

REVISED POLICY ON ECHS APPLICATION FORM/ISSUE OF DUPLICATE SMART CARD(S)/TEMPORARY RECEIPT FOR DOCUMENTS SUBMITTED FOR ECHS MEMBERSHIP

1. Refer following letters of Army HQ:-
 - (a) B/49720/AG/ECHS dated 12 Mar 2003.
 - (b) B/49708-R/AG/ECHS dated 15 Oct 2004
 - (c) B/49708-R/AG/ECHS dated 01 Mar 2004.
 - (d) B/49708-R/AG/ECHS dated 31 Mar 2004.
 - (e) B/49708-R/AG/ECHS dated 17 Jun 2004
 - (f) B/49711/AG/ECH-1 dated 10 Jan 2005.
 - (g) B/49708-R/AG/ECHS dt 19 Jan 2005.
 - (h) B/49711/AG/ECHS dt 19 Apr 2005.
 - (j) B/49711/AG/ECHS dated 12 Mar 2007.
 - (k) B/49701-Appl/AG/ECHS dated 04 Dec 2007.
2. The revised application form alongwith other relevant documents and instructions is att as **Appx 'A'**. The application form will continue to be made available at all Stn HQs, ECHS Regional Centres and Record Offices for grant of ECHS membership. The same is also being posted on the Army Web (AWAN) and internet www.indianarmy.nic.in. Officials at these issue points may also be directed to offer necessary help to the ex-servicemen in filling up their forms since it is available in English only.
3. **Receipt of Application, Vetting and Issue of ECHS Membership Cards.** Initial application duly completed alongwith all relevant documents in respect of eligible pre 01 Apr 2003 retirees ex-servicemen will be deposited with nearest Stn HQ/Regional Centres in person. After vetting of applications, a temporary receipt duly signed by designated officer at Stn HQs will be given to the individual which will be valid for taking medical treatment till the receipt of the ECHS Smart Card(s). The vetted application form then will be forwarded to dependent Regional Centre. On receipt of the documents final scrutiny will be carried out at Regional Centre which will arrange the manufacturing of ECHS Smart Cards through nominated Vendor. On receipt of ECHS Smart Cards the same will be forwarded to the dependent Stn HQs for further handing over to the applicant. The serving personnel will continue to process their applications through respective record offices, i.e **MP5-6 (for Army Officers)/Air HQ (for AF Officer)/AFRO (for AF PBOR)/ NHQ (for Naval Officers) / CABS (for Naval PBOR)/ CGHQ (For Coast Guard Officers and PBOR)**. The application form duly vetted must then be sent by the concerned Record Office to concerned Regional Centre for manufacturing of ECHS Smart Cards. The receipt of the documents will be retained by them for further handing over to the individual in case Smart Card is not ready for handing over prior to retirement. Detailed procedure for filling up/handling of application forms are given at **Appx 'B'**.
4. **Duplicate Smart Card (s).** The procedure for issue of duplicate Smart Card (s) / Temporary Receipt will be as enumerated in succeeding paragraphs.
5. In case of loss of a Smart Card (s) / Temporary Receipt ECHS member will submit an application on plain paper with complete details of lost Card (s) to dependent Polyclinics/Station Headquarters along with the following :-
 - (a) An Affidavit on Rs 10/-Non-Judicial Stamp paper duly notarised as per sample attached as **Appx 'C'**.
 - (b) Demand draft in favour of ECHS Regional Centre towards the cost of duplicate Smart Card (s) @ Rs 90/- per Card.

- (c) Photocopy of lost card (s) if held.
- (d) Fresh application Form duly filled in and photographs affixed of all beneficiaries.
- (e) A certificate from parent Polyclinic containing the following details:-
 - (i) Details of Chronic diseases/allergy.
 - (ii) Details of equipments issued (like hearing aid).
 - (iii) Details of surgery carried out (if any).

6. **Availing Treatment during Loss of Smart Card (s).** On submission of an application for issue of a Smart Card a receipt will be issued by Station Headquarters and this would be the authority for seeking treatment from an ECHS Polyclinic.

7. The letters under reference at Para 1 (a) to (k) are hereby superseded.

Dir (Ops & Coord)

Authority: Central Org letter No:B/49711 /AG/ECHS dt 15 Apr 2008