



University of Calcutta

Date: 6th November, 2019

NOTICE

Faculty members and Officers of the University of Calcutta are hereby requested to go through the PDF attachments regarding, West Bengal Health Scheme For Grant-in-Aid Colleges & Universities as per G. O. No. 1020-Edn(CS)/IM-01/2017 dt 29-08-2018

Registrar
University of Calcutta

WEST BENGAL HEALTH SCHEME

For Grant-in-Aid Colleges & Universities

User Manual for DDO's(University)

[For Login](#)

[For Application Verification](#)

[For Certificate Generation](#)



WEST BENGAL HEALTH SCHEME PORTAL

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

Finance Department
Government of West Bengal

Home Page / About Us / Circulars and Memos / Online Enrolment ▼ / FAQ / Download / Contact Us

Login

About the Scheme

Facilities Available

Hospitals

Dashboard



Govt. of West Bengal
Finance Department



e-Pension
WEST BENGAL

Directorate of Pension, Provident
Fund and Group Insurance

PREVIOUS

What's New / Coming Up Next

1. Submit your Query/Grievance by using [May I Assist You](#) new
2. [Doctor Details](#) is available under Hospitals new
3. Online Enrollment of Beneficiaries of Grant-in-Aid Colleges & Universities new

Click Here

News & Events

ORDER FOR TESTING	Form-I.pdf	
OLD ORDER TESTING	Form-V.pdf	
Extension of empanellment upto 31	Extension of empanellment upto 31 10 2016.pdf	
	Extension of Empanellment upto 31/03/2017.pdf	

Employee / Pensioner

GIA College / University

Medical Cell

DDO

Hospitals

Treasury

May I Assist You new

Package Details

CARC Status

Claim Reimbursement



Department of Higher Education
Govt. of West Bengal

eOffice


A Digital Workplace Solution



NEXT



Welcome to
"West Bengal Health Scheme Portal"

For Detailed Guidelines Click 

LOGIN

User Id

Password

[Forgot Password?](#)

DDO have to insert their Login ID(DDO Code) & Password here and calculate the sum as validation.



WEST BENGAL HEALTH SCHEME PORTAL



Finance Department, GoWB

LOGGED IN AS - TESEDI002

LOGOUT

CHANGE YOUR PASSWORD:



Enter New Password

Confirm Password

OK Clear

First time when DDO 'logged In' in our portal this Password changing page will appear. Initially the default password for all DDO's is ddo code in small letter with 1* (Ex-tesedi0021*)

PREVIOUS

NEXT



WEST BENGAL HEALTH SCHEME PORTAL



Finance Department, GoWB

LOGGED IN AS - TESEDI002

LOGOUT

CHANGE YOUR PASSWORD:



Enter New Password

Confirm Password

OK

Clear

Then Click on ok

PREVIOUS

OK



WEST

wbhealthscheme.gov.in says

PASSWORD CHANGED SUCCESSFULLY....

OK



Finance Department, GoWB

LOGGED IN AS - TESEDI002

LOGOUT

CHANGE YOUR PASSWORD:



Enter New Password

Confirm Password

OK

Clear

After changing the password successfully, Click on "OK" Button

PREVIOUS

OK



WEST BENGAL HEALTH SCHEME PORTAL



Finance Department, GoWB

LOGGED IN AS - TESEDI002

LOGOUT

CHANGE YOUR PASSWORD:



Enter New Password

Confirm Password

OK Clear


Then Click on "Logout" Button

PREVIOUS

LOGOUT



Welcome to
"West Bengal Health Scheme Portal"

For Detailed Guidelines Click 

LOGIN

User Id

Password

[Forgot Password?](#)

Then again Login in our portal with your ID and the newly set password and click on "OK" Button

[PREVIOUS](#)



LOGGED IN AS - TESEDI002

LOGOUT

- HOME
- IN-SERVICE
- PENSIONER
- CHANGE PASSWORD
- NONGPF/PPO NO. TO PERM.GPF/PPO
- OPERATOR
- DDO TRANSFER
- CASHLESS TREATMENT RECORDS
- EDIT DDO INFORMATION
- BENEFICIARY BLOCKING
- CARC CERTIFICATE
- Grant-in-Aid College
- Grant-in-Aid University

WELCOME : TESEDI002

IMPORTANT NOTICES

2017-05-04 → ALL DDOs ARE REQUESTED TO PROVIDE OFFICE PHONE NO, EMAIL ID ,MOB NO IN EDIT DDO INFORMATION AVAILABLE IN SL NO 15 IN DDO LOGIN

PHOTO SIGNATURE APPROVAL PENDING FROM DDO END:

EMPLOYEE	PENSIONER
0	0

DDO DESIGNATION : ASSISTANT SECRETARY

APPROVALS PENDING (CLICK TO VIEW)



Click here to Turn Off the Approval Pending Box

EMAIL ID : pauldebrata@gmail.com



LOGGED IN AS - TESEDI002

LOGOUT

- HOME
- IN-SERVICE ▶
- PENSIONER ▶
- CHANGE PASSWORD
- NONGPF/PPO NO. TO PERM.GPF/PPO
- OPERATOR ▶
- DDO TRANSFER
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- Grant-in-Aid College ▶
- Grant-in-Aid University ▶

It is menu list for DDO's. DDO can do various job by accessing them

WELCOME : TESEDI002

IMPORTANT NOTICES

2017-05-04 ➡ ALL DDOS ARE REQUESTED TO PROVIDE OFFICE PHONE NO,EMAIL ID ,MOB NO IN EDIT DDO INFORMATION AVAILABLE IN SL NO 15 IN DDO LOGIN

PHOTO SIGNATURE APPROVAL PENDING FROM DDO END:

EMPLOYEE	PENSIONER
<u>0</u>	<u>0</u>

DDO DESIGNATION : ASSISTANT SECRETARY

DDO ADDRESS : WRITERS BUILDING

CONCERNED TREASURY : TESTING

DEPARTMENT OF DDO : HIGHER EDUCATION DEPARTMENT

TAN NO. : 0000000000

PHONE NO. : 9038322423

EMAIL ID : pauldebrata@gmail.com

This is DDO's Login Home page

PREVIOUS

NEXT



WEST BENGAL HEALTH SCHEME PORTAL



Finance Department, GoWB

LOGGED IN AS - TESEDI002

LOGOUT

HOME

IN-SERVICE ▶

PENSIONER ▶

CHANGE PASSWORD

NONGPF/PPO NO. TO PERM.GPF/PPO

OPERATOR ▶

DDO TRANSFER

CASHLESS TREATMENT RECORDS

EDIT DDO INFORMATION

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<u>0</u>	<u>0</u>

DDO DESIGNATION : ASSISTANT SECRETARY

DDO ADDRESS : WRITERS BUILDING

APPLICATION VERIFICATION

TESTING

CERTIFICATE GENERATION

HIGHER EDUCATION DEPARTMENT

0000000000

9038322423

EMAIL ID :

pauldebrata@gmail.com

Expand this menu

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NEXT



WEST BENGAL HEALTH SCHEME PORTAL



Finance Department, GoWB

LOGGED IN AS - TESEDI002

LOGOUT

HOME

IN-SERVICE

PENSIIONER

CHANGE PASSWORD

NONGPF/PPO NO. TO PERM.GPF/PPO

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DDO TRANSFER

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DDO ADDRESS : WRITERS BUILDING

APPLICATION VERIFICATION

TESTING

CERTIFICATE GENERATION

HIGHER EDUCATION DEPARTMENT

TAN NO. : 0000000000

PHONE NO. : 9038322423

EMAIL ID : pauldebrata@gmail.com

Click on this for
Application Verification

PREVIOUS

NEXT



WEST BENGAL HEALTH SCHEME PORTAL

For Grant-in-Aid College and University



Finance Department, GoWB

LOGGED IN AS - TESEDI002

Logout

HOME

IN-SERVICE ▶

PENSIONER ▶

CHANGE PASSWORD

NONGPF/PPO NO. TO PERM.GPF/PPO

OPERATOR ▶

DDO TRANSFER

CASHLESS TREATMENT RECORDS

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Grant-in-Aid College ▶

Grant-in-Aid University ▶

VERIFICATION OF ONLINE APPLICATION OF GRANT-in-AID UNIVERSITIES

SELECT	Application ID	PAN ID	Full Name	Date of Birth	Designation	Marital Status
Select	UABCD1234EF06061990	UABCD1234EF	KRISHNENDU PAUL	06/06/1990		MARRIED
Select	UABCD1234GH06061990	UABCD1234GH	KRISHNENDU SARKAR	06/06/1990	Librarian	UNMARRIED

This is Application Verification Page

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PREVIOUS

NEXT



WEST BENGAL HEALTH SCHEME PORTAL

For Grant-in-Aid College and University



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Logout

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Select	UABCD1234EF06061990	UABCD1234EF	KRISHNENDU PAUL	06/06/1990		MARRIED
Select	UABCD1234GH06061990	UABCD1234GH	KRISHNENDU SARKAR	06/06/1990	Librarian	UNMARRI

Click on "Select" to view Application details

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PREVIOUS

SELECT

VERIFICATION OF ONLINE APPLICATION OF GRANT-in-AID UNIVERSITIES

HOME

IN-SERVICE ▶

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CHANGE PASSWORD

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OPERATOR ▶

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EDIT DDO INFORMATION

BENEFICIARY BLOCKING

CARC CERTIFICATE ▶





Grant-in-Aid College ▶

Grant-in-Aid University ▶

APPLICANT DETAILS :

APPLICATION ID:	UABCD1234EF06061990 PAN ID	UABCD1234EF	
APPLICANT NAME:	KRISHNENDU PAUL	DESIGNATION:	
ADDRESS	JHANJRA COLONY, B/3/15	DATE OF BIRTH	06/06/1990
DATE OF JOINING	15/02/2018	RETIREMENT DATE	30/06/2052
MARITAL STATUS	MARRIED	BASIC PAY	39567
IDENTITY CARD NO.	225346738954	MOBILE NUMBER	7001576464
GENDER	MALE	DISTRICT	PASCHIM BARDHAMAN
WARD:	PRIVATE	UNIVERSITY NAME:	University of Burdwan

FAMILY DETAILS :

ID NO	NAME	DOB	AGE	RELATION	INCOME	BLOOD GROUP	PHOTO	SIGN
UABCD1234EF/1	KRISHNENDU PAUL	06/06/1990	28	SELF	40000	B+		
UABCD1234EF/2	ARPITA	22/03/1991	27	WIFE	0	B+		

DDO'S APPROVAL:

SELECT YOUR CHOICE

Approve Reject

Save Cancel

Now DDO can see all the information submitted by the Applicant

PREVIOUS

NEXT

LOGGED IN AS - TESED1002





- HOME
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- CARC CERTIFICATE ▶
- Grant-in-Aid College ▶
- Grant-in-Aid University ▶

VERIFICATION OF ONLINE APPLICATION OF GRANT-in-AID UNIVERSITIES

APPLICANT DETAILS :

APPLICATION ID:	UABCD1234EF06061990 PAN ID	UABCD1234EF	
APPLICANT NAME:	KRISHNENDU PAUL	DESIGNATION:	
ADDRESS	JHANJRA COLONY, B/3/15	DATE OF BIRTH	06/06/1990
DATE OF JOINING	15/02/2018	RETIREMENT DATE	30/06/2052
MARITAL STATUS	MARRIED	BASIC PAY	39567
IDENTITY CARD NO.	225346738954	MOBILE NUMBER	7001576464
GENDER	MALE	DISTRICT	PASCHIM BARDHAMAN
WARD:	PRIVATE	UNIVERSITY NAME:	University of Burdwan

FAMILY DETAILS :

ID NO	NAME	DOB	AGE	RELATION	INCOME	BLOOD GROUP	PHOTO	SIGN
UABCD1234EF/1	KRISHNENDU PAUL	06/06/1990	28	SELF	40000	B+		
UABCD1234EF/2	ARPITA	22/03/1991	27	WIFE	0	B+		

DDO'S APPROVAL:

SELECT YOUR CHOICE

Approve Reject

Save Cancel

Check on "Approve" if all given details are correct.

LOGGED IN AS - TESED1002





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VERIFICATION OF ONLINE APPLICATION OF GRANT-in-AID UNIVERSITIES

APPLICANT DETAILS :

APPLICATION ID:	UABCD1234EF06061990 PAN ID	UABCD1234EF	
APPLICANT NAME:	KRISHNENDU PAUL	DESIGNATION:	
ADDRESS	JHANJRA COLONY, B/3/15	DATE OF BIRTH	06/06/1990
DATE OF JOINING	15/02/2018	RETIREMENT DATE	30/06/2052
MARITAL STATUS	MARRIED	BASIC PAY	39567
IDENTITY CARD NO.	225346738954	MOBILE NUMBER	7001576464
GENDER	MALE	DISTRICT	PASCHIM BARDHAMAN
WARD:	PRIVATE	UNIVERSITY NAME:	University of Burdwan

FAMILY DETAILS :

ID NO	NAME	DOB	AGE	RELATION	INCOME	BLOOD GROUP	PHOTO	SIGN
UABCD1234EF/1	KRISHNENDU PAUL	06/06/1990	28	SELF	40000	B+		
UABCD1234EF/2	ARPITA	22/03/1991	27	WIFE	0	B+		

Then click on "Save" button to verify The Application.

DDO'S APPROVAL:

SELECT YOUR CHOICE

Approve Reject

Save Cancel

wbhealthscheme.gov.in says
APPLICATION VERIFIED SUCCESSFULLY

WEST

OK

Finance Department, GoWB

LOGGED IN AS - TESEDI002

Logout

Now you see Application Verification Successful message box

VERIFICATION OF ONLINE APPLICATION OF GRANT-in-AID UNIVERSITIES

SELECT	Application ID	PAN ID	Full Name	Date of Birth	Designation
Select	UABCD1234GH06061990	UABCD1234GH	KRISHNENDU SARKAR	06/06/1990	Librarian

Click on "OK"

PREVIOUS

OK



WEST BENGAL HEALTH SCHEME PORTAL

For Grant-in-Aid College and University



Finance Department, GoWB

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VERIFICATION OF ONLINE APPLICATION OF GRANT-in-AID UNIVERSITIES

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- Grant-in-Aid College ▶
- Grant-in-Aid University ▶

SELECT	Application ID	PAN ID	Full Name	Date of Birth	Designation
Select	UABCD1234GH06061990	UABCD1234GH	KRISHNENDU SARKAR	06/06/1990	Librarian

Note : Once you Verify an Application it will be removed from the queue.

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PREVIOUS

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WEST BENGAL HEALTH SCHEME PORTAL

For Grant-in-Aid College and University



Finance Department, GoWB

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- CARC CERTIFICATE

VERIFICATION OF ONLINE APPLICATION OF GRANT-in-AID UNIVERSITIES

APPLICANT DETAILS :

APPLICATION ID:	UABCD1234GH06061990PAN ID	UABCD1234GH	
APPLICANT NAME:	KRISHNENDU SARKAR	DESIGNATION: Librarian	
ADDRESS	JHANJRA	DATE OF BIRTH	06/06/1990
DATE OF JOINING	19/01/2018	RETIREMENT DATE	30/06/2052
MARITAL STATUS	UNMARRIED	BASIC PAY	34000
IDENTITY CARD NO.	999988887777	MOBILE NUMBER	9865236584
GENDER	MALE	DISTRICT	COOCHBEHAR
WARD:	PRIVATE	UNIVERSITY NAME:	Bankura University

FAMILY DETAILS :

ID NO	NAME	DOB	AGE	RELATION	INCOME	BLOOD GROUP	PHOTO	SIGN
UABCD1234GH/1	KRISHNENDU SARKAR	06/06/1990	28	SELF	35000	A+		

DDO'S APPROVAL:

SELECT YOUR CHOICE

Approve Reject

Save

Cancel

If you click on "Cancel"
it will redirect to
Verification page

PREVIOUS

CANCEL



WEST BENGAL HEALTH SCHEME PORTAL

For Grant-in-Aid College and University



Finance Department, GoWB

LOGGED IN AS - TESEDI002

Logout

VERIFICATION OF ONLINE APPLICATION OF GRANT-in-AID UNIVERSITIES

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- OPERATOR ▶
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- EDIT DDO INFORMATION
- BENEFICIARY BLOCKING
- CARC CERTIFICATE ▶
- Grant-in-Aid College ▶
- Grant-in-Aid University ▶

SELECT	Application ID	PAN ID	Full Name	Date of Birth	Designation	Marital Status
Select	UABCD1234GH06061990	UABCD1234GH	KRISHNENDU SARKAR	06/06/1990	Librarian	UNMARRI
Select	UABCD1234IJ06061990	UABCD1234IJ	KRISHNENDU MUKHERJEE	06/06/1990		UNMARRI

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NEXT



WEST BENGAL HEALTH SCHEME PORTAL

For Grant-in-Aid College and University



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Logout

VERIFICATION OF ONLINE APPLICATION OF GRANT-in-AID UNIVERSITIES

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Select	UABCD1234GH06061990	UABCD1234GH	KRISHNENDU SARKAR	06/06/1990	Librarian	UNMARRI
Select	UABCD1234IJ06061990	UABCD1234IJ	KRISHNENDU MUKHERJEE	06/06/1990		UNMARRI

Click on "Select" to view Application details

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SELECT



WEST BENGAL HEALTH SCHEME PORTAL

For Grant-in-Aid College and University



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APPLICANT DETAILS :

APPLICATION ID:	UABCD1234GH0606199	PAN ID	UABCD1234GH
APPLICANT NAME:	KRISHNENDU SARKAR	DESIGNATION:	Librarian
ADDRESS	JHANJRA	DATE OF BIRTH	06/06/1990
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WARD:	PRIVATE	UNIVERSITY NAME:	Bankura University

FAMILY DETAILS :

ID NO	NAME	DOB	AGE	RELATION	INCOME	BLOOD GROUP	PHOTO	SIGN
CD1234GH/1	KRISHNENDU SARKAR	06/06/1990	28	SELF	35000	A+		

If DDO want to Reject an Application

DDO'S APPROVAL:

SELECT YOUR CHOICE

Approve Reject

Please Enter Reason for Rejection :

Save Cancel

PREVIOUS

NEXT



WEST BENGAL HEALTH SCHEME PORTAL

For Grant-in-Aid College and University



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ID NO	NAME	DOB	AGE	RELATION	INCOME	BLOOD GROUP	PHOTO	SIGN
UABCD1234GH/1	KRISHNENDU SARKAR	06/06/1990	28	SELF	35000	A+		

DDO'S APPROVAL:

SELECT YOUR CHOICE

Approve Reject

Please Enter Reason for Rejection :

TESTING PURPOSE

Save Cancel

DDO have to Enter a Reason for Rejection

PREVIOUS

NEXT



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UABCD1234GH/1	KRISHNENDU SARKAR	06/06/1990	28	SELF	35000	A+		

Then Click on "Save" Button

DDO'S APPROVAL:

SELECT YOUR CHOICE

Approve Reject

Please Enter Reason for Rejection

TESTING PURPOSE

Save

Cancel

PREVIOUS

SAVE

wbhealthscheme.gov.in says
APPLICATION REJECTED SUCCESSFULLY

OK

LOGGED IN AS - TESED1002

Finance Department, GoWB

Logout

- PENSTONER
- CHANGE PASSWORD
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Now you see Application Rejection Successful message box

Click on "OK"



WEST BENGAL HEALTH SCHEME PORTAL

For Grant-in-Aid College and University



Finance Department, GoWB

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Logout

VERIFICATION OF ONLINE APPLICATION OF GRANT-in-AID UNIVERSITIES

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- EDIT DDO INFORMATION
- BENEFICIARY BLOCKING
- CARC CERTIFICATE ▶
- Grant-in-Aid College ▶
- Grant-in-Aid University ▶

SELECT	Application ID	PAN ID	Full Name	Date of Birth	Designation	Marital Status
Select	UABCD1234I06061990	UABCD1234I	KRISHNENDU MUKHERJEE	05/06/1990		UNMARRIED

Note : Once you Reject an application it will be removed from the queue.

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EXIT



WEST BENGAL HEALTH SCHEME PORTAL



Finance Department, GoWB

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Grant-in-Aid University ▶

WELCOME : TESEDI002

IMPORTANT NOTICES

2017-05-04 → ALL DDOS ARE REQUESTED TO PROVIDE OFFICE PHONE NO,EMAIL ID ,MOB NO IN EDIT DDO INFORMATION AVAILABLE IN SL NO 15 IN DDO LOGIN

PHOTO SIGNATURE APPROVAL PENDING FROM DDO END:

EMPLOYEE	PENSIONER
0	0

DDO DESIGNATION : ASSISTANT SECRETARY

DDO ADDRESS : WRITERS BUILDING

APPLICATION VERIFICATION

TESTING

CERTIFICATE GENERATION

HIGHER EDUCATION DEPARTMENT

0000000000

9038322423

EMAIL ID :

pauldebrata@gmail.com

Expand this menu

DDO HOME

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WEST BENGAL HEALTH SCHEME PORTAL



Finance Department, GoWB

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WELCOME : TESEDI002

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PHOTO SIGNATURE APPROVAL PENDING FROM DDO END:

EMPLOYEE	PENSIONER
<u>0</u>	<u>0</u>

DDO DESIGNATION : ASSISTANT SECRETARY

DDO ADDRESS : WRITERS BUILDING

CONCERNED TREASURY : TESTING

APPLICATION VERIFICATION

CERTIFICATE GENERATION

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Click on this for Certificate Generation

TAN NO. : 0000000000

PHONE NO. : 9038322423

EMAIL ID : pauldebrata@gmail.com

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Best viewed in Google Chrome 30.0/ Firefox 36.0 or later .

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For Grant-in-Aid College and University



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SELECT APPLICATION ID:

SELECT PAN ID:

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SELECT APPLICATION ID:

SELECT PAN ID:

UABCD1234EF06061990

UABCD1234IJ06061990

Select Application Id from the Drop Down List

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Grant-in-Aid University ▶

CERTIFICATE FOR GRANT-in-AID UNIVERSITIES

SELECT APPLICATION ID: UABCD1234IJ06061990 ▼

SELECT PAN ID: Select PAN ID ▼

Select PAN ID
UABCD1234IJ

Select PAN Id from the Drop Down List

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CERTIFICATE FOR GRANT-in-AID UNIVERSITIES

SELECT APPLICATION ID: UABCD1234IJ06061990 ▼

SELECT PAN ID: UABCD1234IJ ▼

ENTER MEMO NUMBER: ENTER MEMO NUMBER

ENTER MEMO DATE: Enter Memo Date

Report

After selecting the PAN Id two Text Box will appear

1. MEMO NO.
2. MEMO DATE

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WEST BENGAL HEALTH SCHEME PORTAL

For Grant-in-Aid College and University



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CERTIFICATE FOR GRANT-in-AID UNIVERSITIES

SELECT APPLICATION ID: UABCD1234IJ06061990 ▼

SELECT PAN ID: UABCD1234IJ ▼

ENTER MEMO NUMBER: WB-EDI/201

ENTER MEMO DATE: Enter Memo Date

Report

Enter MEMO Number

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For Grant-in-Aid College and University



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Select MEMO DATE
from Calendar

CAR CERTIFICATE

Grant-in-Aid College

Grant-in-Aid University

CERTIFICATE FOR GRANT-in-AID UNIVERSITIES

SELECT APPLICATION ID: UABCD1234IJ06061990

SELECT PAN ID: UABCD1234IJ

ENTER MEMO NUMBER: WB-EDI/201

ENTER MEMO DATE: Enter Memo Date

December, 2018						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

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For Grant-in-Aid College and University



Finance Department, GoWB

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CARC CERTIFICATE ▶

Grant-in-Aid College ▶

Grant-in-Aid University ▶

CERTIFICATE FOR GRANT-in-AID UNIVERSITIES

SELECT APPLICATION ID: UABCD1234IJ06061990 ▼

SELECT PAN ID: UABCD1234IJ ▼

ENTER MEMO NUMBER: WB-EDI/201

ENTER MEMO DATE: 27/12/2018

Report

Click on Report Button to
Generate Certificate

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EDIT DDO INFORMA

BENEFICIARY BLOC

CARC CERTIFICATE

Grant-in-Aid College

Grant-in-Aid Univers

1 of 1

FORM B

Certificate of Enrolment

Memo No. : WB-EDI/201
:27/12/2018 Date

Certified that Shri/Smt **KRISHNENDU MUKHERJEE**(Assistant Professor Stage III) attached to **Maulana Abul Kalam Azad University of Technology** under Department of Higher Education, Science & Technology and Biotechnology, has been enrolled under the West Bengal Health Scheme for Grant -in -aid College and University Teachers, 2017.with effect from **01/01/2019**

The particulars of the members of his family as defined in para 3(e) of the Scheme are as follows :

Name of the Teacher : **KRISHNENDU MUKHERJEE**

Employee UNIQUE ID : **ABCD1234IJ**

OK

PREVIOUS

After Clicking on "Report" Button this Report Window will open

NEXT



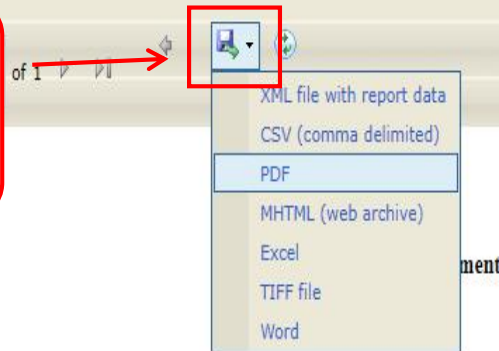
WEST BENGAL HEALTH SCHEME PORTAL



Department, GoWB

Logout

Click on this Button and by selecting PDF you can download the Certificate in PDF form



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- BENEFICIARY BLOC
- CARC CERTIFICATE
- Grant-in-Aid College
- Grant-in-Aid Univers

Memo No. : WB-EDI/201
:27/12/2018

Date

Certified that Shri/Smt **KRISHNENDU MUKHERJEE**(Assistant Professor Stage III) attached to **Maulana Abul Kalam Azad University of Technology** under Department of Higher Education, Science & Technology and Biotechnology, has been enrolled under the West Bengal Health Scheme for Grant -in -aid College and University Teachers, 2017.with effect from **01/01/2019**

The particulars of the members of his family as defined in para 3(e) of the Scheme are as follows :

Name of the Teacher : **KRISHNENDU MUKHERJEE**

Employee UNIQUE ID : **ABCD1234IJ**

OK

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- CARC CERTIFICATE
- Grant-in-Aid College

1 of 1

FORM B

Certificate of Enrolment

Memo No. : WB-EDI/201
:27/12/2018

Date

Certified that Shri/Smt **KRISHNENDU MUKHERJEE**(Assistant Professor Stage III) attached to **Maulana Abul Kalam Azad University of Technology** under Department of Higher Education, Science & Technology and Biotechnology, has been enrolled under the West Bengal Health Scheme for Grant -in -aid College and University Teachers, 2017.with effect from **01/01/2019**

The particulars of the members of his family as defined in para 3(e) of the Scheme are as follows :

Name of the Teacher : **KRISHNENDU MUKHERJEE**

Employee UNIQUE ID : **ABCD1234IJ**

OK

Click on OK Button to close the report window



OK



WEST BENGAL HEALTH SCHEME PORTAL

For Grant-in-Aid College and University



Finance Department, GoWB

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Logout

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APPLICATION VERIFICATION

CERTIFICATE GENERATION

CERTIFICATE FOR GRANT-in-AID UNIVERSITIES

SELECT APPLICATION ID: UABCD1234IJ06061990

SELECT PAN ID: UABCD1234IJ

ENTER MEMO NUMBER: WB-EDI/201

ENTER MEMO DATE: 27/12/2018

Report

Follow the same procedure to generate another Certificate

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DDO HOME

EXIT

FOR THE FIRST TIME WHEN DDO WILL
'LOG IN' IN OUR PORTAL, INITIALLY
THE DEFAULT PASSWORD FOR ALL
DDO'S IS DDO CODE IN SMALL
LETTER FOLLOWED BY 1* (I.E.- FOR
DDO CODE '**TESEDI002**', PASSWORD
WILL BE **tesedi0021***)

RETURN

THANK YOU

HOME

WEST BENGAL HEALTH SCHEME

For Grant-in-Aid Colleges & Universities

User Manual for DDO's(University)

For Login

For Application Verification

For Certificate Generation



WEST BENGAL HEALTH SCHEME PORTAL

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

Finance Department
Government of West Bengal

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Login

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Govt. of West Bengal
Finance Department



e-Pension
WEST BENGAL

Directorate of Pension, Provident
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What's New / Coming Up Next

1. Submit your Query/Grievance by using **May I Assist You** new
2. **Doctor Details** is available under Hospitals new
3. Online Enrollment of Beneficiaries of Grant-in-Aid Colleges & Universities new

Click Here

News & Events

ORDER FOR TESTING	Form-I.pdf	
OLD ORDER TESTING	Form-V.pdf	
Extension of empanellment upto 31	Extension of empanellment upto 31 10 2016.pdf	
	Extension of Empanellment upto 31/03/2017.pdf	

Employee / Pensioner

GIA College / University

Medical Cell

DDO

Hospitals

Treasury

May I Assist You new

Package Details

CARC Status

Claim Reimbursement



Department of Higher Education
Govt. of West Bengal

eOffice

A Digital Workplace Solution



NEXT



Welcome to
"West Bengal Health Scheme Portal"

For Detailed Guidelines Click

LOGIN

User Id

Password

[Forgot Password?](#)

DDO have to insert their Login ID(DDO Code) & Password here and calculate the sum as validation.



WEST BENGAL HEALTH SCHEME PORTAL



Finance Department, GoWB

LOGGED IN AS - TESEDI002

LOGOUT

CHANGE YOUR PASSWORD:



Enter New Password

Confirm Password

OK Clear

First time when DDO 'logged In' in our portal this Password changing page will appear. Initially the default password for all DDO's is ddo code in small letter with 1* (Ex-tesedi0021*)

PREVIOUS

NEXT



WEST BENGAL HEALTH SCHEME PORTAL



Finance Department, GoWB

LOGGED IN AS - TESEDI002

LOGOUT

CHANGE YOUR PASSWORD:



Enter New Password

Confirm Password

OK

Clear

Then Click on ok

PREVIOUS

OK



WEST

wbhealthscheme.gov.in says

PASSWORD CHANGED SUCCESSFULLY....

OK



Finance Department, GoWB

LOGGED IN AS - TESEDI002

LOGOUT

CHANGE YOUR PASSWORD:



Enter New Password

Confirm Password

OK

Clear

After changing the password successfully, Click on "OK" Button

PREVIOUS

OK



WEST BENGAL HEALTH SCHEME PORTAL



Finance Department, GoWB

LOGGED IN AS - TESEDI002

LOGOUT

CHANGE YOUR PASSWORD:



Enter New Password

Confirm Password


Then Click on "Logout" Button

PREVIOUS

LOGOUT



Welcome to
"West Bengal Health Scheme Portal"

For Detailed Guidelines Click 

LOGIN

User Id

Password

[Forgot Password?](#)

Then again Login in our portal with your ID and the newly set password and click on "OK" Button

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OK



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WELCOME : TESEDI002

IMPORTANT NOTICES

2017-05-04 → ALL DDOs ARE REQUESTED TO PROVIDE OFFICE PHONE NO, EMAIL ID ,MOB NO IN EDIT DDO INFORMATION AVAILABLE IN SL NO 15 IN DDO LOGIN

PHOTO SIGNATURE APPROVAL PENDING FROM DDO END:

EMPLOYEE	PENSIONER
<u>0</u>	<u>0</u>

DDO DESIGNATION : ASSISTANT SECRETARY

APPROVALS PENDING (CLICK TO VIEW)



Click here to Turn Off the Approval Pending Box

EMAIL ID : pauldebrata@gmail.com



LOGGED IN AS - TESEDI002

LOGOUT

- HOME
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It is menu list for DDO's. DDO can do various job by accessing them

WELCOME : TESEDI002

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PHOTO SIGNATURE APPROVAL PENDING FROM DDO END:

EMPLOYEE	PENSIONER
<u>0</u>	<u>0</u>

DDO DESIGNATION : ASSISTANT SECRETARY

DDO ADDRESS : WRITERS BUILDING

CONCERNED TREASURY : TESTING

DEPARTMENT OF DDO : HIGHER EDUCATION DEPARTMENT

TAN NO. : 0000000000

PHONE NO. : 9038322423

EMAIL ID : pauldebrata@gmail.com

This is DDO's Login Home page

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WEST BENGAL HEALTH SCHEME PORTAL



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EMPLOYEE	PENSIONER
<u>0</u>	<u>0</u>

DDO DESIGNATION : ASSISTANT SECRETARY

DDO ADDRESS : WRITERS BUILDING

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HIGHER EDUCATION DEPARTMENT

0000000000

9038322423

EMAIL ID :

pauldebrata@gmail.com

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WEST BENGAL HEALTH SCHEME PORTAL



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PHOTO SIGNATURE APPROVAL PENDING FROM DDO END:

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DDO DESIGNATION : ASSISTANT SECRETARY

DDO ADDRESS : WRITERS BUILDING

TESTING

CERTIFICATE GENERATION

TAN NO. : 0000000000

PHONE NO. : 9038322423

EMAIL ID : pauldebrata@gmail.com

Click on this for Application Verification

APPLICATION VERIFICATION

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WEST BENGAL HEALTH SCHEME PORTAL

For Grant-in-Aid College and University



Finance Department, GoWB

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Grant-in-Aid College

Grant-in-Aid University

VERIFICATION OF ONLINE APPLICATION OF GRANT-in-AID UNIVERSITIES

SELECT	Application ID	PAN ID	Full Name	Date of Birth	Designation	Marital Status
Select	UABCD1234EF06061990	UABCD1234EF	KRISHNENDU PAUL	06/06/1990		MARRIED
Select	UABCD1234GH06061990	UABCD1234GH	KRISHNENDU SARKAR	06/06/1990	Librarian	UNMARRIED

This is Application Verification Page

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For Grant-in-Aid College and University



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- BENEFICIARY BLOCKING
- CARC CERTIFICATE
- Grant-in-Aid College
- Grant-in-Aid University

VERIFICATION OF ONLINE APPLICATION OF GRANT-in-AID UNIVERSITIES

SELECT	Application ID	PAN ID	Full Name	Date of Birth	Designation	Marital Status
Select	UABCD1234EF06061990	UABCD1234EF	KRISHNENDU PAUL	06/06/1990		MARRIED
Select	UABCD1234GH06061990	UABCD1234GH	KRISHNENDU SARKAR	06/06/1990	Librarian	UNMARRIED

Click on "Select" to view Application details

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SELECT

VERIFICATION OF ONLINE APPLICATION OF GRANT-in-AID UNIVERSITIES





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- BENEFICIARY BLOCKING
- CARC CERTIFICATE ▶
- Grant-in-Aid College ▶
- Grant-in-Aid University ▶

Now DDO can see all the information submitted by the Applicant

APPLICANT DETAILS :

APPLICATION ID:	UABCD1234EF06061990 PAN ID	UABCD1234EF	
APPLICANT NAME:	KRISHNENDU PAUL	DESIGNATION:	
ADDRESS	JHANJRA COLONY, B/3/15	DATE OF BIRTH	06/06/1990
DATE OF JOINING	15/02/2018	RETIREMENT DATE	30/06/2052
MARITAL STATUS	MARRIED	BASIC PAY	39567
IDENTITY CARD NO.	225346738954	MOBILE NUMBER	7001576464
GENDER	MALE	DISTRICT	PASCHIM BARDHAMAN
WARD:	PRIVATE	UNIVERSITY NAME:	University of Burdwan

FAMILY DETAILS :

ID NO	NAME	DOB	AGE	RELATION	INCOME	BLOOD GROUP	PHOTO	SIGN
UABCD1234EF/1	KRISHNENDU PAUL	06/06/1990	28	SELF	40000	B+		
UABCD1234EF/2	ARPITA	22/03/1991	27	WIFE	0	B+		

DDO'S APPROVAL:

SELECT YOUR CHOICE

Approve Reject

Save Cancel

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LOGGED IN AS - TESED1002





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- OPERATOR ▶
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- BENEFICIARY BLOCKING
- CARC CERTIFICATE ▶
- Grant-in-Aid College ▶
- Grant-in-Aid University ▶

VERIFICATION OF ONLINE APPLICATION OF GRANT-in-AID UNIVERSITIES

APPLICANT DETAILS :

APPLICATION ID:	UABCD1234EF06061990 PAN ID	UABCD1234EF	
APPLICANT NAME:	KRISHNENDU PAUL	DESIGNATION:	
ADDRESS	JHANJRA COLONY, B/3/15	DATE OF BIRTH	06/06/1990
DATE OF JOINING	15/02/2018	RETIREMENT DATE	30/06/2052
MARITAL STATUS	MARRIED	BASIC PAY	39567
IDENTITY CARD NO.	225346738954	MOBILE NUMBER	7001576464
GENDER	MALE	DISTRICT	PASCHIM BARDHAMAN
WARD:	PRIVATE	UNIVERSITY NAME:	University of Burdwan

FAMILY DETAILS :

ID NO	NAME	DOB	AGE	RELATION	INCOME	BLOOD GROUP	PHOTO	SIGN
UABCD1234EF/1	KRISHNENDU PAUL	06/06/1990	28	SELF	40000	B+		
UABCD1234EF/2	ARPITA	22/03/1991	27	WIFE	0	B+		

DDO'S APPROVAL:

SELECT YOUR CHOICE

Approve Reject

Save Cancel

Check on "Approve" if all given details are correct.

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VERIFICATION OF ONLINE APPLICATION OF GRANT-in-AID UNIVERSITIES

APPLICANT DETAILS :

APPLICATION ID:	UABCD1234EF06061990 PAN ID	UABCD1234EF	
APPLICANT NAME:	KRISHNENDU PAUL	DESIGNATION:	
ADDRESS	JHANJRA COLONY, B/3/15	DATE OF BIRTH	06/06/1990
DATE OF JOINING	15/02/2018	RETIREMENT DATE	30/06/2052
MARITAL STATUS	MARRIED	BASIC PAY	39567
IDENTITY CARD NO.	225346738954	MOBILE NUMBER	7001576464
GENDER	MALE	DISTRICT	PASCHIM BARDHAMAN
WARD:	PRIVATE	UNIVERSITY NAME:	University of Burdwan

FAMILY DETAILS :

ID NO	NAME	DOB	AGE	RELATION	INCOME	BLOOD GROUP	PHOTO	SIGN
UABCD1234EF/1	KRISHNENDU PAUL	06/06/1990	28	SELF	40000	B+		
UABCD1234EF/2	ARPITA	22/03/1991	27	WIFE	0	B+		

Then click on "Save" button to verify The Application.

DDO'S APPROVAL:

SELECT YOUR CHOICE

Approve Reject

Save Cancel

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APPLICATION VERIFIED SUCCESSFULLY

OK

WEST

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Now you see Application Verification Successful message box

VERIFICATION OF ONLINE APPLICATION OF GRANT-in-AID UNIVERSITIES

SELECT	Application ID	PAN ID	Full Name	Date of Birth	Designation
Select	UABCD1234GH06061990	UABCD1234GH	KRISHNENDU SARKAR	06/06/1990	Librarian

Click on "OK"

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- Grant-in-Aid College ▶
- Grant-in-Aid University ▶

SELECT	Application ID	PAN ID	Full Name	Date of Birth	Designation
Select	UABCD1234GH06061990	UABCD1234GH	KRISHNENDU SARKAR	06/06/1990	Librarian

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- CARC CERTIFICATE

VERIFICATION OF ONLINE APPLICATION OF GRANT-in-AID UNIVERSITIES

APPLICANT DETAILS :

APPLICATION ID:	UABCD1234GH06061990PAN ID	UABCD1234GH	
APPLICANT NAME:	KRISHNENDU SARKAR	DESIGNATION: Librarian	
ADDRESS	JHANJRA	DATE OF BIRTH	06/06/1990
DATE OF JOINING	19/01/2018	RETIREMENT DATE	30/06/2052
MARITAL STATUS	UNMARRIED	BASIC PAY	34000
IDENTITY CARD NO.	999988887777	MOBILE NUMBER	9865236584
GENDER	MALE	DISTRICT	COOCHBEHAR
WARD:	PRIVATE	UNIVERSITY NAME:	Bankura University

FAMILY DETAILS :

ID NO	NAME	DOB	AGE	RELATION	INCOME	BLOOD GROUP	PHOTO	SIGN
UABCD1234GH/1	KRISHNENDU SARKAR	06/06/1990	28	SELF	35000	A+		

DDO'S APPROVAL:

SELECT YOUR CHOICE

Approve Reject

Save

Cancel

If you click on "Cancel"
it will redirect to
Verification page

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CANCEL



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- Grant-in-Aid College ▶
- Grant-in-Aid University ▶

SELECT	Application ID	PAN ID	Full Name	Date of Birth	Designation	Marital Status
Select	UABCD1234GH06061990	UABCD1234GH	KRISHNENDU SARKAR	06/06/1990	Librarian	UNMARRI
Select	UABCD1234IJ06061990	UABCD1234IJ	KRISHNENDU MUKHERJEE	06/06/1990		UNMARRI

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- Grant-in-Aid University

SELECT	Application ID	PAN ID	Full Name	Date of Birth	Designation	Marital Status
Select	UABCD1234GH06061990	UABCD1234GH	KRISHNENDU SARKAR	06/06/1990	Librarian	UNMARRI
Select	UABCD1234IJ06061990	UABCD1234IJ	KRISHNENDU MUKHERJEE	06/06/1990		UNMARRI

Click on "Select" to view Application details

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VERIFICATION OF ONLINE APPLICATION OF GRANT-in-AID UNIVERSITIES

APPLICANT DETAILS :

APPLICATION ID:	UABCD1234GH0606199#PAN ID	UABCD1234GH
APPLICANT NAME:	KRISHNENDU SARKAR	DESIGNATION: Librarian
ADDRESS	JHANJRA	DATE OF BIRTH 06/06/1990
DATE OF JOINING	19/01/2018	RETIREMENT DATE 30/06/2052
MARITAL STATUS	UNMARRIED	BASIC PAY 34000
IDENTITY CARD NO.	999988887777	MOBILE NUMBER 9865236584
GENDER	MALE	DISTRICT COOCHBEHAR
WARD:	PRIVATE	UNIVERSITY NAME: Bankura University

FAMILY DETAILS :

ID NO	NAME	DOB	AGE	RELATION	INCOME	BLOOD GROUP	PHOTO	SIGN
CD1234GH/1	KRISHNENDU SARKAR	06/06/1990	28	SELF	35000	A+		

If DDO want to Reject an Application

DDO'S APPROVAL:

SELECT YOUR CHOICE

Approve Reject

Please Enter Reason for Rejection :

Save Cancel

PREVIOUS

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VERIFICATION OF ONLINE APPLICATION OF GRANT-in-AID UNIVERSITIES

APPLICANT DETAILS :

APPLICATION ID:	UABCD1234GH0606199@AN ID	UABCD1234GH
APPLICANT NAME:	KRISHNENDU SARKAR	DESIGNATION: Librarian
ADDRESS	JHANJRA	DATE OF BIRTH 06/06/1990
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ID NO	NAME	DOB	AGE	RELATION	INCOME	BLOOD GROUP	PHOTO	SIGN
UABCD1234GH/1	KRISHNENDU SARKAR	06/06/1990	28	SELF	35000	A+		

DDO have to Enter a Reason for Rejection

DDO'S APPROVAL:

SELECT YOUR CHOICE

Approve Reject

Please Enter Reason for Rejection :

TESTING PURPOSE

Save Cancel

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VERIFICATION OF ONLINE APPLICATION OF GRANT-in-AID UNIVERSITIES

APPLICANT DETAILS :

APPLICATION ID:	UABCD1234GH0606199@AN ID	UABCD1234GH
APPLICANT NAME:	KRISHNENDU SARKAR	DESIGNATION: Librarian
ADDRESS	JHANJRA	DATE OF BIRTH 06/06/1990
DATE OF JOINING	19/01/2018	RETIREMENT DATE 30/06/2052
MARITAL STATUS	UNMARRIED	BASIC PAY 34000
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GENDER	MALE	DISTRICT COOCHBEHAR
WARD:	PRIVATE	UNIVERSITY NAME: Bankura University

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ID NO	NAME	DOB	AGE	RELATION	INCOME	BLOOD GROUP	PHOTO	SIGN
UABCD1234GH/1	KRISHNENDU SARKAR	06/06/1990	28	SELF	35000	A+		

Then Click on "Save" Button

DDO'S APPROVAL:

SELECT YOUR CHOICE

Approve Reject

Please Enter Reason for Rejection

TESTING PURPOSE

Save

Cancel

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SAVE

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APPLICATION REJECTED SUCCESSFULLY

OK

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Now you see Application Rejection Successful message box

Click on "OK"



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- Grant-in-Aid College ▶
- Grant-in-Aid University ▶

SELECT	Application ID	PAN ID	Full Name	Date of Birth	Designation	Marital Status
Select	UABCD1234I06061990	UABCD1234I	KRISHNENDU MUKHERJEE	05/06/1990		UNMARRIED

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2017-05-04 → ALL DDOS ARE REQUESTED TO PROVIDE OFFICE PHONE NO,EMAIL ID ,MOB NO IN EDIT DDO INFORMATION AVAILABLE IN SL NO 15 IN DDO LOGIN

PHOTO SIGNATURE APPROVAL PENDING FROM DDO END:

EMPLOYEE	PENSIONER
<u>0</u>	<u>0</u>

DDO DESIGNATION : ASSISTANT SECRETARY

DDO ADDRESS : WRITERS BUILDING

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9038322423

EMAIL ID :

pauldebrata@gmail.com

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EMPLOYEE	PENSIONER
0	0

DDO DESIGNATION : ASSISTANT SECRETARY

DDO ADDRESS : WRITERS BUILDING

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APPLICATION VERIFICATION

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TAN NO. : 0000000000

PHONE NO. : 9038322423

EMAIL ID : pauldebrata@gmail.com

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UABCD1234IJ

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CERTIFICATE FOR GRANT-in-AID UNIVERSITIES

SELECT APPLICATION ID: UABCD1234IJ06061990 ▼

SELECT PAN ID: UABCD1234IJ ▼

ENTER MEMO NUMBER: ENTER MEMO NUMBER

ENTER MEMO DATE: Enter Memo Date

Report

After selecting the PAN Id two Text Box will appear

1. MEMO NO.
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Grant-in-Aid University

CERTIFICATE FOR GRANT-in-AID UNIVERSITIES

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SELECT PAN ID: UABCD1234IJ

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December, 2018						
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Grant-in-Aid University ▶

CERTIFICATE FOR GRANT-in-AID UNIVERSITIES

SELECT APPLICATION ID: UABCD1234IJ06061990 ▼

SELECT PAN ID: UABCD1234IJ ▼

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ENTER MEMO DATE: 27/12/2018

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Grant-in-Aid College

Grant-in-Aid Univers

1 of 1

FORM B

Certificate of Enrolment

Memo No. : WB-EDI/201
:27/12/2018 Date

Certified that Shri/Smt **KRISHNENDU MUKHERJEE**(Assistant Professor Stage III) attached to **Maulana Abul Kalam Azad University of Technology** under Department of Higher Education, Science & Technology and Biotechnology, has been enrolled under the West Bengal Health Scheme for Grant -in -aid College and University Teachers, 2017.with effect from **01/01/2019**

The particulars of the members of his family as defined in para 3(e) of the Scheme are as follows :

Name of the Teacher : **KRISHNENDU MUKHERJEE**

Employee UNIQUE ID : **ABCD1234IJ**

OK

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After Clicking on "Report" Button this Report Window will open

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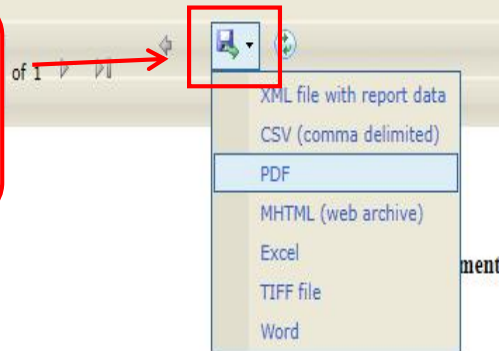
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- Grant-in-Aid Colle
- Grant-in-Aid Univers

Memo No. : WB-EDI201
:27/12/2018

Date

Certified that Shri/Smt **KRISHNENDU MUKHERJEE**(Assistant Professor Stage III) attached to **Maulana Abul Kalam Azad University of Technology** under Department of Higher Education, Science & Technology and Biotechnology, has been enrolled under the West Bengal Health Scheme for Grant -in -aid College and University Teachers, 2017.with effect from **01/01/2019**

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Employee UNIQUE ID : **ABCD1234IJ**

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- EDIT DDO INFORMA
- BENEFICIARY BLOC
- CARC CERTIFICATE
- Grant-in-Aid College

1 of 1

FORM B

Certificate of Enrolment

Memo No. : WB-EDI/201
:27/12/2018

Date

Certified that Shri/Smt **KRISHNENDU MUKHERJEE**(Assistant Professor Stage III) attached to **Maulana Abul Kalam Azad University of Technology** under Department of Higher Education, Science & Technology and Biotechnology, has been enrolled under the West Bengal Health Scheme for Grant -in -aid College and University Teachers, 2017.with effect from **01/01/2019**

The particulars of the members of his family as defined in para 3(e) of the Scheme are as follows :

Name of the Teacher : **KRISHNENDU MUKHERJEE**

Employee UNIQUE ID : **ABCD1234IJ**

OK

Click on OK Button to close the report window





WEST BENGAL HEALTH SCHEME PORTAL

For Grant-in-Aid College and University



Finance Department, GoWB

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EDIT DDO INFORMATION

BENEFICIARY BLOCKING

CARC CERTIFICATE

Grant-in-Aid College

Grant-in-Aid University

APPLICATION VERIFICATION

CERTIFICATE GENERATION

CERTIFICATE FOR GRANT-in-AID UNIVERSITIES

SELECT APPLICATION ID: UABCD1234IJ06061990

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Report

Follow the same procedure to generate another Certificate

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FOR THE FIRST TIME WHEN DDO WILL
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THE DEFAULT PASSWORD FOR ALL
DDO'S IS DDO CODE IN SMALL
LETTER FOLLOWED BY 1* (I.E.- FOR
DDO CODE '**TESEDI002**', PASSWORD
WILL BE **tesedi0021***)

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