

**Government of West Bengal**  
**Department of Higher Education,**  
**CS Branch**  
**Salt Lake, Bikash Bhavan, 6<sup>th</sup> floor, Kolkata-91**

**No. 01-Edn(CS)/EH/O/1M-01/2017**

**Date: 02/01/2019**

**NOTIFICATION**

In continuation of this department's Notification No. 1020-Edn(CS)/1M-01/2017 dt. 29.08.2018, the Governor is now pleased to partially modify the financial power for sanction of cost of medical attendance and treatment as indoor patient and OPD treatment and also the process flow chart for settlement of re-imburement of claims for serving Teachers including Librarians and Graduate Laboratory Instructors of Government aided colleges and serving teachers and officers of State-aided universities and there family members under "West Bengal Health Scheme for the beneficiaries of Grant-in-aid Colleges and Universities, 2017" in the following manner.

1. Financial power for sanction :

Approving Authority	Financial Power	
	Indoor Treatment	O P D
1. Head of the Department(Secretary/Principal Secretary/Addl.Chief Secretary) for both College & University	Full Power	
2. Head of Directorate (DPI) for College/ Vice-chancellor for University)	Rs. 1.00 Lakh	Rs. 10,000/-
3. Head of Office (Principal/Vice-principal/TIC) for College and Registrar or any senior teacher as authorized by VC (in absence of Registrar) for University.	Rs. 50,000/-	Rs. 5000/-

2. **Settlement of Reimbursement Claims:**

- i) For Government aided Colleges:

Teachers have to apply with details of claim online in the West Bengal Health Scheme Portal. The duly filled in application along with supporting vouchers will have to be submitted to the concerned Head of office (Principal/Vice-principal/TIC) as the case may be for consideration of claim. The Head of office will verify the claims and will give necessary approval if the claim amount is within financial power. On approval, Sanction order will be generated. The DDO will then take necessary action for payment to the beneficiary as per Sanction Order.

- ii) For State-aided Universities:

Teachers/Officers have to apply with details of claim online in the West Bengal Health Scheme Portal. The duly filled in application along with supporting vouchers will have to be submitted by the Teachers to the Registrar (Head of the Office) through concerned Head of the Department for consideration of claim. The Officers will submit the claims to the Registrar. The Head of office will verify the claims and will give necessary approval if the claim amount is within financial power. On approval, Sanction order will be generated. The DDO will then take necessary action for payment to the beneficiary as per Sanction Order.

iii) If the admissible claim amount is more than the prescribed limit mentioned at (i) and (ii) above, concerned authority will forward the same to the appropriate authority for necessary approval, if required.

iv) The appropriate authority will act accordingly. On approval Sanction order will be generated by the concerned head of office. The DDO will then make necessary arrangement for payment to the beneficiary.

This is issued in concurrence of Finance (Audit) Department vide their U.O. No. 949..Medical Cell dt. 28.11.2018.

All concerned are being informed.

By Order of the Governor,

*Heran*

Joint Secretary to the  
Government of West Bengal

No. 01/1(15)-Edn(CS)/1M-01/2017

Date: 02/01/2019

**Copy forwarded for information and necessary action to:**

1. Accountant General (A&E), West Bengal, Treasury Building, Kolkata.700001.
2. Principal Accountant General (Audit) West Bengal, Treasury Building Kolkata-700001
3. Pay & Accounts Officer, Kolkata Pay & Accounts Office-1, 81/2/2 Phears Lane, Kolkata-700073.
4. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Hyde Lane Kolkata-700073
5. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market' 1<sup>st</sup> Floor Sector-III, IB Block, Kolkata-700106
6. Finance Department (Medical Cell), Govt Of West Bengal
7. Finance (Budget) Department, Govt Of West Bengal'
8. Director of Public Instruction, W.B, Bikash Bhavan, Salt Lake, Kolkata-700091
9. Special Secretary, University Branch of This Department, Bikash Bhavan, Salt Lake, Kolkata-700091.
10. Joint Secretary, C.S. Branch of This Department, Bikash Bhavan, Salt Lake, Kolkata-700091.
11. P.S. to Hon'ble MIC., Department of Higher Education, Science and Technology & Biotechnology, Govt. of West Bengal, Bikash Bhavan, Salt Lake, Kolkata-700091.
12. P.S. to Hon'ble MOS., Health and Family welfare Department, Swasthya Bhavan, Govt. of West Bengal, Bikash Bhavan, Salt Lake, Kolkata-700091.
13. P.S. to Additional Chief Secretary of this Department, Bikash Bhavan, Salt Lake, Kolkata-700091.
14. P.S. to Additional Chief Secretary, Health and Family welfare Department, Swasthya Bhavan, Govt. of West Bengal, Bikash Bhavan, Salt Lake, Kolkata-700091
- ✓ 15. IT Cell of this department for uploading a copy of this notification in the departmental website.
16. Guard File

*Heran*

Joint Secretary to the  
Government of West Bengal