

Government of West Bengal
Finance Department
Medical Cell

No.- 58-F(MED)WB

Date: 28.04.2025

MEMORANDUM

Subject: Relaxation of requirement of Annexure-I for OPD Reimbursement claim under West Bengal Health Scheme (WBHS)

In terms of Finance Department's Order No. 127-F(MED)WB, dated 26.11.2021, Annexure-I is a mandatory document requiring the signature of the treating consultant/specialist of the empanelled/recognised hospital for the reimbursement of OPD expenses under WBHS.

The Medical Cell, Finance Department, has received numerous references from various corner reporting operational challenges, particularly the need for repeat visits to hospitals solely to obtain Annexure-I. This has caused unnecessary inconvenience, especially for elderly and critically ill patients most of whom are pensioners of Government of West Bengal.

The issue of inconveniences and hardship faced by the pensioners and employees for obtaining Annexure-I from the empanelled HCOs has been under contemplation from quite some time past.

Accordingly, after careful consideration of the matter, the Governor is pleased to prescribe the following guidelines for requirement of Annexure-I in respect of reimbursement of OPD expenditure under WBHS:

- a) Employees and pensioners shall no longer be required to submit Annexure-I for OPD reimbursement claim under Clause 7(1), provided the treating doctor of an empanelled HCO clearly specifies the disease in the prescription along with the money receipt for consultation fees.

However, copy of investigation report(s) confirming the disease under Clause 7(1) and as mentioned by the Doctor in his prescription shall have to be furnished at the time of **first such claim submission** by the employee/pensioner for instituting the case under aforesaid clause by the Head of Office (HoO)/Pension Sanctioning Authority (PSA).
- b) For OPD cases under Clause 7(2), submission of Annexure-I shall not be required if the prescription mentions follow-up medical case and is supported by a previous Discharge Summary, along with the money receipt for consultation fees.
- c) Annexure-I shall not be required for OPD treatment outside the state if prior permission has already been granted by the competent authority.
- d) The existing exemption from submitting Annexure-I for investigations and Special Devices mentioned under Clause 10 & 14 respectively in terms of order No.797-F(MED) dated 31.01.2011 shall continue.
- e) If the disease/ follow-up medical case under Clause 7(1) or 7(2) is not clearly mentioned in the prescription, the existing requirement of Annexure-I shall continue.
- f) If any difficulty arises during settlement of OPD claim, the matter shall be referred to Medical Cell, Finance Department for clarification.

This will take effect from the date of issuance of this order.

By Order of the Governor,


(K.A. Anwar, IAS)

Secretary to the
Government of West Bengal