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B/49711-NSC/AG/ECHS

01 Jul 2021

IHQ of MoD (Air Force)  
IHQ of MoD (Navy)  
HQ South Comd (A/ECHS)  
HQ East Comd (A/ECHS)  
HQ West Comd (A/ECHS)  
HQ Central Comd (A/ECHS)  
Northern Comd (A/ECHS)  
South West Comd (A/ECHS)

All Regional Centres

**BLOCKING OF CARDS IN CASE OF  
DEMISE AND DISCIPLINARY REASONS**

**GENERAL.**

1. The ECHS cards are required to be blocked for reasons due to demise of an ECHS beneficiary or due to disciplinary reasons where the competent authority orders blocking of ECHS cards. A detailed procedure on the subject is given at succeeding paragraphs.

**BLOCKING OF 64 KB ECHS CARDS BY THE BENEFICIARY DUE TO DEMISE**

2. Blocking of 64 kb ECHS card by ESM/ Primary beneficiary online.

(a) An online facility has been provided to the ESM/ Primary beneficiary to block the card of his/ her beneficiary in case of demise. He/ She is required to login ECHS website/ portal [echhs.sourceinfosys.com](http://echhs.sourceinfosys.com) using login credentials and go to block cards, then choose the beneficiary who has died and block by clicking the option demise. The date of death will have to be entered and death certificate will be required to be uploaded. Then click on the tab block card. Card once blocked cannot be re-activated.

(b) The cards blocked under demise category are required to be destroyed by the ESM/ Primary beneficiary immediately on blocking the cards online.

3. Blocking of cards of ESM/ Primary beneficiary due to demise.

(a) In case of demise of ESM/ Primary beneficiary then the 64 kb ECHS cards can be blocked online by his/ her NoK by using the login credentials on the ECHS website/ portal [echhs.sourceinfosys.com](http://echhs.sourceinfosys.com).

(b) The member may choose the block option for the ESM/ Primary beneficiary and upload the death certificate and date of demise.



(c) The system will automatically nominate the spouse as Primary beneficiary in case of death of ESM. In case spouse is not alive or not available for nomination as primary beneficiary then the system will give option to choose the Primary beneficiary from among the available members related to the ESM/primary beneficiary.

(d) All the cards will remain functional once the cards of an ESM/primary beneficiary will be blocked due to demise for next 6 months. The New Primary beneficiary will have to process for making fresh cards under change of data and the online application will be verified by the respective Record Office before printing new cards.

#### **BLOCKING OF CARDS BY OIC PARENT POLYCLINIC**

4. The OIC Polyclinic module will have a separate tab to block cards. In this tab the OIC will be able to block cards for both due to demise of beneficiary and due to disciplinary reasons based on specific authority received from the competent authority.

5. Blocking of cards due to demise.

(a) The OIC may get information of demise from UTI-ITSL/ Military Hospital/ Empanelled Hospital/ ESM/ Primary beneficiary/ ECHS beneficiary.

(b) The OIC Polyclinic will block the card by using his/ her digital signature and will be required have to enter the card no. of the beneficiary and then enter date of demise and upload death certificate.

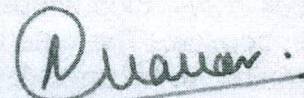
(c) In case demise of ESM/ Primary beneficiary the system will nominate the spouse/ next person as Primary beneficiary. The cards of all dependents will continue to function for next 6 months. The Primary beneficiary will then login and apply for change in data online and the application to be verified in next 6 months.

6. Blocking of cards due to discipline.

(a) A provision will be provided to the OIC Parent Polyclinic to block cards due to disciplinary reasons.

(b) This facility will only be used after receipt of written approval of the competent authority to block cards due to disciplinary reasons.

(c) The OIC Parent Polyclinic will be required to enter the letter number and details in the system and also upload the inksigned letter on the system to block cards using his/ her digital signatures.



(Rakesh Kakar)  
Col (Retd)  
Jt Dir (Statistics & Automation)  
for MD ECHS

#### **Copy to :**

##### **SourceDOTcom Pvt. Ltd.**

K7/35, DLF Phase-II  
Sector-25, Gurugram  
Haryana- 122002

- 1. For information and necessary action please.
- 2. Summary Report of such cases will also be made available to Stn HQ, RC and Central Org in r/o polyclinics/RC under their jurisdiction through The portal.

##### **M/s UTI-ITSL**

UTI Bhawan, Plot No.3, Sector -11  
CBD Belapur, Navi Mumbai  
Maharashtra-400614.

- 1. For information and necessary action please.
- 2. Summary Report of such cases reported through your portal will be made available to RCs and Central Org through the portal.