



Government of West Bengal  
Education Directorate  
Department of Higher Education  
Bikash Bhavan, Salt Lake, Kolkata 700091

Memo No. 1080-A

Date: 14/07/2025

From : The Director of Public Instruction,  
Education Directorate, Govt. Of West Bengal,  
Bikash Bhawan, Salt Lake, Kolkata – 700091

To : The Principal/the TIC of all Govt. Sponsored/aided Colleges

Sub: **Mandatory documents to be submitted for verifying the claim under  
WBHS for Beneficiaries of Grant-in-Aided Colleges of West Bengal.**

Sir/Madam,

The undersigned has to state to all the Govt. Sponsored/aided Colleges that this is mandatory for every claimant under WBHS to submit the documents as mentioned below:

1. Properly filled in Forms.
2. Money Receipts with seal and signature (Original)
3. Detailed Bill for IPD/OPD with break-up of Bill (Original)
4. Bill Summary for IPD/OPD treatment sequentially (Original).
5. System generated medicine bill with GST Number (Original)
6. Attested (By the Principal/TIC) Income Declaration (Annexure-V) of dependent parents (both)
7. Copy of Discharge Summary/Case Summary in case of Death ( with Death Certificate)
8. Copy of all Prescriptions.
9. Copy of all Investigation Reports (if claimed) from empanelled Hospital/Diagnostic Centre.
10. Detailed List with break-up of Miscellaneous Items.
11. Properly filled Annexure-II for IPD (if non empanelled Hospital)
12. Copy of WBHS Enrolment Certificate
13. Audiometry Report in case of buying Hearing Aid (original)
14. Voucher /Tax Invoice of Implants used (Original)
15. Letter with valid reasons when the submission has been made after 6 months (vide order no 67-F (MED)WB dated 25/06/2020)

It is also requested that the claimant should submit duly completed application form along with all requisite supporting documents as mentioned above to the office of the Principal. Upon receipt, the college authority is kindly requested to verify and forward the complete set of documents to the Directorate within **ten (10) working days** both online and offline at a time, to enable timely processing and necessary administrative action, as far as practicable.

Sd/- Dr. M. Manna  
Director of Public Instruction  
Govt. of West Bengal

Memo No. 1080/1(465)-A

Date: 14/07/2025

Copy forwarded for information to: -

1. All Principal/TIC of the Govt. Sponsored/Aided Colleges.
2. All JDPI/DDPI/Asst. DPI, Education Directorate, West Bengal.
3. IT Cell with a request to upload in the H.E.D. website.
4. Guard File.

  
for Director of Public Instruction  
Govt. of West Bengal

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14.7.25