

ADDITION/DELETION OF NAMES OF MEMBERS/DEPENDENTS FOR ECHS

1. The issue of addition/deletion of dependants of an ESM and management of ECHS Smart Cards has been addressed adequately, however it is seen that the implementation of the guidelines has been subject to different interpretations. In order to prevent any ambiguity, amplifications on the above are enumerated in succeeding paragraphs.

2. Addition of Dependent A newly born child/parents becoming dependant on the ECHS member subsequent to retirement, will require the member to submit a Part II order published by the respective Record Office. In the case of divorced/widowed daughter becoming dependant on the ECHS member, the divorce paper or death certificate respectively will have to be submitted. In all these cases the ESM has to submit a fresh application along with the documents and master card for issue of new cards.

3. Deletion of dependent In the event, wherein the ECHS member dies, his/her spouse can continue to use the Master card, however the option lies with the spouse to get a new card made by filling up a fresh application form in order to get a smart card on his/her name. However in the case of demise of dependant the deletion can be made at any polyclinic, but if an add on card has been issued to that dependent, it will have to be returned to the Stn HQ from where the card was initially issued for cancellation.

4. Deletion of Ineligible Members. Deletions can be done at the Polyclinic level itself. Sons above 25 years of age will be automatically deleted from dependency. Married/employed daughter is to be intimated by the member to the polyclinic.

5. It is requested that the contents of this letter be disseminated to the environment.

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Jt Dir (Pers)
for MD ECHS