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Central Organisation ECHS
Adjutant General's Branch
Integrated Headquarters of
MoD (Army), Thimayya Marg,
Near Gopinath Circle,
Delhi Cantt- 110 010


B/49711-NewSmartCard/AG/ECHS

16 Feb 2022

IHQ of MoD (Air Force)
IHQ of MoD (Navy)
HQ Southern Comd (A/ECHS)
HQ Eastern Comd (A/ECHS)
HQ Western Comd (A/ECHS)
HQ Central Comd (A/ECHS)
HQ Northern Comd (A/ECHS)
HQ South Western Comd (A/ECHS)

CHANGE OF PARENT POLYCLINIC

1. Refer to CO ECHS letter No B/49711-NewSmartCard/AG/ECHS dated 29 Jul 2019 (copy attached).
2. An online procedure to change Parent Polyclinic for 64 KB ECHS Smart Card holders was promulgated vide letter under reference. The ECHS Beneficiaries were able to change his/her Parent Polyclinic online once in six months.
3. As per feedback received by the environment the competent authority has approved change of Parent Polyclinic once in three months. Hence, any ECHS beneficiary who is relocating can change his/her Parent Polyclinic once in three months online as per procedure given vide our letter referred to at Para 1 above.
4. The above has the approval of MD, ECHS.


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

Copy to:-

Source Dot Com Private Ltd (SDCPL)
Plot No 16, Electronic City, Sector-18,
Udyog Vihar, Phase – IV, Gurugram
(Haryana)-122001

- Please modify the software to enable ECHS Beneficiaries to change their Polyclinics once in three months.

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

- For information and necessary action please.

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Central Organisation, ECHS
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Delhi Cantt - 110 010

B/49711-NewSmartCard/AG/ECHS

29 Jul 2019

IHQ of MoD (Air Force)
IHQ of MoD (Navy)
HQ South Comd (A/ECHS)
HQ East Comd(A/ECHS)
HQ Wesst Comd(A/ECHS)
HQ Central Comd(A/ECHS)
Northern Comd(A/ECHS)
South West Comd (A/ECHS)
HQ ANC
HQ SFF & HQ Coast Guard
All Regional Centres

PROCEDURE TO CHANGE PARENT POLYCLINIC ONLINE

1. A software solution has been implemented to enable all ECHS beneficiaries with New 64 Kb Smart Card to enable them to change their parent Polyclinic online. This facility can be exercised once in six months by beneficiaries who have already collected the new 64 Kb ECHS card. The procedure to be adopted is given at succeeding paras.

2. **Action by the ESM.** The ESM/Primary beneficiary will adopt the following procedure:-

- (a) He/she will login to ECHS website, echs.sourceinfosys.com, using his login credentials.
- (b) He/she will select the beneficiary whose polyclinic is required to be changed.
- (c) Select the new polyclinic out of the dropdown.
- (d) Submits the request.

3. **Action by OIC, (Old Parent) Polyclinic.** The action required to be taken by the OIC of the old parent Polyclinic is given under:-

(a) Then OIC Polyclinic will select "Request for change of parent polyclinic" from the main menu.

(b) He/she will get two sub menus "Request for transfer out" and "Request for transfer in".

(c) He/she will select "Request for transfer out" and will check the details of ESM/primary beneficiary applied for change for Polyclinic. Once he approves it, the application will be transferred on real time basis to the OIC (new parent) Polyclinic.

4. **Action by the OIC (New Parent) Polyclinic.** The action required to be taken by the OIC of new parent Polyclinic is given under:-

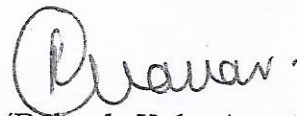
(a) The OIC will select "Request for change of parent Polyclinic" from the main menu.

(b) He/she will get two sub menu "Request for Transfer out" and "Request for Transfer in".

(c) He/she will select "Request for Transfer in" and approves the particular beneficiary. Once it is approved the change will take place on real time basis and the same will get updated.

(d) The beneficiary when reaches the new parent Polyclinic he will have to insert this card in the Kisok/iCAT and get the details updated.

6. This information is to be disseminated to all Polyclinics and displayed at prominent places for information of ECHS beneficiaries.



(Rakesh Kakar)

Col (Retd)

Jt Dir (Stats & Automation)
for MD ECHS

Copy to :-

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