

## **CHANGE OF PARENT POLYCLINIC: ALL INDIA EXCEPT NCR**

1. The concept of Parent Polyclinic for ESM has been introduced, so as to collate a database and cater to a known ESM load at the ECHS Polyclinic. This will ensure better and more efficient OPD facilities. However, due to various reasons, ESM may require to change their address/polyclinic dependency. The procedure for change in Delhi/NCR has already been laid down vide this office letter of even number dated 27 May 05. The procedure for change of address/polyclinic dependency for the rest of the country is enumerated in succeeding paragraphs.
2. The member is to submit the following to Stn HQs nearest to the new address:-
  - (a) An application on plain paper giving reasons for change.
  - (b) A fresh application form with relevant columns filled and superscribed 'CHANGE OF ADDRESS' on top.
  - (c) Affidavit as per format endorsed on Rs. 10 non judicial stamp paper duly notarized.
  - (d) Enclose the old cards duly cut into 2 pieces.
  - (e) Deposit Cash/DD @ Rs. 90/- per card requested.
3. Station HQs are to scrutinize the form and give a photo receipt to the member which will be valid for 60 days.
4. SITL (Vendor) will carry out necessary amendments to the records and issue fresh cards within the laid down period.
5. The procedure for utilizing ECHS facilities at polyclinics other than parent polyclinics will be as follows:-
  - (a) Members will be handled in OPD and given medicine for 07 days at a time.
  - (b) Referral to an empanelled facility will be authorized for an emergency/essential along with its related treatment.
  - (c) Medical equipment authorized for home use will only be sanctioned by parent polyclinics.
6. It is requested that the procedure outlined above may please be accorded wide publicity and implemented with immediate effect.

**Authority**-Central org letter no- B/49711-SC/AG/ECHS dt 03Jan 2006

MD ECHS