

**Guideline for  
E-Billing of  
T.R. FORM No.31A  
In  
West Bengal Health Scheme (WBHS)  
Portal  
(<https://wbhealthscheme.gov.in>)**

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## A) Functionality at Operator end :-

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### 3) T.R. FORM No. 31A Bill Print

## B) Functionality at DDO end :-

### I) T.R. FORM No. 31A Sending back to Operator

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# T.R. FORM No.31A Preparation

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Welcome SAMBIT LAHA

Name of the User	: Sambit Laha
Designation	: ASSISTANT PROFESSOR
HRMS ID	:
Mobile No	: 7001610429
Email ID	: syed.asik007@gmail.com
Role	: OPERATOR FOR PRINCIPAL

Click here on E-Billing



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Welcome SAMBIT LAHA

Name of the User	:	Sambit Laha
Designation	:	ASSISTANT PROFESSOR
HRMS ID	:	
Mobile No	:	7001610429
Email ID	:	syed.asik007@gmail.com
	:	OPERATOR FOR PRINCIPAL

Click here for  
TR-31A  
Preparation

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T. R. FORM NO. 31A

(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"

Enter Bill No.  
and Bill Date

Name of the College :

DDO Code : TESEDI002

Bill No. :

Bill Date

dd-mm-yyyy

Head of Account :

70-2202-03-104-026-31-02-V

Select All	Claim Id	Sanction Id	Sanctioned Date	Unique Id	Claim Type	Claimed Amount	Admissible Amount	Sanctioned By
<input type="checkbox"/>	AC20201000003	HED2020C000001	11 Jun 2020	G1900000002	OPD Treatment	3480	2784	
<input type="checkbox"/>	C20203000001	HED2020C000002	11 Jun 2020	G1900000002	Indoor and Indoor related OPD Treatment	98719	98719	
<input type="checkbox"/>	AC20202000002	HED2020C000003	13 Jun 2020	G1900000002	IPD Treatment	119746	95796	PRINCIPAL SECRETARY
<input type="checkbox"/>	C20202000001	HED2020C000004	13 Jun 2020	G1900000002	IPD Treatment	18104	17904	PRINCIPAL SECRETARY
<input type="checkbox"/>	AC20201000007	HED2020C000005	21 Jun 2020	G1900000002	OPD Treatment	1290	1032	
<input type="checkbox"/>	C20203000003	HED2020C000006	21 Jun 2020	G1900000002	Indoor and Indoor related OPD Treatment	36695	36695	
<input type="checkbox"/>	AC20201000006	HED2020C000007	21 Jun 2020	G1900000002	OPD Treatment	14850	11880	PRINCIPAL SECRETARY
<input type="checkbox"/>	C20203000002	HED2020C000008	21 Jun 2020	G1900000002	Indoor and Indoor related	123950	123910	PRINCIPAL SECRETARY

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## T. R. FORM NO. 31A

(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"**

Name of the College :

Code : TESEDI002

Bill No. : 123456

Bill Date : 09-07-2021



Head of Account :

70-2202-03-104-026-31-02-V

Number of selected Sanction id (2)

Select All	Claim Id	Sanction Id	Sanctioned Date	Unique Id	Claim Type	Claimed Amount	Admissible Amount	Sanctioned By
<input type="checkbox"/>	AC20201000003	HED2020C000001	11 Jun 2020	G1900000002	OPD Treatment	3480	2784	
<input type="checkbox"/>	C20203000001	HED2020C000002	11 Jun 2020	G1900000002	Indoor and Indoor related OPD Treatment	98719	98719	
<input type="checkbox"/>	AC20202000002	HED2020C000003	13 Jun 2020	G1900000002	IPD Treatment	119746	95796	PRINCIPAL SECRETARY
<input checked="" type="checkbox"/>	C20202000001	HED2020C000004	13 Jun 2020	G1900000002	IPD Treatment	18104	17904	PRINCIPAL SECRETARY
<input type="checkbox"/>	AC20201000007	HED2020C000005	21 Jun 2020	G1900000002	OPD Treatment	1290	1032	
<input type="checkbox"/>	C20203000003	HED2020C000006	21 Jun 2020	G1900000002	Indoor and Indoor related OPD Treatment	36695	36695	
<input type="checkbox"/>	AC20201000006	HED2020C000007	21 Jun 2020	G1900000002	OPD Treatment	14850	11880	PRINCIPAL SECRETARY
<input checked="" type="checkbox"/>	C20203000002	HED2020C000008	21 Jun 2020	G1900000002	Indoor and Indoor related OPD Treatment	123950	123910	PRINCIPAL SECRETARY
<input type="checkbox"/>	C20203000020	HED2020C000009	06 Sep 2020	G1900000002	Indoor and Indoor related OPD Treatment	900	900	PRINCIPAL SECRETARY

Select any claim to Save

PREVIOUS

Click on the "Save" button to save claim

Save

NEXT



## T. R. FORM NO. 31A

(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"

Name of the College :

DDO Code : TESEDI002

Bill No. : 123456

Bill Date : 09-07-2021

Head of Account :

Number of selected Sanction id (2)

Select All	Claim Id	Sanction Id	Sanction Date			Claimed Amount	Admi Am	
<input type="checkbox"/>	AC20201000003	HED2020C000001	11 Jun 20			3480	2784	
<input type="checkbox"/>	C20203000001	HED2020C000002	11 Jun 20		OPD	98719	98719	
<input type="checkbox"/>	AC20202000002	HED2020C000003	13 Jun 20			119746	95796	PRINCIPAL SECRETARY
<input checked="" type="checkbox"/>	C20202000001	HED2020C000004	13 Jun 2020	G1900000002	IPD Treatment	18104	17904	PRINCIPAL SECRETARY
<input type="checkbox"/>	AC20201000007	HED2020C000005	21 Jun 2020	G1900000002	OPD Treatment	1290	1032	
<input type="checkbox"/>	C20203000003	HED2020C000006	21 Jun 2020	G1900000002	Indoor and Indoor related OPD Treatment	36695	36695	
<input type="checkbox"/>	AC20201000006	HED2020C000007	21 Jun 2020	G1900000002	OPD Treatment	14850	11880	PRINCIPAL SECRETARY
<input checked="" type="checkbox"/>	C20203000002	HED2020C000008	21 Jun 2020	G1900000002	Indoor and Indoor related OPD Treatment	123950	123910	PRINCIPAL SECRETARY
<input type="checkbox"/>	C20203000020	HED2020C000009	06 Sep 2020	G1900000002	Indoor and Indoor related OPD Treatment	900	900	PRINCIPAL SECRETARY

Are you Sure you Want to Save this Bill -  
123456, Dated - 2021-07-09

Yes

No

Click on 'Yes'  
to Save this Claim

PREVIOUS

Save

NEXT





T. R. FORM NO. 31A

(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"

Name of the College :

DDO Code : TESEDI002

Bill No. :

Bill Date :

Head of Account :

Number of selected Sanction id (2)

Select All	Claim Id	Sanction Id	Sanction Date		Claimed Amount	Admissible Amount	Sanctioned By	
<input type="checkbox"/>	AC20201000003	HED2020C000001	11 Jun 20		3480	2784		
<input type="checkbox"/>	C20203000001	HED2020C000002	11 Jun 20	OPD	98719	98719		
<input type="checkbox"/>	AC20202000002	HED2020C000003	13 Jun 20		119746	95796	SECRETARY	
<input type="checkbox"/>	AC20201000007	HED2020C000005	21 Jun 2020		1290	1032		
<input type="checkbox"/>	C20203000003	HED2020C000006	21 Jun 2020	G1900000002	Indoor and Indoor related OPD Treatment	36695	36695	
<input type="checkbox"/>	AC20201000006	HED2020C000007	21 Jun 2020	G1900000002	OPD Treatment	14850	11880	PRINCIPAL SECRETARY
<input type="checkbox"/>	C20203000020	HED2020C000009	06 Sep 2020	G1900000002	Indoor and Indoor related OPD Treatment	900	900	PRINCIPAL SECRETARY

✔
Success !

Billing Details Saved Successfully. Please

Check in Bill Forwarding Pending Menu.

OK

Click on 'OK'  
(Bill Details has been Saved)

Save

# **Add Bill(s) to T.R. FORM No. 31A**

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Idle Session Timer: 2575 seconds.

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## T. R. FORM NO. 31A

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

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"

Name of the College :

DDO Code : TESEDI002 Bill No. :  Bill Date :

Head of Account : 70-2202-03-104-026-31-02-V

Number of selected Sanction id (2)

Select All	Claim Id	Sanction Id	Sanctioned Date	Unique Id	Claim Type	Claimed Amount	Admissible Amount	Sanctioned By
<input type="checkbox"/>	AC20201000003	HED2020C000001	11 Jun 2020	G1900000002	OPD Treatment	3480	2784	
<input type="checkbox"/>	C20203000001	HED2020C000002	11 Jun 2020	G1900000002	Indoor and Indoor related OPD Treatment	98719	98719	
<input type="checkbox"/>	AC20202000002	HED2020C000003	13 Jun 2020	G1900000002	IPD Treatment	119746	95796	PRINCIPAL SECRETARY
<input type="checkbox"/>	AC20201000007	HED2020C000005	21 Jun 2020	G1900000002	OPD Treatment	1290	1032	
<input type="checkbox"/>	C20203000003	HED2020C000006	21 Jun 2020	G1900000002	Indoor and Indoor related OPD Treatment	36695	36695	

Click here for Bill Forwarding (Pending) after putting cursor on E-billing

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Idle Session Timer: 2694 seconds.

Logout

LOGGED IN AS - slaha\_oprtr (ASSISTANT PROFESSOR)

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### List of Bills pending for forwarding to DDO

Sl. No.	Bill No.	Bill Date	DRN No.	Gross Amount (Rs.)	Net Amount (Rs.)
1	123456	09/07/2021	202107024300001	141814	141814
Total (Rs.)				141814	141814

Click Here  
To  
View Bill details

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Best Viewed in Google Chrome 30.0/ Firefox 36.0 or later.

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Idle Session Timer: **1146** seconds.

Logout

LOGGED IN AS - regis\_optr3 (Assistant Engineer)

click to hide/show menubar

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## List of Bills pending for forwarding to DDO

### Bill details in TR 31A

D.R.N Number : 202107024300001      H.O.A : 70-2202-03-102-026-31-02-V  
Bill Number : 1236547      Bill Date : 10/07/2021

### Details of Sanction Orders Present in this Bill

Sl No	Claim Id	Sanction Order No.	Order Date	Gross Amount (Rs.)	Deduction (Rs.)	Net Amount(Rs.)	Delete Sanction Order
1	U20201000001	HED2020U000001	12/01/2020	4120	0	4120	
2	U20202000003	HED2020U000002	13/01/2020	6480	0	6480	
Total (Rs.)				10600	0	10600	

Click here to add  
Sanction Order

Add Sanction Order(S)

Confirm

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Idle Session Timer: 1080 seconds.

Logout

LOGGED IN AS - regis\_optr3 (Assistant Engineer)

HOME

click to hide/show menubar

### Add Sanction Orders

Name of the Office: Jadavpur University      D.R.N Number : 202107024300001

D.D.O Code: TESEDI002      Bill No: 1236547      Date: 10/07/2021

Head of Account: 70-2202-03-102-026-31-02-V

<input type="checkbox"/> Select All	Sl. No.	Claim Id	Sanction Order No.	Date	Authority	Name of Employee	Name of Beneficiary	Nature of Treatment	Gross Amount (Rs)	Deduction (Rs)	Net Amount (Rs)
<input type="checkbox"/>	1	U20203000002	HED2020U000003	13 Jan 2020	PRINCIPAL SECRETARY	DADADASD DASDADAS	AADADASD	Indoor & Indoor related OPD Treatment	10500	0	10500
<input type="checkbox"/>	2	AU20201000002	HED2020U000004	17 Jun 2020	PRINCIPAL SECRETARY	KRISHNENDU PAUL	KRISHNENDU PAUL	OPD Treatment	7400	0	7440
<b>Total (Rs.)</b>									<b>10500</b>	<b>0</b>	<b>10500</b>

Exit

Add Sanction Order(S)

Confirm

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Select Sanction Order to add

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Idle Session Timer: 727 seconds.

Logout

LOGGED IN AS - regis\_optr3 (Assistant Engineer)

HOME

click to hide/show menubar

## Add Sanction Orders

Name of the Office: Jadavpur University D.R.N Number : 202107024300001

D.D.O Code: TESEDI002 Bill No: 1236547 Date: 10/07/2021

Head of Account: 70-2202-03-102-026-31-02-V

Select All	Sl. No.	Claim Id	Sanction Order No.	Date	Authority	Name of Employee	Name of Beneficiary	Nature of Treatment	Gross Amount (Rs)	Deduction (Rs)	Net Amount (Rs)
<input checked="" type="checkbox"/>	1	U20203000002	HED2020U000003	13 Jan 2020	PRINCIPAL SECRETARY	DADADASD DASDADAS	AADADASD	Indoor & Indoor related OPD Treatment	10500	0	10500
<input type="checkbox"/>	2	AU20201000002	HED2020U000004	17 Jun 2020	PRINCIPAL SECRETARY	KRISHNENDU PAUL	KRISHNENDU PAUL	OPD Treatment	7400	0	7440
Total (Rs.)									10500	0	10500

Click on the "Add" button to add Sanction Order

Add

Exit

Add Sanction Order(S)

Confirm

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NEXT

localhost:1400 says

Are you Sure You want to Add this Sanction Order?

OK

Cancel

Click on 'OK'  
To add Sanction  
Order

Idle Session Timer: 1184 seconds.

Logout

LOGGED IN AS - regis\_optr3 (Assistant Engineer)

HOME

click to hide/show menubar

### Add Sanction Orders

Name of the Office: Jadavpur University D.R.N Number : 202107024300001

D.D.O Code: TESEDI002 Bill No: 1236547 Date: 10/07/2021

Head of Account: 70-2202-03-102-026-31-02-V

<input type="checkbox"/> Select All	Sl. No.	Claim Id	Sanction Order No.	Date	Authority	Name of Employee	Name of Beneficiary	Nature of Treatment	Gross Amount (Rs)	Deduction (Rs)	Net Amount (Rs)
<input checked="" type="checkbox"/>	1	U20203000002	HED2020U000003	13 Jan 2020	PRINCIPAL SECRETARY	DADADASD DASDADAS	AADADASD	Indoor & Indoor related OPD Treatment	10500	0	10500
<input type="checkbox"/>	2	AU20201000002	HED2020U000004	17 Jun 2020	PRINCIPAL SECRETARY	KRISHNENDU PAUL	KRISHNENDU PAUL	OPD Treatment	7400	0	7440
<b>Total (Rs.)</b>									<b>10500</b>	<b>0</b>	<b>10500</b>

Add

Exit

Add Sanction Order(S)

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Idle Session Timer: 2603 seconds.

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LOGGED IN AS - slaha\_oprtr (ASSISTANT PROFESSOR)

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## List of Bills pending for forwarding to DDO

### Bill details in IP 31A

D.R.N Number :  
Bill Number :

H.O.A : 70-2202-03-104-026-31-02-V  
Bill Date : 09/07/2021

### Details of Sanction

Sl No	Claim Id	Amount	Deduction (Rs.)	Net Amount (Rs.)	Order
1	C202020000		0	17904	
2	C2020300002	HED2020C000008	21/06/2020	123910	
3	C20203000020	HED2020C000009	06/09/2020	900	
Total (Rs.)			142714	0	142714

**Success !**

Sanction Order(S) successfully added to Bill No-123456.

Click on 'OK' (Sanction Order has been added)

Add Sanction Order(S)

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# **Deletion of Bill(s) from T.R. FORM No. 31A**

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Idle Session Timer: 2554 seconds.

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## List of Bills pending for forwarding to DDO

### Bill details in TR 31A

D.R.N Number : 202107024300001  
Bill Number : 123456

H.O.A : 70-2202-03-104-026-31-02-V  
Bill Date : 09/07/2021

### Details of Sanction Orders Present in this Bill

Sl No	Claim Id	Sanction Order No.	Order Date	Gross Amount (Rs.)	Deduction (Rs.)	Net Amount(Rs.)	Delete Sanction Order
1	C20202000001	HED2020C000004	13/06/2020	17904	0	17904	
2	C20203000002	HED2020C000008	21/06/2020	123910	0	123910	
3	C202030000020	HED2020C000009	06/09/2020	900	0	900	
Total (Rs.)				142714	0	142714	

Add Sanction Order(S)

Confirm

Back

Select to delete  
sanction Order

wbhealthscheme.gov.in says

Are you Sure You want to delete this Sanction Order?

OK

Cancel

Click on 'OK'  
To delete  
Sanction Order

Idle Session Timer: 2515 seconds.

Logout

LOGGED IN AS - slaha\_optr (ASSISTANT PROFESSOR)

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### List of Bills pending for forwarding to DDO

#### Bill details in TR 31A

D.R.N Number : 202107024300001  
Bill Number : 123456

H.O.A : 70-2202-03-104-026-31-02-V  
Bill Date : 09/07/2021

#### Details of Sanction Orders Present in this Bill

Sl No	Claim Id	Sanction Order No.	Order Date	Gross Amount (Rs.)	Deduction (Rs.)	Net Amount(Rs.)	Delete Sanction Order
1	C20202000001	HED2020C000004	13/06/2020	17904	0	17904	
2	C20203000002	HED2020C000008	21/06/2020	123910	0	123910	
3	C202030000020	HED2020C000009	06/09/2020	900	0	900	
Total (Rs.)				142714	0	142714	

Add Sanction Order(S)

Confirm

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Idle Session Timer: 2510 seconds.

Logout

LOGGED IN AS - slaha\_oprtr (ASSISTANT PROFESSOR)

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## List of Bills pending for forwarding to DDO

Bill details in IP 31A

D.R.N Number :  
Bill Number :

H.O.A : 70-2202-03-104-026-31-02-V  
Bill Date : 09/07/2021

Details of Sanction

Sl No	Claim Id	Amount	Deduction (Rs.)	Net Amount (Rs.)	Order
1	C202020000		0	17904	
2	C2020300002	HED2020C000008	21706/2020	123910	
Total (Rs.)			141814	0	141814

**Success !**

Sanction Order No.-HED2020C000009 is deleted from Bill No-123456 successfully

OK

Click on 'OK'  
(Sanction Order has been deleted)

Add Sanction Order(S)

Confirm

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# **T.R. FORM No. 31A**

## **Submission to DDO**

### **from Operator**

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Press **F11** to exit full screen

Idle Session Timer: **1146** seconds.

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LOGGED IN AS - regis\_optr3 (Assistant Engineer)

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## List of Bills pending for forwarding to DDO

### Bill details in TR 31A

D.R.N Number : 202107024300001      H.O.A : 70-2202-03-102-026-31-02-V  
Bill Number : 1236547      Bill Date : 10/07/2021

### Details of Sanction Orders Present in this Bill

Sl No	Claim Id	Sanction Order No.	Order Date	Gross Amount (Rs.)	Deduction (Rs.)	Net Amount(Rs.)	Delete Sanction Order
1	U20201000001	HED2020U000001	12/01/2020	4120	0	4120	
2	U20202000003	HED2020U000002	13/01/2020	6480	0	6480	
Total (Rs.)				10600	0	10600	

Add Sanction Order(S)

Confirm

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Click here to forward  
Sanction Order

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2646 seconds.

Logout

LOGGED IN AS - slaha\_oprtr (ASS)

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### T.R. FORM NO. 31A

Bill Description				
Serial Number	Particulars	Details		
1.	Bill Number	123456		
2.	Bill Date	09/07/2021		
3.	No. of sanction consolidated (Nos.)	2		
4.	Gross Amount (Rs.)	141814		
5.	Deduction (Rs.)	0		
6.	Net Amount (Rs.)	141814		
Details of Beneficiary				
Sl. No.	Beneficiary Name	Gross Total(Rs.)	Deduction(Rs.)	Net Amount(Rs.)
1	KRISHNENDU PAUL	141814	0	141814
Total(Rs.)		141814	0	141814

Click here to forward  
this bill to DDO

Forward to DDO

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Delete Sanction  
Order



1814

Maintained by NIC.

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wbhealthscheme.gov.in says  
Are you Sure You want to forward this Bill to DDO?

OK Cancel

Click on 'OK'  
To forward to  
DDO

T.R. FORM NO. 31A

Bill Description				
Serial Number	Particulars	Details		
1.	Bill Number	123456		
2.	Bill Date	09/07/2021		
3.	No. of sanction consolidated (Nos.)	2		
4.	Gross Amount (Rs.)	141814		
5.	Deduction (Rs.)	0		
6.	Net Amount (Rs.)	141814		
Details of Beneficiary				
Sl. No.	Beneficiary Name	Gross Total(Rs.)	Deduction(Rs.)	Net Amount(Rs.)
1	KRISHNENDU PAUL	141814	0	141814
Total(Rs.)		141814	0	141814

Forward to DDO Back

2559 seconds.

Logout

4-026-31-02-V

(s.)	Delete Sanction Order
1814	

Maintained by NIC.



Idle Session Timer: 2553 seconds.

Logout

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List of Bills pending for forwarding to DDO

No Bill Generated

Success !

Bill Forwarded to DDO Successfully

OK

Click on 'OK'  
(Bill has been  
forwarded to DDO)

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# Bill Printing (TR-31A)

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Idle Session Timer: 2689 seconds.

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- E-Billing**

Welcome SAMBIT LAHA

Name of the User	: Sambit Laha
Designation	: ASSISTANT PROFESSOR
HRMS ID	:
Mobile No	: 7001610429
Email ID	: syed.asik007@gmail.com
Role	: OPERATOR FOR PRINCIPAL

Click here on E-Billing



Idle Session Timer: 2638 seconds.

Logout

LOGGED IN AS - slaha\_oprtr (ASSISTANT PROFESSOR)

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- Prepare Tr-31A
- Bill Forwarding Pending
- Bill Print

Welcome SAMBIT LAHA

Name of the User	:	Sambit Laha
Designation	:	ASSISTANT PROFESSOR
HRMS ID	:	
Mobile No	:	7001610429
Email ID	:	syed.asik007@gmail.com
Role	:	OPERATOR FOR PRINCIPAL

Click here for  
Bill Print





Idle Session Timer: 2699 seconds.

Logout

LOGGED IN AS - slaha\_oprtr (ASSISTANT PROFESSOR)

- Home
- Inbox
- Track Processed Claims
- Sanctioned Cases
- E-Billing

### Bill Printing (TR-31A)

Sl. No.	Bill No.	Bill Date	DRN No.	TR-31A	Beneficiary Details
1	<a href="#">123456</a>	09/07/2021	<a href="#">202107024300001</a>		

Content Provided by the Finance Department, Government of West Bengal. Site Designed, Hosted and Maintained by NIC.  
Best Viewed in Google Chrome 30.0/ Firefox 36.0 or later.

Click here to  
download TR-31A  
form

Click here to  
download and  
check beneficiary  
details

PREVIOUS

NEXT



Click here and  
select the format  
to print

LOGGED IN AS - slaha\_oprtr (ASSIST)

- Home
- Inbox
- Track Processed Claims
- Sanctioned Cases
- E-Billing

Time: 2689 seconds.

Logout

T.R. FORM NO. 31A

[See G.O No.....Dated.....]

(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 "W  
Beneficiaries of Grant-in-aid Colleges and Universities"

D.R. No: 202107024300001

Name of the Office:

D.D.O Code: tesedi002

Bill No: 123456

Token No.:

Date:

T.V. No.:

Head of Account: 70-2202-03-104-026-31-02-V

Claim Type: Reimbursement / Advance / Adjustment against Advance

Sl. No.	Claim Id	Sanction No.	Date	Authority	Name of Employee / Pensioner	Name of Beneficiary	Nature of Treatment	HCON Ad
1	C20202000001	HED2020C000004	13/06/2020	PRINCIPAL SECRETARY	KRISHNENDU PAUL	KRISHNENDU PAUL	IPD Treatment	NIC DEMO BUILDING
2	C20203000002	HED2020C000008	21/06/2020	PRINCIPAL SECRETARY	KRISHNENDU PAUL	KRISHNENDU PAUL	Indoor and Indoor related OPD Treatment	RUBY G HOSPITAL KAMEM BYEPAS 70

Certified that:

OK

Beneficiary Details



and Maintained by NIC.

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# Functionality at DDO end

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# **T.R. FORM No. 31A**

## **Bill Sending back to Operator**

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LOGGED IN AS - TESEDI002

Idle Session Timer: 1088 seconds.

LOGOUT

- Home
- In-Service
- Pensioner
- Change Password
- Nongpf/Ppo No. To Perm.Gpf/Ppo
- Operator
- Ddo Transfer
- Cashless Treatment Records
- Edit Ddo Information
- Beneficiary Blocking
- Carc Certificate
- Advance/Reimbursement
- College
- University

E-Billing (Tr-31A)

Submit Tr-31A

Get Ifms Ref. No.

Get Payment Details

WELCOME : TESEDI002

### IMPORTANT NOTICES

2017-04-06

PLEASE APPROVE PHOTO & SIGN OF BENEFICIARIES EMP & PEN.

#### PHOTO SIGNATURE APPROVAL PENDING FROM DDO END:

DDO DESIGNATION :	PRINCIPAL SECRETARY
DDO ADDRESS :	WRITERS BUILDING, GATE NO-3kolkata
CONCERNED TREASURY :	TESTING
DEPARTMENT OF DDO :	HIGHER EDUCATION DEPARTMENT
TAN NO. :	1234567890

Click here to  
Submit 31A

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Idle Session Timer: 1197 seconds.

Logout

LOGGED IN AS - TESEDI002 ()

- HOME
- IN-SERVICE
- PENSIONER
- CHANGE PASSWORD
- NONGPF/PPO NO. TO PERM.GPF/PPO
- OPERATOR
- DDO TRANSFER
- CASHLESS TREATMENT RECORDS
- EDIT DDO INFORMATION
- BENEFIT
- CARC
- ADVA
- COLL
- UNIVER
- E-Billing (TR-31A)

click to hide/show menubar

### Inbox for Reimbursement Bills (Forwarded by Operator)

Sl. No.	Bill No.	Bill Date	DRN No.	Gross Amount (Rs.)	Net Amount (Rs.)	Forwarded by
1	1236547	10/07/2021	202107024300001	10600	10600	Vishal Das
Total (Rs.)				10600	10600	

Click Here  
To  
View Bill details



Idle Session Timer: 1169 seconds.

Logout

LOGGED IN AS - TESEDI002 ()

click to hide/show menubar

## Inbox for Reimbursement Bills (Forwarded by Operator)

### Bill details in TR 31A

D.R.N Number : 202107024300001  
Bill Number : 1236547 Bill Date : 10/07/2021

#### Details of Sanction Orders Present in this Bill

Sl No	Claim Id	Sanction Order No.	Order Date	Gross Amount (Rs.)	Deduction (Rs.)	Net Amount(Rs.)
1	U20201000001	HED2020U000001	12/01/2020	4120	0	4120
2	U20202000003	HED2020U000002	13/01/2020	6480	0	6480
Total (Rs.)				10600	0	10600

Enter Remarks for sending back to Operator:

Reason for sending back

Confirm

Send Back to Operator

Back

Click here to send back to Operator after stating the reason

localhost:1400 says

Are you Sure You want to send back this Bill to Operator?

OK

Cancel

Click on 'OK'  
to send back to  
Operator

Idle Session Timer: 1134 seconds.

Logout

LOGGED IN AS - TESEDI002 ()



click to hide/show menubar

### Inbox for Reimbursement Bills (Forwarded by Operator)

#### Bill details in TR 31A

D.R.N Number :

202107024300001

Bill Number :

1236547

Bill Date :

10/07/2021

#### Details of Sanction Orders Present in this Bill

Sl No	Claim Id	Sanction Order No.	Order Date	Gross Amount (Rs.)	Deduction (Rs.)	Net Amount(Rs.)
1	U20201000001	HED2020U000001	12/01/2020	4120	0	4120
2	U20202000003	HED2020U000002	13/01/2020	6480	0	6480
Total (Rs.)				10600	0	10600

Enter Remarks for sending back to Operator:

Enter Justification

Confirm

Send Back to Operator

Back



Press **F11** to exit full screen

Idle Session Timer: 1183 seconds.

Logout

LOGGED IN AS - TESEDI002 ()

- HOME
- IN-SERVICE
- PENSIONER
- CHANGE PASSWORD
- NONGPF/PPO NO. TO PERM.GPF/PPO
- OPERATOR
- DDO TRANSFER
- CASHLESS TREATMENT RECORDS
- EDIT DDO INFORMATION
- BENEFICIARY BLOCKING
- CARC CERTIFICATE
- ADVANCE/REIMBURSEMENT
- COLLEGE
- UNIVERSITY
- E-Billing (TR-31A)

click to hide/show menubar

Inbox for Reimbursement Bills (Forwarded by Operator)

No Claims Pending

Success !

Send Back to Operator Successfully

OK

Click on 'OK'  
(Bill has been sent  
back to Operator)

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# **T.R. FORM No. 31A**

## **Bill Submission to IFMS**

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Idle Session Timer: 1169 seconds.

Logout

LOGGED IN AS - TESEDI002 ()

click to hide/show menubar

## Inbox for Reimbursement Bills (Forwarded by Operator)

### Bill details in TR 31A

D.R.N Number : 202107024300001  
Bill Number : 1236547 Bill Date : 10/07/2021

#### Details of Sanction Orders Present in this Bill

Sl No	Claim Id	Sanction Order No.	Order Date	Gross Amount (Rs.)	Deduction (Rs.)	Net Amount(Rs.)
1	U20201000001	HED2020U000001	12/01/2020	4120	0	4120
2	U20202000003	HED2020U000002	13/01/2020	6480	0	6480
Total (Rs.)				10600	0	10600

Enter Remarks for sending back to Operator:

Enter Justification

Click here to Submit  
to IFMS

Confirm

Send Back to Operator

Back





LOGGED IN AS - TESEDI002 ()

click to hide/show menu

1092 seconds.

Logout

### T.R. FORM NO. 31A

Bill Description				
Serial Number	Particulars	Details		
1.	Bill Number	1236547		
2.	Bill Date	10/07/2021		
3.	No. of sanction consolidated (Nos.)	2		
4.	Gross Amount (Rs.)	10600		
5.	Deduction (Rs.)	0		
6.	Net Amount (Rs.)	10600		
Details of Beneficiary				
Sl. No.	Beneficiary Name	Gross Total(Rs.)	Deduction(Rs.)	Net Amount(Rs.)
1	JOHNNY SMITH	4120	0	4120
2	KRISHNENDU PAUL	6480	0	6480
Total(Rs.)		10600	0	10600

Click here to Submit to IFMS

[Submit to IFMS](#) [Back](#)

D.R.N Number :

Bill Number :

Details of Sanction

Sl. No.

1

2

Enter Remarks for

10/07/2021

Net Amount(Rs.)

4120

6480

10600

**After Successful Submission of that bill to IFMS portal (<https://wbifms.gov.in>) from wbhealthscheme portal (<https://wbhealthscheme.gov.in>) it will appear in task list of DDO login of e-billing module of IFMS just after 11.00am, 12 O' Clock, 1.00pm, 2.00pm, 3.00pm, 4.00pm, 5.00pm and 6.00pm respectively. By clicking on the reference number of the task list Bill Details window will appear. After thoroughly checking the TR-31A and beneficiary list tab DDO will click the submit button to submit the bill to the Treasury / PAO.**

**For a specific reason if DDO rejects the bill the bill will come back to Operator login wbhealthscheme portal (<https://wbhealthscheme.gov.in>). The operator will have to make necessary modification in that bill and resubmit the bill again to DDO in wbhealthscheme portal (<https://wbhealthscheme.gov.in>) following the same procedure according to this presentation.**

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