



COOCH BEHAR PANCHANAN BARMA UNIVERSITY

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OFFICE OF THE REGISTRAR

Ref. No.: F36.V1/AREG/140-25

Date: 09.04.2025

NOTIFICATION

It is to notify to **all the beneficiary of West Bengal Health Scheme** that at the time of **claiming for reimbursement of the Medical bill/s** the documents to be submitted for verifying the bills as directed by **The Joint Secretary, Department of Higher Education, Govt. of West Bengal** through a memo having no. **416-Edn(U)HED – 11014 (12)/8/2025-UNV SEC-Dep. Of HE** dated **02.04.2025** are given as an attachment which is self-explanatory.

Assistant Registrar

Assistant Registrar
Cooch Behar Panchanan Barma University

In communication to:

1. The Hon'ble Vice-Chancellor, Cooch Behar Panchanan Barma University.
2. The Finance Officer, Cooch Behar Panchanan Barma University.
3. The Controller of Examination, Cooch Behar Panchanan Barma University.
4. The Inspector of College, Cooch Behar Panchanan Barma University.
5. The Development Officer, Cooch Behar Panchanan Barma University.
6. The Audit & Accounts Officer, Cooch Behar Panchanan Barma University.
7. The Assistant Registrar, Cooch Behar Panchanan Barma University.
8. The Assistant Controller of Examination, Cooch Behar Panchanan Barma University.
9. The System Administrator, Cooch Behar Panchanan Barma University.
10. The Assistant Librarian, Cooch Behar Panchanan Barma University.
11. All the Principal/Teacher-in-Charge All the Colleges affiliated to Cooch Behar Panchanan Barma University.
12. The Head/ Co-ordinator with all Faculty Members, All the Departments, Cooch Behar Panchanan Barma University.
13. The OSD, Second Campus of Cooch Behar Panchanan Barma University at Khalishamari, Mathabhanga, Cooch Behar.
14. All the Non-Teaching Staff, All the Administrative/ Academic Departments, Cooch Behar Panchanan Barma University.
15. Kolkata Camp Office, Cooch Behar Panchanan Barma University.
16. University Notice Board, Cooch Behar Panchanan Barma University.
17. Dr Avijit Datta, System Administrator, Cooch Behar Panchanan Barma University, to upload the notice in the University Website.
18. Guard File.

Assistant Registrar
Assistant Registrar
Cooch Behar Panchanan Barma University

Government of West Bengal
Department of Higher Education
University Branch, Bikash Bhavan, 6th Floor
Salt Lake, Kolkata -700091

No. 416-Edn(U)HED-11014(12)/8/2025-UNV SEC-Dept. of HE

Date:02.04.2025

From: The Joint Secretary
to the Government of West Bengal
To: The Registrar,

.....*ALL*.....University/All State-aided Universities.

Sub: *Mandatory documents to be submitted for verifying the claim under WBHS*

Sir/Madam,

The Undersigned is hereby directed to intimate all the State-aided University authorities that this is mandatory for every claimant under WBHS to submit the documents mentioned below:

1. Properly filled-in Form regarding particular items.
2. Money Receipts with seal and signature (Original).
3. Detailed Bill for IPD/OPD with break-up (Original).
4. Medicine bill with GST number (Original).
5. Attested (By the Registrar/F.O./D.D.O.) Income Declaration (Annexure- V) of dependent parents (both).
6. Copy of Discharge Summary/Case Summary in case of Death(with Death certificate).
7. Copy of all Prescriptions.
8. Copy of all Investigation Reports (if claimed) from empanelled Hospital/Diagnostic Center.
9. Detailed List with break-up of Miscellaneous Items.
10. Properly filled Annexure- I(for OPD) with official Seal of the Hospital, Date, Signature of the Doctor and other mandatory details (original)
11. Properly filled Annexure- II for IPD (if non empanelled Hospital)
12. Copy of WBHS certificate
13. Audiometry Report in case of buying Hearing Aid (original).
14. Condone letter with valid reason if the submission has taken place after 6 months (vide order no. 67-F(MED)WB dated25/06/2020)

The Department will be unable to consider the proposals for reimbursement of medical bills if any of the above mentioned mandatory documents is not submitted, accordingly.



Joint Secretary,
Department of Higher Education