Registered No. WB/SC-247

No. WB(Part-I)/2024/SAR-14

The Kolkata Gazette

सत्यमेव जयते

Extraordinary
Published by Authority

PAUSA 21] THURSDAY, JANUARY 11, 2024 [SAKA 1945

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL

PANCHAYATS & RURAL DEVELOPMENT DEPARTMENT
Joint Administrative Building (6th to 10th Floors), HC-7, Sector-III
Bidhannagar, Kolkata-700106

No. 223/PN/O/III/2E-02/2023 Date : 10/01/2024

NOTIFICATION

The Governor is pleased hereby to make the following scheme regulating the medical benefits on reimbursement mode for the serving employees and pensioners including family pensioners of Gram Panchayat, Panchayat Samiti, Zilla Parishad and Mahakuma Parishad (herein after referred to as PR Bodies) and the dependent family members thereto.

1. Short title and commencement

(1) This Scheme may be called "West Bengal Health Scheme for Employees and Pensioners of the Panchayati Raj Bodies, 2023".

(2) It shall come into force with effect from the date of issuance of this Notification.

2. Application

(1) This scheme shall apply to the serving employees of PR Bodies and pensioners and their dependent beneficiaries.

(2) The provision of enrolment under this scheme shall be optional.

(3) An employee/ pensioner of Panchayati Raj Bodies (hereinafter referred to as PR Bodies) shall not be entitled to draw the regular medical allowance / medical relief, if opted for this scheme, with effect from the date of such enrolment under clause 4.

(4) An employee/ pensioner of PR Bodies shall have the liberty to opt out of this scheme at any time.

Provided that where an employee/ pensioner of PR Bodies or his/her beneficiary has enjoyed any benefit under this scheme, such employee shall not be allowed to opt out the scheme within five years from the month following the month in which he/she enjoyed the benefit.

An employee/ pensioner of PR Bodies enrolled under this scheme shall not be eligible to be enrolled again if he/she opts out of the scheme for whatever reason.

3. Definitions:

In this Scheme unless there is anything repugnant in the subject or context

(a) "approved rates" means such rates as may be notified by the Government from time to time for various services, procedures and investigations required in connection with the medical attendance and treatment of a beneficiary;

(b) "beneficiary" means a dependent member of the family of a serving employee or pensioner of PR Body;

(c) "clause" means a clause of the scheme;

(d) i) "employee" means a full time and regular serving employee of PR Body enrolled under clause 4;

ii) "pensioner or family pensioner of PR Bodies" means pensioner who are darwing / entitled to draw pension/family pension under PR Bodies;

(e) "dependent member of the family of an employee /pensioner of PR Bodies, means and includes:

(i) Husband or Wife, as the case may be,

(ii) Parents whose monthly income from all sources does not exceed Rupees Eight thousand five hundred;

(iii) Children including step-children, legally adopted children and unmarried daughters;

(iv) widowed/ divorced daughters;

(v) Minor brothers, minor sisters;

(vi) Dependent unmarried/ widowed/ divorced sisters.

Note: (1) 'Son' is considered to be dependent till he starts earning or attains the age of 25 years, whichever is earlier. Son suffering from permanent disabilities either physically or mentally will be considered dependent without any age limit.

(2) Unmarried daughter is eligible till she starts earning (irrespective of age).

(3) As an exception, parents can live away from employee in another station with other members of family.

(4) Eligible beneficiaries, except spouse shall not be considered dependent if the gross monthly income exceed Rs. 8500/- for parents and Rs. 5000/- for other beneficiaries.

Income limit of the beneficiaries may be relaxed in case of treatment under Critical disease category as mentioned in F.D. Memo No. 35-F(Med)WB dt. 24/04/2018 and F.D. Memo No. 54-F(Med)WB dt. 27/07/2019

(5) In case of pensioners, income from all sources including pension before commutation is to be taken as income. However, the dearness relief on Pension is not to be considered as income.

(6) A declaration regarding the income of dependent beneficiaries should be furnished by the employee and pensioner concerned at the time of enrolment and once in every two years in between the months of May and June starting from 2025.

(f) "Form" means a Form appended to this scheme;

(g) "State Government" means Government of West Bengal in the Department of Panchayats & Rural Development;

(h) "hospital or institution" means such hospital or nursing home or institution as may be recognised from time to time by the Government for the purpose of availing benefits of medical attendance and treatment under this scheme;

(i) "laboratory" means such laboratory or institution as may be recognized by the Government from time to time for availing of benefits of medical attendance and treatment under this scheme;

(j) "medical attendance" means attendance for professional advice and includes pathological, bacteriological, radiological or other methods of investigations for the purpose of diagnosis which are considered necessary by the attending physician and are carried out in a hospital or institution;

(k) "Specified" means specified by order;

(l) "treatment" means the use of medical and surgical facilities and includes–

(i) the employment of such pathological, bacteriological, radiological or other methods or investigations as are considered necessary by the attending physician;

(ii) the use of such medicines, vaccines, serum or other therapeutic substances as may be considered necessary by the attending physician;

(iii) medical and surgical services and procedures;

(iv) dental treatment;

(v) accommodation according to the entitlement of the employee/ pensioner;

(vi) such nursing as is ordinarily provided at the hospital or such special nursing at the hospital as the authorized medical attending physician at the hospital may certify, in writing, to be essential for the recovery or for the prevention of serious deterioration in the condition of the patient, having regard to the nature of the disease.

4. Enrolment

(a) An Employee/ pensioner of PR Bodies shall exercise his/her option through online for enrolment under the scheme in West Bengal Health Scheme Portal of Finance Department's website : http://wbfin.nic.in. A new interface will be made available under this portal for beneficiaries of PR Bodies.

(b) The option referred to in sub-clause (a) shall be submitted as detailed below:

(i) In case of employees and pensioners of Gram Panchayat, filled up (uploaded with scanned photo and signature of all beneficiaries) application shall be submitted to the concerned Executive Officer of Panchayat Samiti Concerned.

(ii) In case of employees and Pensioners of Panchayat Samitis, filled up (uploaded with scanned photo and signature of all beneficiaries) application shall be submitted to the Executive Officer of Panchayat Samiti concerned.

(iii) In case of employees and pensioners of Zilla Parishad, filled up (uploaded with scanned photo and signature of all beneficiaries) application shall be submitted to the Executive Officer of Zilla Parishad/ Mahakuma Parishad concerned. Detailed procedure and guidelines for online application will also be provided in the website.

(c) On successful enrolment under the health scheme, the drawal of regular medical allowance shall be discontinued with effect from the day of the month following the month in which the enrolment is approved.

(d) i) The enrolment of the existing employees and pensioners of PR Bodies under the scheme shall be completed within 1 (one) year from the date of notification of the enrolment process.

ii) If spouse of an employee or pensioner is an employee or pensioner of PR Bodies/ State Government, both of them will not be able to draw regular medical allowance / relief , if either of them opts to come under the said scheme.

iii) If husband and wife both are employees or pensioners of PR Bodies, they may exercise option separately to come under the said scheme. In those cases they will get enrolment certificates as per their entitlement of accommodation along with their dependent family members.

iv) If the spouse of an employee or pensioner of PR Bodies, is an employee of Central Govt. /Bank or employed in a corporation / undertaking financed wholly or partly by the Central or State Government, local bodies, aided institutions and private organisations, which provide medical services, the medical facility can be availed of at one place only. Therefore, if spouse wants to get the benefits under the "West Bengal Health Scheme for Employees and Pensioners of the Panchayati Raj Bodies, 2023" an official certificate from his/ her employer is to be obtained first regarding relinquishment of medical allowance and medical benefits available from his/ her employer.

Sl. No.	Category of Employee/ Pensioner	Employee Basic Pay	Pensioners Basic Pension	Type of Accommodation
1.	I	Rs. 69390/-. and above	Rs. 34695/- and above	Private Ward
2.	II 69390/-per p.m.	Rs. 46260/- p.m. and above but less than Rs.	Rs. 23130/- and above but less than Rs. 34695/-	Semi-Private Ward
3.	III	Below Rs. 46260/- p.m	Below Rs. 23130/-	General Ward

2) Where the type of accommodation in a hospital does not correspond to the nomenclature as referred to above, the Government shall in consultation with the authorities of the hospital concerned, determine the entitlement of the beneficiary.

10. **Tenure** – Notwithstanding anything contained in this scheme and without prejudice to the provisions of sub-clause (2) of clause 8, the cost incurred on account of related medical attendance and treatment received in a hospital or an institution during the period up to 30 days prior to hospitalisation and 30 days from the date of discharge, shall be reimbursable.

11. **Claims for reimbursement of the cost of Medical Attendance and treatment:**

(A) An application for reimbursement of cost of medical attendance and treatment shall be made by an employee and a pensioner in the prescribed Forms (C1, C2, C4, C5 & C6) as applicable in his/her case.

(B) **The application for settlement of claim under this scheme shall be made to :**

(i) The Executive Officer of Panchayat Samiti concerned in case of employees and pensioners of Gram Panchayat.

(ii) The Executive Officer of Panchayat Samiti concerned in case of employees and pensioners of Panchayat Samitis.

(iii) The Executive Officer of Zilla Parishad/ Mahakuma Parishad concerned in case of employees and pensioners of Zilla Parishad.

Note : 1) Where medicines are to be taken for indefinite period, advance purchase for more than three months period will not be entertained and three months period of preferring claim is to be counted from the date of purchase of medicines in such cases.

2) In case of OPD treatment, where medicine is prescribed for indefinite period, Employee can submit his/her successive reimbursement claim with copy of this annexure only once.

3) In case of occasional OPD Consultation, employee/pensioner/family pensioner can claim reimbursement under WBHS only once with Original copy of Annexure-I.

4) In case of continuous OPD Consultation, employee/pensioner/family pensioner can claim maximum 2(Two) times reimbursement under WBHS. He/ She can submit his/her successive reimbursement claim with photo copy of signed Annexure-I only once. Consultation with treating specialist is mandatory after every six months from the date of previous consultation for getting further reimbursement under WBHS.

5) Beneficiary has to submit his/her reimbursement claim under "West Bengal Health Scheme for the Employees and Pensioners of Panchayati Raj Bodies, 2023" under the Department of Panchayats & Rural Development, Government of West Bengal within 6 (Six) months from date of discharge for In-patient Department or date of consultation for Out-Patient Department.

6) No one will be allowed to get reimbursement under "West Bengal Health Scheme for the Employees and Pensioners of Panchayati Raj Bodies, 2023" under the Department of Panchayats & Rural Development, Government of West Bengal against any claim submitted after 2 (Two) years from date of discharge for In-patient Department or date of consultation for Out-Patient Department under normal circumstances.

7) All other orders issued by Medical Cell, Finance Department, Govt. of West Bengal from time to time regarding time line for reimbursement claim submission is equally applicable for this scheme also .

(C) The application referred to in sub-clause-(A) shall be accompanied with the following documents:

Annexure-I or **Annexure-II** as the case may be.
Original bills in detail and vouchers
Original Money Receipts in chronological dates
Copy of discharge summary/death summary
Copy of compliance in terms of clause 3, 4 and 5 in terms of F.D. Memo No. 11253(80) F(Med) dt. 16/12/2011
Copy of OPD Prescription
Copy of permission granted if any
Original copy of Voucher/Tax Invoice of Implants purchased
Copy of all investigation/test reports sequentially.
Essentiality certificate supported with prescription and audiometric report from treating empanelled hospital/diagnostic centre ***(Applicable only for claiming reimbursement of Digital Hearing Aid).***
In case of death of Employee/ Pensioner; a. An affidavit on stamp paper by claimant b. No objection from other legal heirs on stamp papers c. Copy of death certificate

(D) i) In case of delay in submission of claims beyond 6 months but within one year from the date of discharge / date of OPD consultation, the commissioner may condone such delay on reasonable ground.

ii) In case of delay more than one year but within 2 years, from the date of discharge / date of OPD consultation, the case may be referred to the Medical Cell, Finance Department with the prayer of Employee/Pensioner mentioning the cause of such delay for necessary action.

12. Settlement of Claim:

(i) Enrolled employee/pensioner will submit reimbursement claim using his/her individual login through West Bengal Health Scheme Portal. After online submission, she /he has to take a printout of submitted form and it has to be submitted physically to Head of the concerned PR Bodies attaching all necessary documents like money receipts, annexure, all treatment documents and any other instruments that are required to substantiate the claim.

(ii) After receiving both hard and soft copy (attached with other instruments), Operator will check it carefully. If she/he detects any error, she/he will modify it. Then Operator will forward it to Head of the concerned PR Bodies. The Head of the concerned PR Bodies will check it again. She/he can modify mistakes or can return it to Operators. Once she/he finds the claim in correct way she/he will sanction it if the amount is within the admissible limit or recommend it to the appropriate authority for sanction if the claim is beyond the admissible limit of the Head of the Institution.

(iii) The sanctioning authority will approve it and generate sanction order with his/her registered Digital Signature Certificate (DSC) and send it to the Head of the concerned PR Bodies.

(iv) In all sanctioned claims, the Sanctioning Authority shall make necessary arrangement of stamping of **"Paid and Cancelled"** and signature by competent authority in all vouchers of such claim. The Sanctioning Authority then claimed necessary allotment of fund from the Administrative Department and the Administrative Department shall allocate necessary allotment to Competent Authority/DDO of Head of the concerned PR Bodies for submission of claim to link the Treasury concerned.

(v) After getting DSC enabled sanction order and vouchers from competent authority, the Operator of the concerned office will prepare **Treasury Bill** (TR Form for the purpose to be specified by the Finance Department) in Portal and forward it to DDO for subsequent submission in WBIFMS (E-Billing module).Again DDO has to submit the said **Treasury Bill** using his/her registered DSC to linked Treasury accessing his/her login in WBIFMS Portal without attaching any vouchers and beneficiary list.

(vi) All vouchers shall be preserved in the institution concerned for the purpose of future audit. DSC enabled sanction order shall be attached with **Treasury Bill** at the time of drawal of claim to Treasury.

(vii) Moreover, for settling a claim, notification No. 3474-F dt.11.05.2009, No.3475-F dt.11.05.2009, 797-F(MED) dated 31.01.2011, 11253(80)-F(MED) dated 16.11.2011, No. 10539-F(Med) dt.21/11/2011 and other related order issued by Finance Department, Govt. of West Bengal shall be adhered strictly.

(viii) List of inadmissible items, viz. Foods, Tonics, Medicines etc shall be guided as per Finance Department (Medical Cell) Memorandum No. 6586-F(MED) dated 29.06.2011 and list available in WBHS Portal.

(ix) **The Forms of enrolment & reimbursement of claims along with the prescribed format for approval, recommendation and sanction of claim are annexed hereto.**

Sl. No.	Form No.	Subject
1	Form-A	Application for Enrolment
2	Form-B	Certificate of Enrolment
3	Claim Forms	PR GIA Form C1, C2, C4, C5 and C6
4	Form P	Approval of claim
5	Form Q	Recommendation for approval of claim
6	Form-R	Format of Sanction Order
7	Annexure-I	Essentiality Certificate for OPD claim
8	Annexure-II	Essentiality Certificate for claiming IPD Reimbursement for availing treatment at Non-empanelled Hospital or Institution within the state.

(x) The admissible cost of medical attendance and treatment shall be worked out on the basis of the approved rates as per Finance Department's Notification no. 796-F(MED) dated 31.01.2011, as revised from time to time. List of Rate Chart is available in the Health Scheme Portal.

(xi) The financial power for sanction of cost of medical attendance and treatment as indoor patient and OPD treatment is given here under:

Name of PR Bodies	Sanctioning Authority	Financial Power for purely reimbursement treatment	
		Indoor Treatment	OPD
ZillaParishads/MahakumaParishad/ Panchayat Samitis / Gram Panchayats	Commissioner, Panchayats & Rural Development	Full Power	Full Power
ZillaParishads/ Mahakuma Parishad/ Panchayat Samitis / Gram Panchayats	Executive Officer of Zilla Parishad	Rs. 1.00 Lakh	Rs. 10,000/-
Panchayat Samitis	Executive Officer of Panchayat Samiti	Rs. 50,000/-	Rs. 5000/-
Gram Panchayats	Executive Officer of Panchayat Samiti Concerned	Rs. 50,000/-	Rs. 5000/-

xii) The fund for medical reimbursement in this regard will be debitable to the Heads of Account " 40-2515-Other Rural Development Programmes-00-101-Panchayati Raj-033-Medical Reimbursement for West Bengal Health Scheme for employees and pensioners of the Panchayati Raj Bodies,2023[PN]-31-Grants-in-aid-GENERAL-02-Other Grants-V".