



Finance Department, GoWB

WEST BENGAL HEALTH SCHEME

For Grant-in-Aid Colleges & Universities



User Manual

For

'User Creation and Mapping Procedure in College Level'



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User creation by DDO (Principal/HOI login creation)

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and

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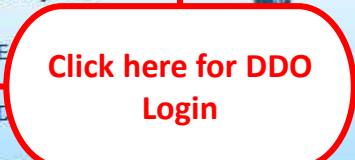
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851899 Beneficiaries Covered **155** Private Hospitals Empanelled **725** Treatments Ongoing

 Government Employee / Pensioner	 Employees of GIA College / University	 Medical Cell	 HoO & DDO	 Hospitals	 Treasury
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May I Assist You new

Covid Testing Labs

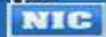
Package Details

CARC Status

Health & Family Welfare
Department
Government of West Bengal

eoffice
A Digital Workplace Solution

Department of Higher Education
Govt. of West Bengal





Welcome to
"West Bengal Health Scheme Portal"

For Detailed Guidelines Click 

LOGIN

User Id

tesedi002

Password

.....

17 + 7 =

..|

OK

CANCEL

[Forgot Password?](#)

Enter Your
User ID

Enter Your
Password and
Calculate the
Sum





LOGGED IN AS - [REDACTED]

Idle Session Timer: 2546 seconds.

LOGOUT

- Home
- Change Password
- Update Ddo Information
- Grant-In-Aid College**
- Grant-in-Aid University
- Head Of Office Entry
- E - Billing
- Transfer Of Pending Applications (Emp)
- Transfer Of Pending Applications (Pen)

Click here on 'Grant-In-Aid College'

WELCOME : TESEDI002

IMPORTANT NOTICES

DDO DESIGNATION :	ASSISTANT SECRETARY
DDO ADDRESS :	WRITERS BUILDING
CONCERNED TREASURY :	TESTING
DEPARTMENT OF DDO :	HIGHER EDUCATION DEPARTMENT
TAN NO. :	0000000000
PHONE NO. :	[REDACTED]
EMAIL ID :	[REDACTED]





LOGGED IN AS -

Idle Session Timer: 2666 seconds.

LOGOUT

- Home
- Change Password
- Update Ddo Information
- Grant-In-Aid College
- Grant-In-Aid University
- Head Of Office Entry
- E - Billing
- Transfer Of Pending Applications (Emp)
- Transfer Of Pending Applications (Pen)

- Application Verification
- Certificate Generation
- User Administration**
- Approval Of Bank Details Update
- Transfer Of Enrolment
- Update Employee Information
- Termination Of Enrolment

WELCOME : TESEDI002

IMPORTANT NOTICES

ASSISTANT SECRETARY

WRITERS BUILDING

TESTING

HIGHER EDUCATION DEPARTMENT

DEPARTMENT OF DDO :

TAN NO. :

0000000000

PHONE NO. :

EMAIL ID :

Click here on
'User Administration'





Idle Session Timer: 2270 seconds.

Logout

LOGGED IN AS



- Home
- Change Password
- Update Ddo Information
- Grant-In-Aid College ▶
- Grant-In-Aid University ▶
- Head Of Office Entry
- Pending Applications (Emp)
- Pending Applications (Pen)
- Discontinuation Of Ma/Mr ▶
- Rate List ▶
- Restoration Of Ma/Mr ▶
- E-Billing(Tr-31A) ▶
- Order ▶
- Cashless Treatment Details

CREATE / UPDATE USER FOR APPROVING/RECOMMENDING AUTHORITY(PRINCIPAL)

[Download User Manual](#)

Employee No. / HRMS ID :

11/10 digit | G1234567890/1234567890

Employee Name : *

Gender : *

Select Gender ▼

Mobile Number : *

Email ID : *

District of College : *

Select College District ▼

Name of College : *

Designation : *

Select Designation ▼

User ID : *(HOI Code)

PLEASE ENTER HOI CODE OF COLLEGE

Enter College HOI(Head of Institution) Code as User ID

Select ▼

Role : *

Status : *

Active Inactive

Fill the required Data

Inputs with (*) marks are mandatory fields.

Save

Click on 'Save'





Logout

LOGGED IN AS - TESEDI002 ()

- HOME
- IN-SERVICE
- PENSTONER
- 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

CREATE /UPDATE USER FOR VERIFYING AUTHORITY

Employee No./ HPMS ID : *
Employee Name : *
Gender : *
Employee Group : *
Designation : *
Mobile Number : *
Email ID : *
Desired User ID : *
Role : *
Status : *
 Active Inactive

Success !

Approving & Recommending Authority(Principal) Account Created Successfully. Please Check Mail - sd@mail.com Or Mobile No - [REDACTED] for Login Credentials.

OK

Click on 'OK'
(ID Created Successfully)

Save

	Name	HRMS ID	Designation	Role	Status
UPDATE	Siladitya Kundu	G2000000003	PRINCIPAL	Approving & Recommending Authority(Principal)	Active
UPDATE	S. D. Guha	G1900000009	PRINCIPAL	Approving & Recommending Authority(Principal)	Active



LOGGED IN AS

Idle Session
Timer: 2692 seconds.

Logout

- Home
- Change Password
- Update Ddo Information
- Grant-In-Aid College
- Grant-In-Aid University
- Head Of Office Entry
- Pending Applications (Emp)
- Pending Applications (Pen)
- Discontinuation Of Ma/Mr
- Rate List
- Restoration Of Ma/Mr
- E-Billing(Tr-31A)
- Order
- Cashless Treatment Details

CREATE / UPDATE USER FOR APPROVING/RECOMMENDING AUTHORITY(PRINCIPAL)

[Download User Manual](#)

Employee No. / HRMS ID :

Employee Name : *

Gender : *

Mobile Number : *

Email ID : *

District of College : *

Name of College : *

Designation : *

User ID : *(HOI Code)

Role : *

Status : * Active Inactive

Inputs with (*) marks are mandatory fields.

Save

	Name	HRMS ID	Designation	Role	Status
UPDATE	Siladitya Kundu	G1900000100	PRINCIPAL	Approving & Recommending Authority(Principal)	Active

Click on 'Update'
to update user
details



Idle Session Timer: 2678 seconds.

Logout

LOGGED IN AS



- Home
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- E-Billing(Tr-31A) ▶
- Order ▶
- Cashless Treatment Details

CREATE / UPDATE USER FOR APPROVING/RECOMMENDING AUTHORITY(PRINCIPAL)

[Download User Manual](#)

Employee No. / HRMS ID :

G1900000100

Employee Name : *

SILADITYA KUNDU

Gender : *

MALE

Mobile Number : *

Email ID : *

District of College : *

KOLKATA

Name of College : *

WBHS Demo College

Designation : *

PRINCIPAL

User ID : *(HOI Code)

HOOTEST001

Enter College HOI(Head of Institution) Code as User ID

Role : *

Approving & Recommending Authc

Status : *

Active Inactive

Update the required Data

Inputs with (*) marks are mandatory fields.

Update

Click on 'Update'

	Name	HRMS ID	Designation	Role	Status
UPDATE	Siladitya Kundu	G1900000100	PRINCIPAL	Approving & Recommending Authority(Principal)	Active





Idle Session Timer: 2252 seconds.

Logout

LOGGED IN AS - TESEDI002 ()

- HOME
- CHANGE PASSWORD
- UPDATE DDO INFORMATION
- Grant-in-Aid College ▶
- Grant-in-Aid University ▶
- Head Of Office Entry
- E - billing ▶
- Transfer of Pending Applications (EMP)
- Transfer of Pending Applications (PEN)



CREATE / UPDATE USER FOR APPROVING/RECOMMENDING AUTHORITY(PRINCIPAL)

 **Success !**
Approving & Recommending
Authority(Principal) Account Updated
Successfully.

OK

Click on 'OK'
(Principal details updated
Successfully)

User ID : *(HOO Code)

Role : *

Status : *

11 Digit HRMS ID. i.e. G1234567890

Select

Select Designation

Please enter HOO code of college

Enter College HOO Code as User ID

Select

Active

Inactive

Inputs with (*) marks are mandatory fields.

Save

	Name	Designation	Role	Status
UPDATE	Sanjeev	PRINCIPAL	Approving & Recommending Authority(Principal)	Active

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Empanelment of Hcg Eko Cancer Cent.....	78-F (MED) WB	

Click here for
Recommending
Authority Login
(Principal/HOI)

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Health & Family Welfare
Department
Government of West Bengal

eoffice
A Digital Workplace Solution

Department of Higher Education
Govt. of West Bengal

851899 Beneficiaries Covered **155** Private Hospitals Empanelled **725** Treatments Ongoing





Idle Session Timer: 2683 seconds.

Logout

LOGGED IN AS -

HOME

User Administration

Beneficiary-Operator Mapping

Inbox

Track Processed Claims

Sanctioned Cases

Claim Status Reports

Welcome Mr. SANJEEV KUNDU

Name of the User : Sanjeev Kundu

Designation : PRINCIPAL

HRMS ID. : G2000000003

Mobile No. : [REDACTED]

Email ID. : [REDACTED]

Role. : [REDACTED]

Click here to Create
Operator/ Verifying
Authority





Idle Session Timer: 2614 seconds.

Logout

LOGGED IN AS

HOME

User Administration

Beneficiary-Operator Mapping

Inbox

Track Processed Claims

Sanctioned Cases

Claim Status Reports

CREATE / UPDATE USER FOR OPERATOR/VERIFYING AUTHORITY

Employee No. / HRMS ID :

11 digit HRMS ID, i.e. G1234567890

Employee Name : *

Gender : *

Select Gender

Designation : *

Select Designation

Mobile Number : *

Email ID : *

Desired User ID : *

Role : *

Select Role to assign

Status : *

Active Inactive

Fill the
required Data

Inputs with (*) marks are mandatory fields.

Save



Idle Session Timer: 2412 seconds.

Logout

LOGGED IN AS



HOME

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Claim Status Reports

CREATE / UPDATE USER FOR OPERATOR/VERIFYING AUTHORITY

Employee No. / HRMS ID :

Employee Name : *

Gender : *

MALE

Designation : *

ASSISTANT TEACHER

Mobile Number : *

Email ID : *

Desired User ID : *

rsaha_ver1

Role : *

Verifying Authority-1

Status : *

Active Inactive

Inputs with (*) marks are mandatory fields.

Save

Click on 'Save'



Idle Session Timer: 1931 seconds.

Logout

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CREATE / UPDATE USER FOR OPERATOR/VERIFYING AUTHORITY

Success !

Verifying Authority-1 Account Created
Successfully. Please Check Mail -
Or Mobile No -
1254789654 for Login Credentials.

OK

Click on 'OK'
(ID Created Successfully)

Role : *

Status : *

Select Role to assign

Active Inactive

Inputs with (*) marks are mandatory fields.

Save



LOGGED IN AS - 1

Idle Session
Timer: 2277 seconds.

Logout

HOME

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Claim Status Reports

CREATE / UPDATE USER FOR OPERATOR/VERIFYING AUTHORITY

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Employee No. / HRMS ID :

11 digit HRMS ID. i.e. G1234567890

Employee Name : *

Gender : *

Select Gender

Designation : *

Select Designation

Mobile Number : *

Email ID : *

Desired User ID : *

Role : *

Status : *

Select Role to assign

Inputs with (*) marks are mandatory fields.

Save

Click here to
Update user
details

	Name	HRMS Id	Designation	Role	Status
UPDATE	Sambit Laha		ASSISTANT TEACHER	Operator	Active
UPDATE	Ranjan Saha	G1978008403	ASSISTANT TEACHER	Verifying Authority-1	Active
UPDATE	Megha Mallik	G1978000003	ASSOCIATE PROFESSOR	Verifying Authority-2	Active



Idle Session Timer: 2298 seconds.

Logout

LOGGED IN AS -



- HOME
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- Claim Status Reports

CREATE / UPDATE USER FOR OPERATOR/VERIFYING AUTHORITY

Employee No. / HRMS ID :

Employee Name : *

Gender : *

Designation : *

Mobile Number : *

Email ID : *

Desired User ID : *

Role : *

Status : *

Form fields for user creation/update, including text boxes for Employee No. / HRMS ID, Employee Name, Mobile Number, Email ID, and Desired User ID, dropdown menus for Gender (MALE), Designation (ASSISTANT TEACHER), and Role (Verifying Authority-1), and radio buttons for Status (Active/Inactive).

1. Update the required Data

Inputs with (*) marks are mandatory fields.

Update

2. Click on 'Update'

	Name	HRMS Id	Designation	Role	Status
UPDATE	Sambit Laha		ASSISTANT PROFESSOR.	Operator	Active
UPDATE	Ranjan Saha	G1978008403	ASSISTANT TEACHER	Verifying Authority-1	Active
UPDATE	Megha Mallik	G1978000003	ASSOCIATE PROFESSOR.	Verifying Authority-2	Active





Idle Session Timer: 2657 seconds.

Logout

LOGGED IN AS - |

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- Claim Status Reports



CREATE / UPDATE USER FOR OPERATOR/VERIFYING AUTHORITY

Employee No. / HRMS ID :

Employee Name : *

Select Gender

Select Designation

Select Role to assign

Active Inactive

Inputs with (*) marks are mandatory fields.

Save

Success !

Verifying Authority-1 Account Updated Successfully.

OK

Click on 'OK'
(Updated Successfully)

	Name	HRMS Id	Designation	Role	Status
UPDATE	Sambit Laha		ASSISTANT PROFESSOR	Operator	Active
UPDATE	Ranjan Saha	G1978008403	ASSISTANT TEACHER	Verifying Authority-1	Active
UPDATE	Megha Mallik	G1978000003	ASSOCIATE PROFESSOR	Verifying Authority-2	Active

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Beneficiary-Operator mapping by Principal/HOI



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Idle Session Timer: 2683 seconds.

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Welcome Mr. SANJEEV KUNDU

Name of the User : Sanjeev Kundu

Designation : PRINCIPAL

HRMS ID. : G2000000003

Mobile No. : [REDACTED]

Email ID. : [REDACTED]

[REDACTED]

Click here to Map
HRMS ID





Idle Session

Timer: 2624 seconds.

Logout

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COLLEGE MAPPING WITH RECOMMENDING AUTHORITY TERMINALS

[Download User Manual](#)

Select Operator : *

Select Operator

EXISTING MAPPING LIST

Select Operator
Name



Idle Session Timer: 2459 seconds.

Logout

LOGGED IN AS



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- Sanctioned Cases
- Claim Status Reports

COLLEGE MAPPING WITH RECOMMENDING AUTHORITY TERMINALS

Select Operator : *

Rajan Saha

<input type="checkbox"/> SELECT ALL	Sl No	HRMS ID	EMPLOYEE NAME
<input type="checkbox"/>	1	G1900000007	TEST TEST DATA
<input type="checkbox"/>	2	G1900000009	RAHUL KAMTI
<input type="checkbox"/>	3	G1900000010	TAPAN SAHA
<input type="checkbox"/>	4	G1900000050	KRISHNENDU PAUL
<input type="checkbox"/>	5	G1900000080	PRANAY BISWAS

Select Applicant ID to this Operator





Logout

LOGGED IN AS -

- HOME
- REIMBURSEMENT CLAIM PROCESSING
- OPERATOR MAPPING
- USER ADMINISTRATION
- SANCTION CASES
- TRACK PROCESSED CLAIM
- HRMS MAPPING



COLLEGE MAPPING WITH RECOMMENDING AUTHORITY TERMINALS

Are you Sure you want to map these HRMS IDs to the selected Operator?

Yes No

Ragini Mehta

EMPLO
KRISHNE
SIR VISHALWA DAS
JINIA KHANDELWAL

Save

Click on 'Yes' to Map these HRMS ID to the Selected Operator





Logout

LOGGED IN AS -

- HOME
- REIMBURSEMENT CLAIM PROCESSING
- OPERATOR MAPPING
- USER ADMINISTRATION
- SANCTION CASES
- TRACK PROCESSED CLAIM
- HRMS MAPPING



COLLEGE MAPPING WITH RECOMMENDING AUTHORITY TERMINALS

Success !

Ragini Mehta has been mapped
successfully.

OK

Click on 'OK'
(Operator successfully
Mapped)



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Thank You...

