rs.)

Examined and Entered.

Accountant / J.A.O.
P.A.O. / A.P.A.O.

T.O. / A.T.O. /

For use in the Office of the Accountant General (Audit), West Bengal

Admitted Rs. _____

Objected Rs. _____

Reasons for objections _____

Auditor
Audit Officer

S.O / A.A.O. /

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3rd MSO Building, 5th Floor, Block DF, Sector I, Salt Lake, Kolkata – 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, _____ Department.
5. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
6. Financial Advisor, _____ Department.
7. Director, _____
8. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata – 700001.
9. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
10. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
11. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Suvanna, SGO Complex, Sector I, Salt Lake, Kolkata – 700064.
12. Commissioner, _____ Division, _____
13. District Magistrate / District Judge / Superintendent of Police, _____
14. Sub-Divisional Officer, _____
15. Treasury Officer, _____
16. Block Development Officer, _____
17. Group ____ / _____ Branch, Finance Department.
18. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.



Deputy Secretary to the
Government of West Bengal