

**Government of West Bengal
Public Works Department
Establishment Branch (Medical Cell)
Khadya Bhavan, Block- A, 4th floor,
11A, Mirza Ghalib Street,
Kolkata- 700 087.**

No.- 08-PW/O/MED- 27/26

Dated- 22/06/2026

ORDER

The undersigned is directed to invite reference to Notification No. 51-F(MED)WB dated 02.06.2026 issued by the Finance Department, Medical Cell, Government of West Bengal regarding enrolment, updation of records and other related matters under the West Bengal Health Scheme (WBHS).

In pursuance of the aforesaid Notification, all the Chief Engineer (HQ) Works & Roads, All Superintending Engineers, all Executive Engineers, Heads of Offices and Pension Sanctioning Authorities (PSAs) under the Public Works Department are hereby directed to take immediate necessary action to ensure strict implementation of the instructions contained therein.

All concerned authorities shall ensure timely completion of enrolment and updating of records of eligible employees, pensioners and their beneficiaries, including incorporation of Aadhaar details and issuance of digitally signed Enrolment Certificates, wherever applicable, within the prescribed timeline. They shall also ensure that all medical reimbursement claims are processed strictly in accordance with the provisions of the said Notification.

The Heads of Offices shall personally monitor the implementation of these instructions and ensure full compliance by all subordinate offices under their administrative control.

This Order shall take immediate effect.


**Assistant Secretary-III
Public Works Department**

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

No. 51-F(MED)WB

Date: 02.06.2026

NOTIFICATION

The guidelines for enrolment under the West Bengal Health Scheme and for uploading vital information, such as photographs, signatures, blood groups, Aadhaar details, etc., of employees/pensioners and their beneficiaries on the West Bengal Health Scheme Portal (URL: <https://healthscheme.wb.gov.in>) have been issued by the Finance Department from time to time for the information and guidance of all stakeholders.

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 & up dation of Enrolment Certificate of beneficiaries in the interest of proper medical attendance & treatment under WBHS:

1. The last date for completion of enrolment under the Scheme for Government Employees/Pensioners and AIS Employees/Pensioners shall be **31st July, 2026**.

However, in respect of newly appointed Government employees, the existing timeline for enrolment as prescribed vide Notification No. 5986-F(Med) dated 12.07.2012 shall continue to apply.

2. Government employees who are due to retire within one year and are enrolled under the West Bengal Health Scheme (WBHS) shall be deemed to continue under the Scheme with effect from the date of retirement unless he/she opts out of the Scheme in terms of Notification No. 8219-F(Med) dated 19.08.2011.

The Pension Sanctioning Authority (PSA) shall enrol such Government employee as a pensioner on the WBHS Portal and issue the Enrolment Certificate on the date of superannuation in terms of this department's **No. 31-F(MED)WB dated 10.03.2026**.

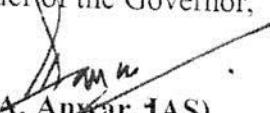
3. Nearly all enrolled employees/pensioners have been issued digitally signed Enrolment Certificates through the WBHS Portal, incorporating photographs, signatures and blood group details of the beneficiaries by the concerned Heads of Offices (HoOs)/Pension Sanctioning Authorities (PSAs). However, a few employees/pensioners are yet to complete the necessary formalities in this regard. A list of such employees/pensioners is available under the **"Report" section of the HoO login on the WBHS Portal**.

Accordingly, all HoOs/PSAs shall take the **necessary initiative** to ensure the issuance of digitally signed Enrolment Certificates bearing photographs, signatures, and blood group details for the remaining employees/pensioners and their beneficiaries by **31st July, 2026**.

4. All Heads of Offices (HoOs)/Pension Sanctioning Authorities (PSAs) shall also take necessary initiative for inclusion of Aadhaar Numbers in the Enrolment Certificates if not provided earlier by the employees/pensioners and their beneficiaries within **31st July, 2026**.
5. The last date for settlement of claims relating to treatment availed before the introduction of the online claim submission facility with effect from 01.07.2022 shall be **31st July, 2026**. Settlement of such claims after **31st July, 2026**, shall require the mandatory concurrence of the Medical Cell, Finance Department.

This supersedes any previous order issued in this regard & will take immediate effect.

By Order of the Governor,


(K.A. Anwar, IAS)

Secretary to the
Government of West Bengal