

CHANGE OF PARENT POLYCLINIC: ALL INDIA

1. Please refer to our letter Nos B/49705-NCR/AG/ECHS dt 27 May 2005 and B/49711-SC/AG/ECHS dt 03 Jan 2006.
2. It has been represented by a number of ECHS members that the procedure for seeking change of address and parent polyclinic stipulated vide our letter under reference is time consuming and inconvenient.
3. Keeping in view the convenience of ECHS members, with immediate the procedure enumerated in succeeding paragraphs will be followed.
4. The members is to submit th following to nearest Stn HQs for change of Parent Polyclinic:-
 - (a) An application on plain paper clearly giving following details:-
 - (i) Old ECHS Regn Number.
 - (ii) Old Address.
 - (iii) Old Parent Polyclinic.
 - (iv) New Address.
 - (v) New Parent Polyclinic.
 - (a) An undertaking on a separate plain paper stating that:-
 - (i) No information has been concealed or suppressed.
 - (ii) Any false information submitted will make him liable for termination of his ECHS membership.
 - (b) Proof of new address like electricity/telephone/water bills/RWA certificate etc.
 - (c) A fresh ECHS application form with relevant columns filled and super scribed "CHANGE OF ADDRESS" and "CHANGE OF PARENT POLYCLINIC".
 - (d) Return the old cards duly defaced.
 - (e) Deposit DD on the name of concerned Regional Centre @ Rs. 90/-per card requested.
5. Station HQs will receive the application form and provide "Receipt of Documents duly affixed photographs" which will be valid for 60 days and thereafter to be revalidated if ECHS Smart Cards are not received. ECHS member should personally collect the cards from Stn HQ after 60 days of submission of application.

6. Station HQ will place the demand to SITL through concerned Regional Centre ECHS for re-manufacturing of Smart Cards as per request of the member. SITL will issue fresh cards duly indicating new address and new parent polyclinic. SITL will also maintain details of old address and old parent polyclinic in their data base.

7. Instructions issued vide our letters mentioned at Para 1 above are hereby superseded. The above may please be given wide publicity.

Dir(Ops & Coord)
for MD ECHS

Authority: Central Org ECHS, Army HQ letter B/49711 /AG/ECHS dt 26 Mar 2007