

GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

Medical Cell

No: 51 -F (MED) W.B.

Date: 07 .06.2018

**Memorandum**

At present Cashless Admissible Reimbursement Certificate(hereinafter called CARC) is generated from Medical Cell, Finance department in terms of F.D. Memo No:811-F(MED)WB,Dated:16.07.2015 for settlement of Cashless treatment bills exceeding Rupees One Lakh under the West Bengal Health For All Employees and Pensioners Cashless Medical Treatment Scheme,2014.

2. Now, to facilitate early disposal of reimbursement cases by concerned Offices/Directorates/Secretariats it is hereby decided that CARC (Proforma enclosed in annexure-I) may be generated by respective D.D.O.s from their login of the W.B. Health Portal (wbhealthscheme.gov.in).

3) To generate CARC the respective D.D.O. will have to follow the following two steps:

**Step 1: Click Download CARC option under CARC certificate Menu.**

**Step 2: Click generate icon to download respective CARC.**

4) After issuance of sanction order on the basis of the said CARC, the same will have to be entered online with Sanction order no, Date and the Sanctioning authority in their respective login ID of the W.B. Health Portal before preparing T.R. 68 under E-Billing module of IFMS.

5) Pay & Accounts Officers and Treasury Officers will pass the respective bill on the basis of the system generated CARC issued by either from Medical Cell,Finance Department or from concerned D.D.O.s login accessing Health Portal. They may also verify the CARC using their login ID.

6) No CARC will be issued from the Medical cell, Finance department henceforth.

7) Detailed guidelines are also available on the W.B. Health Portal.

Encl: Annexure-I



**Special Secretary to the  
Government of West Bengal**

ANNEXURE - I  
Government of West Bengal  
Finance Department, Medical cell  
"Cashless Admissible Reimbursement Certificate"

**Certificate No.**

**Date:-**

1. Name of the Government Employee/ Pensioner
2. Designation :-
3. Application ID :-
4. GPF/PPO NUMBER :-
5. Name of the Patient :-
6. Relation with Govt. Employee/Pensioner :-
7. Transaction ID :-
8. Name of the HCO :-
9. Treatment Period :- TO
10. HCOs Bill Ref No. & Date  
:-
11. Total Claim submitted by HCO :-
12. Govt. Employee/Pensioner paid directly to the HCO :-
13. Admissible amount against the HCOs claim amount :-
14. Amount paid to HCO for that treatment :-
15. HCOs claim settlement Sanction ID  
with Sanction Order No & date :-
16. Admissible Amount to be reimbursed to Government Employee / Pensioner:-

This Certificate is valid for issuing sanction order by the competent authority in favour of Sri/Smt \_\_\_\_\_ having Application Id \_\_\_\_\_ and GPF/PPO NO \_\_\_\_\_ for drawal of Rs Rs. \_\_\_\_\_ /- from the Treasury/PAO.

**Note: - 1. Head of Office/ Competent Authority is requested to verify the available amount against the aforesaid certificate on Health Scheme Portal [www.wbhealthscheme.gov.in](http://www.wbhealthscheme.gov.in) 2. This Certificate will be valid for drawal of reimbursement bill in TR 68 only one time by the concerned DDO under whom the mentioned Application ID & GPF / PPO No are available. 3. DDO of the Govt Employee / Pensioner and the Treasury/ PAO can verify the certificate using their respective login ID and password in proper menu. 4. Original Money Receipt for amount mentioned in sl 12 to be obtained from concerned Govt Employee/ Pensioner.**

Sd/-  
COMPETENT AUTHORITY OF MEDICAL CELL,FD

SIGNATURE OF DDO WITH OFFICIAL SEAL & DATE