

**Government of West Bengal
Finance Department
Medical Cell**

No.130-F(MED)WB

Date:05.08.2025

NOTIFICATION

The guidelines for enrolment under the West Bengal Health Scheme and uploading of vital information (photograph, signature, blood group, Aadhar Card etc.) of the employees/pensioners & their beneficiaries on the West Bengal Health Scheme Portal under the [URL:://healthscheme.wb.gov.in](http://healthscheme.wb.gov.in) have been issued by the Finance Department for information and reference to all stakeholders from time to time.

Now in due consideration of all such previous orders issued in this regard and reviewing the progress of its implementation in recent times, the Governor is pleased to prescribe the following guidelines in respect of enrolment & updation of Enrolment Certificate of beneficiaries in the interest of proper medical attendance & treatment under WBHS :

1. The last date of completion of enrolment under the Scheme for Employee/Pensioners & AIS Employees/Pensioners will be **31st October, 2025**.

However, for new appointee to govt. service, the existing timeline for enrolment as stated vide No.5986-F(MED) dated 12.07.2012 shall continue to apply.

2. Retired Government employees who were enrolled under the West Bengal Health Scheme (WBHS) at the time of their retirement shall be deemed to remain covered under the Scheme from their date of retirement, unless they opt out of the Scheme in accordance with Finance Department Memorandum No.8219-F(MED), dated 19th August 2011.

In case of non-receipt of Pension Payment Order (PPO) from Accountant General, West Bengal, Pension Sanctioning Authority (PSA) may enrol the concerned retired govt. employee under Non-PPO category on the WBHS Portal.

3. Nearly all enrolled employees and pensioners have already received digitally signed enrolment certificates issued via the WBHS Portal incorporating photo, signature, and blood group for each beneficiary administered by their respective Head of Offices (HoOs) or Pension Sanctioning Authorities (PSAs). However, a small number of employees and pensioners have not yet completed the necessary compliance steps. A list of such non-compliant individuals is available for each HoO/PSA to view under the "Report" section in their WBHS Portal login.

Accordingly, all HoOs/PSAs shall take **Special Initiative** for issuance of digitally signed Enrolment Certificate bearing photo, signature & blood group of the remaining employees/pensioners & their beneficiaries within **31st October, 2025**.

4. In terms of Finance Department Order No. 24-F(MED)WB dated **16th February, 2022**, inclusion of Aadhaar numbers against each enrolled beneficiary under the West Bengal Health Scheme (WBHS) was made mandatory.

While a majority of employees, pensioners, and their beneficiaries have submitted Aadhaar details through the respective Head of Office (HoO)/Pension Sanctioning Authority (PSA) for updating enrolment certificates on the WBHS Portal, there remain sporadic instances where such details are still pending. A consolidated list of such personnel is accessible under the "Report" section in the HoO login on the WBHS Portal.

All Heads of Office (HoOs) and Pension Sanctioning Authorities (PSAs) are hereby requested to take immediate and special initiatives to ensure that Aadhaar numbers for the remaining employees, pensioners and their beneficiaries are submitted and correctly updated in the WBHS Portal on or before **31st October 2025**.

5. The final settlement date for claims related to treatments received prior to the launch of the online facility (effective 1st July, 2022) shall be **31st December, 2025**, subject to the explicit approval of Medical Cell, Finance Department.

This shall supersede all prior orders on the subject and take effect immediately, save and except for any work already carried out in accordance with that earlier order(s).

By Order of the Governor,



(K.A. Anwar, IAS)

Secretary to the
Government of West Bengal