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



Contents

- A) Functionality at Operator end :-
 - 1) T.R. FORM No. 31A Preparation
 - I) T.R. FORM No. 31A Addition
 - II) T.R. FORM No. 31A Deletion
 - 2) T.R. FORM No. 31A Submission to DDO
 - 3) T.R. FORM No. 31A Bill Print
- B) Functionality at DDO end:-
 - I) T.R. FORM No. 31A Sending back to Operator
 - II) T.R. FORM No. 31A Submission to IFMS

T.R. FORM No.31A Preparation





WEST BENGAL HEALTH SCHEME PORTAL



FOR BENEFICIARIES OF GIA COLLEGES & UNIVERSITIES OF WEST BENGAL



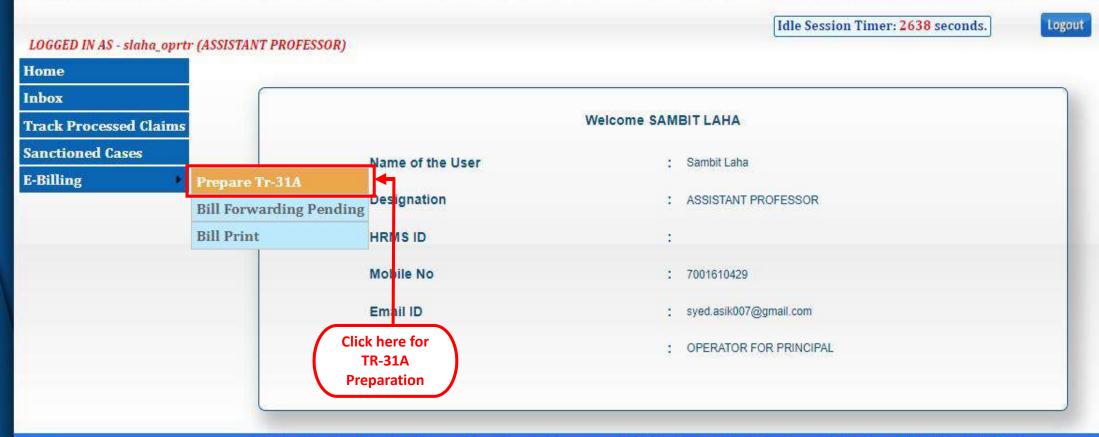
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Idle Session Timer: 2601 seconds. LOGGED IN AS - slaha_oprtr (ASSISTANT PROFESSOR)

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E-Billing

T. R. FORM NO. 31A

Enter Bill No. and Bill Date

(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 (dd-mm-yyyy

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

Select	Claim Id	Sanction Id	Sanctioned Date	Unique Id	Claim Type	Claimed Amount	Admissible Amount	Sanctioned By
0	AC20201000003	HED2020C000001	11 Jun 2020	G190000002	OPD Treatment	3480	2784	
	C20203000001	HED2020C000002	11 Jun 2020	G1900000002	Indoor and Indoor related OPD Treatment	98719	98719	
	AC20202000002	HED2020C000003	13 Jun 2020	G1900000002	IPD Treatment	119746	95796	PRINCIPAL SECRETARY
	C20202000001	HED2020C000004	13 Jun 2020	G190000002	IPD Treatment	18104	17904	PRINCIPAL SECRETARY
0	AC20201000007	HED2020C000005	21 Jun 2020	G190000002	OPD Treatment	1290	1032	
	C20203000003	HED2020C000006	21 Jun 2020	G1900000002	Indoor and Indoor related OPD Treatment	36695	36695	
	AC20201000006	HED2020C000007	21 Jun 2020	G1900000002	OPD Treatment	14850	11880	PRINCIPAL SECRETARY
О	C20203000002	HED2020C000008	21 Jun	G1900000002	Indoor and Indoor related	123950	123910	PRINCIPAL

PREVIOUS

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:

Select any claim to Save O Code:

TESEDI002

Bill No.: (123456

Bill Date: 09-07-2021

ad 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
0	AC20201000003	HED2020C000001	11 Jun 2020	G1900000002	OPD Treatment	3480	2784	
O	C20203000001	HED2020C000002	11 Jun 2020	G190000002	Indoor and Indoor related OPD Treatment	98719	98719	
	AC20202000002	HED2020C000003	13 Jun 2020	G1900000002	IPD Treatment	119746	95796	PRINCIPAL SECRETARY
	C20202000001	HED2020C000004	13 Jun 2020	G1900000002	IPD Treatment	18104	17904	PRINCIPAL SECRETARY
0	AC20201000007	HED2020C000005	21 Jun 2020	G1900000002	OPD Treatment	1290	1032	
	C20203000003	HED2020C000006	21 Jun 2020	G1900000002	Indoor and Indoor related OPD Treatment	36695	36695	
0	AC20201000006	HED2020C000007	21 Jun 2020	G1900000002	OPD Treatment	14850	11880	PRINCIPAL SECRETARY
2	C20203000002	HED2020C000008	21 Jun 2020	G1900000002	Indoor and Indoor related OPD Treatment	123950	123910	PRINCIPAL SECRETARY
	C20203000020	HED2020C000009	06 Sep 2020	G1900000002	Indoor and Indoor related OPD Treatment	900	900	PRINCIPAL SECRETARY

PREVIOUS

Click on the "Save" button to save claim

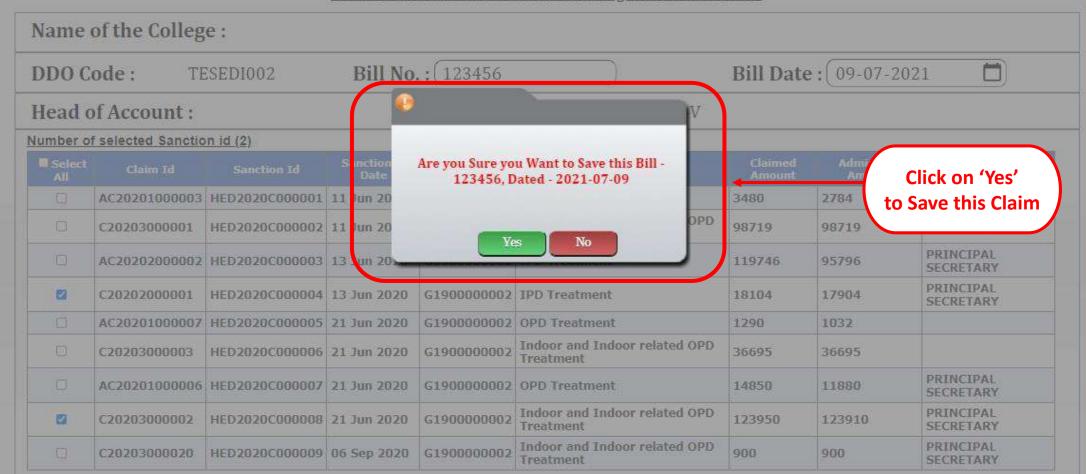




T. R. FORM NO. 31A

(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"



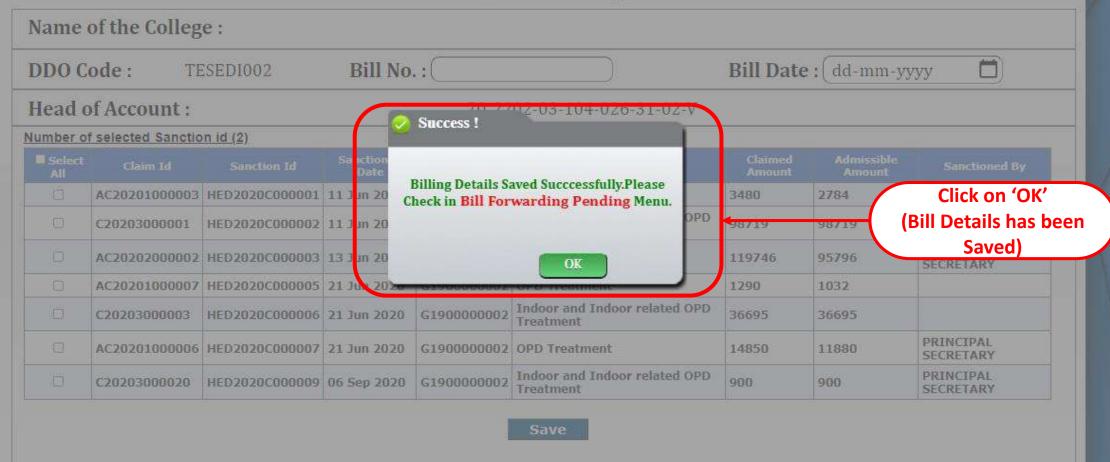




T. R. FORM NO. 31A

(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"





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

WEST BENGAL HEALTH SCHEME PORTAL



FOR BENEFICIARIES OF GIA COLLEGES & UNIVERSITIES OF WEST BENGAL

						Idle Sessi	on Timer: 2	575 seconds	Log
LOGGED IN AS - slaha_oprtr (ASS)	ISTANT PROFESS	OR)				72			
Home	-								
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Track Processed Claims			1200		R. FORM NO. 3		2 22		
anctioned Cases			PARTICULAR SERVICE		STREET,	erated from WBH			
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Bill	Forwarding Pe	100	igai Health Schen	ie ior the b	enenciaries of	Grant-in-aid Co	neges and	Universitie	<u> </u>
ESSENT.	Print	ne Coll	ege :						
2111	T seesawa								20
	DDO	Code: TES	EDI002 Bill	No. : (Bil	l Date :	dd-mm-y	yyy [
	Head	d of Account	•	5	70-2202-03-1	104-026-31-02	-V		
		r of selected Sand							
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Clieb bare for	Select All	Claim Id	Sanction Id	Sanctioned Date	Unique Id	Claim Type	Claimed Amount	Admissible Amount	Sanctioned I
Click here for Bill Forwarding	0	AC20201000003	HED2020C000001	11 Jun 2020	G1900000002	OPD Treatment	3480	2784	
(Pending) after putting cursor on E-billing		C20203000001	HED2020C000002	11 Jun 2020	G1900000002	Indoor and Indoor related OPD Treatment	98719	98719	
	0	AC20202000002	HED2020C000003	13 Jun 2020	G190000002	IPD Treatment	119746	95796	PRINCIPAL SECRETARY
	0	AC20201000007	HED2020C000005	21 Jun 2020	G190000002	OPD Treatment	1290	1032	
OUS		C20203000003	HED2020C000006	21 Jun 2020	G1900000002	Indoor and Indoor related	36695	36695	

View Bill details

WEST BENGAL HEALTH SCHEME PORTAL



FOR BENEFICIARIES OF GIA COLLEGES & UNIVERSITIES OF WEST BENGAL







WEST BE Press F11 to exit full screen HEME PORTAL



FOR BENEFICIARIES OF GIA COLLEGES & UNIVERSITIES OF WEST BENGAL

Idle Session Timer: 1146 seconds.

Logout

LOGGED IN AS - regis_optr3 (Assistant Engineer)

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E-Billing

click to hide/show menubar

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

SI 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	8
			Total (Rs.)	10600		0 10600	

Click here to add Sanction Order

Add Sanction Order(S)

Confirm

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WEST BENGAL HEALTH SCHEME PORTAL



FOR BENEFICIARIES OF GIA COLLEGES & UNIVERSITIES OF WEST BENGAL

Idle Session Timer: 1080 seconds.

Logout

LOGGED IN AS - regis_optr3 (Assistant Engineer)

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Add Sanction Orders

Name of the Office: D.R.N Number: Jadavpur University 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	SI. 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)
0	1	U20203000002	HED2020U000003	13 Jan 2020	PRINCIPAL SECRETARY	DADADASD DASDADAS	AADADASD	Indoor & Indoor related OPD Treatment	10500	0	10500
	2	AU20201000002	HED2020U000004	17 Jun 2020	PRINCIPAL SECRETARY	KRISHNENDU PAUL	KRISHNENDU PAUL	OPD Treatment	7400	0	7440
							100000000	Total (Rs.)	10500	0	10500

Exit

Select Sanction Order to add

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WEST BENGAL HEALTH SCHEME PORTAL



FOR BENEFICIARIES OF GIA COLLEGES & UNIVERSITIES OF WEST BENGAL

Idle Session Timer: 727 seconds.

Logout

LOGGED IN AS - regis_optr3 (Assistant Engineer)

HOME

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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	SI. 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)
	1	U20203000002	HED2020U000003	13 Jan 2020	PRINCIPAL SECRETARY	DADADASD DASDADAS	AADADASD	Indoor & Indoor related OPD Treatment	10500	0	10500
	2	AU20201000002	HED2020U000004	17 Jun 2020	PRINCIPAL SECRETARY	KRISHNENDU PAUL	KRISHNENDU PAUL	OPD Treatment	7400	0	7440
			<i>"-</i> • • • • • • • • • • • • • • • • • • •					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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localhost:1400 says

Are you Sure You want

Are you Sure You want to Add this Sanction Order?





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

□Select All	SI. 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)
	1	U20203000002	HED2020U000003	13 Jan 2020	PRINCIPAL SECRETARY	DADADASD DASDADAS	AADADASD	Indoor & Indoor related OPD Treatment	10500	0	10500
	2	AU20201000002	HED2020U000004	17 Jun 2020	PRINCIPAL SECRETARY	KRISHNENDU PAUL	KRISHNENDU PAUL	OPD Treatment	7400	0	7440
							1400-0040	Total (Rs.)	10500	0	10500

Add

Exit

Add Sanction Order(S

Confirm

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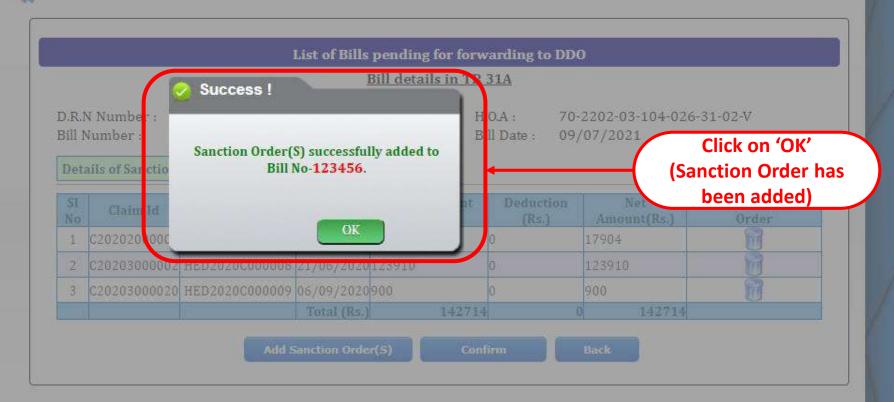


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Deletion of Bill(s) from T.R. FORM No. 31A

WEST BENGAL HEALTH SCHEME PORTAL



FOR BENEFICIARIES OF GIA COLLEGES & UNIVERSITIES OF WEST BENGAL

Idle Session Timer: 2554 seconds.

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

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List of Bills pending for forwarding to DDO

Bill details in TR 31A

D.R.N Number: 202107024300001

Bill Date: 09/07/2021

H.O.A:

Bill Number: 123456

Details of Sanction Orders Present in this Bill

SI 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	8
3	C20203000020	HED2020C000009	06/09/2020	900	0	900	
			Total (Rs.)	142714		0 142714	

Add Sanction Order(S)

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Back

Select to delete sanction Order

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wbhealthscheme.gov.in says

Are you Sure You want to delete this Sanction Order?

OK

Cancel

PORTAL To

Click on 'OK'
To delete
Sanction Order

Idle Session Timer: 2515 seconds.

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

Bill Number: 123456

Bill Date: 09/07/2021

BINGAL

Details of Sanction Orders Present in this Bill

SI 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	C20203000020	HED2020C000009	06/09/2020	900	0	900	
			Total (Rs.)	142714		0 142714	

Add Sanction Order(S)

Confirm

Back

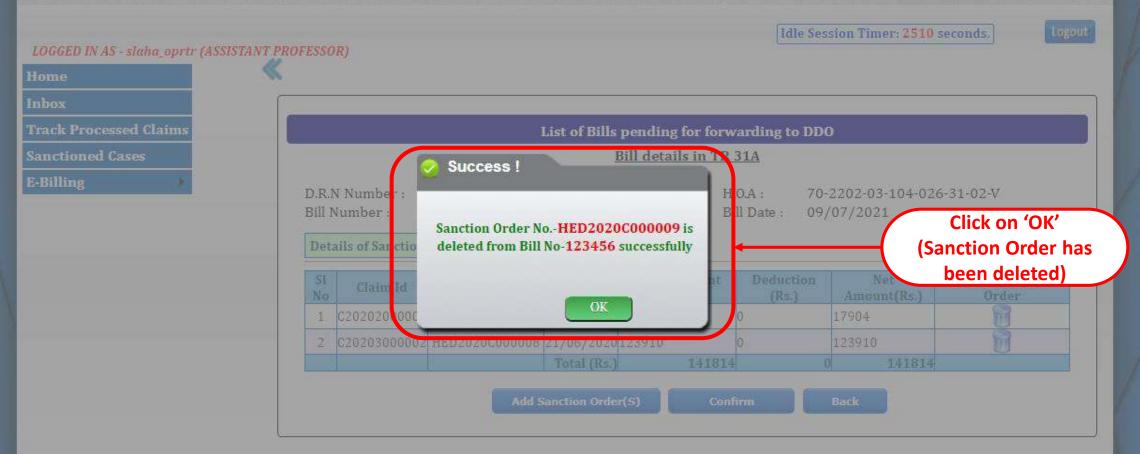
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T.R. FORM No. 31A Submission to DDO from Operator

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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

SI 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	B
			Total (Rs.)	10600	0	10600	

Add Sanction Order(S)

Confirm

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PREVIOUS

Click here to forward Sanction Order

NEXT

WEST BENGAL HEALTH SCHEME PORTAL



FOR BENEFICIARIES OF GIA COLLEGES & UNIVERSITIES OF WEST BENGAL



LUGGED IN AS - Stana_optit (A

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E-Billing

Click here to forward this bill to DDO

			Bill Descriptio	n					
Serial	Number		Particulars	1	Details				
	1.	Bill Number		123456					
	2.	Bill Date		09/07/2021					
	3.	No. of sanctio	n consolidated (Nos.)	2	And the second s				
	4.	Gross Amoun	t (Rs.)						
	5.	Deduction (R	s.)	0					
	6.	Net Amount (Rs.)	141814					
	1975		Details of Benefic	iarv					
Sl. No.	Benefic	iary Name	Gross Total(Rs.)	Deduction(Rs.)	Net Amount(Rs.)				
1	KRISHNE	ENDU PAUL	141814	0	141814				
		Total(Rs.)	141814	0	141814				

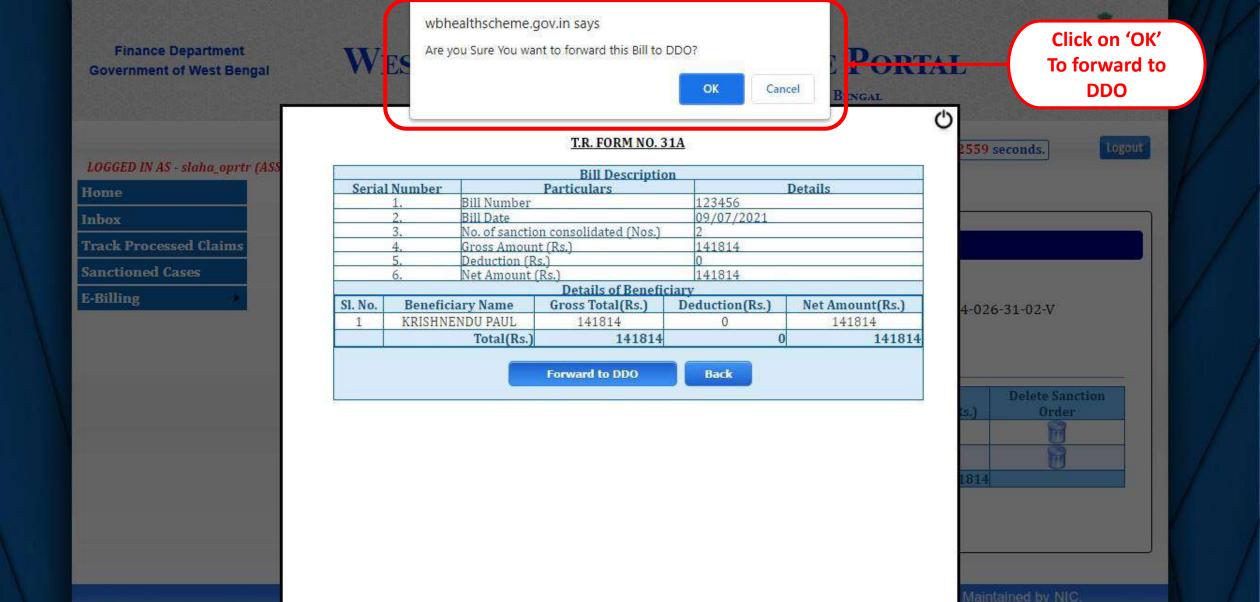
Back

Forward to DDO

T.R. FORM NO. 31A

0 646 seconds. 4-026-31-02-V

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WEST BENGAL HEALTH SCHEME PORTAL



FOR BENEFICIARIES OF GIA COLLEGES & UNIVERSITIES OF WEST BENGAL







Bill Printing (TR-31A)

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FOR BENEFICIARIES OF GIA COLLEGES & UNIVERSITIES OF WEST BENGAL



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FOR BENEFICIARIES OF GIA COLLEGES & UNIVERSITIES OF WEST BENGAL

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Logout

Idle Session Timer: 2699 seconds.

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Bill Printing (TR-31A)

Sl. No.	Bill No.	Bill Date	DRN No.	TR-31A	Beneficiary Details
1	<u>123456</u>	09/07/2021	202107024300001		POF

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> Click here to download and check beneficiary details

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FOR BENEFICIARIES OF GIA COLLEG

Click here and select the format to print



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E-Billing

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

Token No.:

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

Bill No: 123456

BENGAL

T.V. No .:

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	HCO N.
1	C20202000001	HED2020C000004	13/06/2020	PRINCIPAL SECRETARY	KRISHNENDU PAUL	KRISHNENDU PAUL	IPD Treatment	NIC DEMO F BUILDING
2	C20203000002	HED2020C000008	21/06/2020	PRINCIPAL SECRETARY	KRISHNENDU PAUL	KRISHNENDU PAUL	Indoor and Indoor related OPD Treatment	RUBY C HOSPITAL KA EM BYEPAS 70

Date:

All store out Protectle

Certified that:

r: 2689 seconds.

Logout

Beneficiary Details



nd Maintained by NIC.

OK

Functionality at DDO end

T.R. FORM No. 31A Bill Sending back to Operator

WEST BENGAL HEALTH SCHEME PORTAL



LOGOUT

FOR GOVERNMENT EMPLOYEES & PENSIONERS & BENEFICIARIES OF GIA COLLEGES & UNIVERSITIES OF WEST BENGAL

LOGGED IN AS - TESEDIO02			Idle Session Timer: 1088 seconds.
Home			
In-Service		WELCOME: TESEDIO02	
Pensioner		IMPORTANT NOTICES	
Change Password		III ORIMIT NOTICES	
Nongpf/Ppo No. To Perm.Gpf/Ppo	2017-04-06 PLEASI	E APPROVE PHOTO & SIGN OF BENEFICIARIES EMP & PEN	•
Operator •	PHOTO SIGNATURE APPR	OVAL PENDING FROM DDO END:	
Ddo Transfer			
Cashless Treatment Records			
Edit Ddo Information	DDO DESIGNATION;	PRINCIPAL SECRETARY	
Beneficiary Blocking	DDO ADDRESS :	WRITERS BUILDING, GATE NO-3kolkata	
Carc Certificate	CONCERNED TREASURY:	TESTING	
Advance/Reimbursement	DEPARTMENT OF DDO:	HIGHER EDUCATION DEPARTMENT	
College			
University	TAN NO. :	1234567890	
E-Billing (Tr-31A)	Submit Tr-31A	Click here to Submit 31A	
	Get Ifms Ref. No.	m	
	Get Payment Details		

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FOR BENEFICIARIES OF GIA COLLEGES & UNIVERSITIES OF WEST BENGAL

Idle Session Timer: 1169 seconds.







>> click to hide/show menubar



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

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Contents provided I

Click here to send back to Operator after stating the reason

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NEXT

PREVIOUS



localhost:1400 says

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

Cancel

Click on 'OK' DODTAL to send back to **Operator**

Idle Session Timer: 1134 seconds.

Logout

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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

BINGAL

Details of Sanction Orders Present in this Bill

SI 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

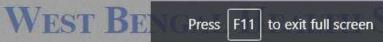
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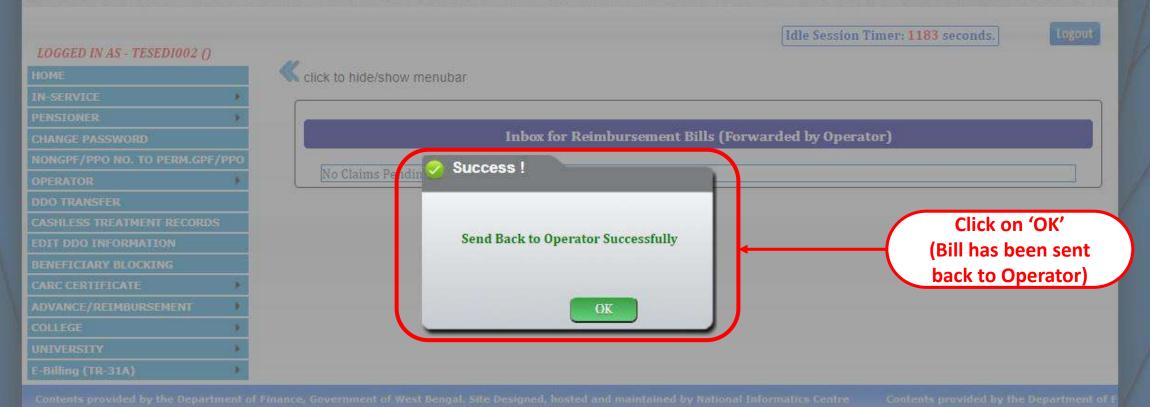
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HEME PORTAL



FOR BENEFICIARIES OF GIA COLLEGES & UNIVERSITIES OF WEST BENGAL





T.R. FORM No. 31A Bill Submission to IFMS

WEST BENGAL HEALTH SCHEME PORTAL



FOR BENEFICIARIES OF GIA COLLEGES & UNIVERSITIES OF WEST BENGAL

Idle Session Timer: 1169 seconds.



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Enter Remarks for sending back to Operator:

Enter Justification

Click here to Submit to IFMS

Confirm

Send Back to Operator

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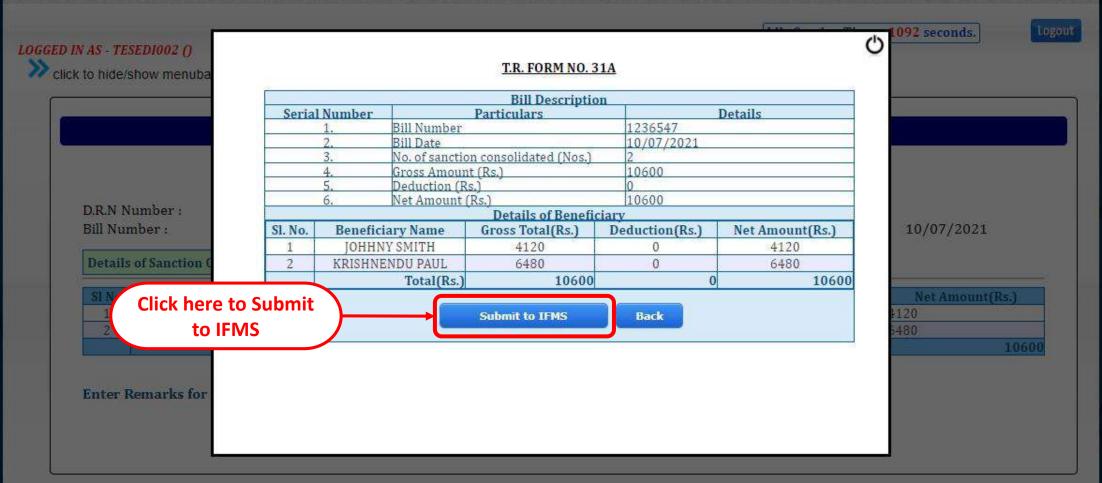
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WEST BENGAL HEALTH SCHEME PORTAL



FOR BENEFICIARIES OF GIA COLLEGES & UNIVERSITIES OF WEST BENGAL



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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 whose although the portal (https://wbhealthscheme.gov.in). The operator will have to make necessary modification in that bill and resubmit the bill again to DDO in whose portal (https://wbhealthscheme.gov.in) following the same procedure according to this presentation.

End

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