

**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 **31<sup>st</sup> 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 **31<sup>st</sup> 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 **31<sup>st</sup> 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 **31<sup>st</sup> July, 2026**. Settlement of such claims after **31<sup>st</sup> 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