

## FREQUENTLY ASKED QUESTIONS

### ONLINE SMART CARD APPLICATION

**Ques 1: How can I find out difference between a 16Kb Card or a 32 Kb Card?**

**Ans:** Smart Cards issued upto Apr 2010 were of 16Kb capacity whereas Smart Card issued from May 2010 to May 2015 were of 32Kb capacity. The visual difference of both the cards as follows:

#### VISUAL DIFFERENCE OF OLD CARDS



**Ques 2: There are two numbers mentioned on the Smart Card one is Reg No. and other is Sr No. I don't know which is the Card number I have to mention in the online application.**

**Ans:** The **Reg No.** is the Card number which is required to be mentioned in the online application. The starting first two alphabets in the number denote your Regional Centre.

Example: **LK0001241** (LK is Regional Centre **Lucknow**)  
**GW0001242** (GW is Regional Centre **Guwahati**)

**Ques 3: Please tell me the process for filling of online application for ECHS Smart Card.**

**Ans:** To know the process of online application, please visit our website [www.echs.gov.in](http://www.echs.gov.in) -- ONLINE SMART CARD APPLICATION – INSTRUCTIONS.

**Ques 4: I am trying to open the site for filling of online smart card application, but the page is not opening.**

**Ans:** Please note that the site doesn't work on Internet Explorer due to security issues. You can try filling application on other browsers like Chrome, Mozilla Firefox, Microsoft Edge. If error message is shown to you, kindly refresh / reload the page.

**Ques 5: On the registration page there is a field for Prefix before Service number. I don't have any Prefix in my service number. What should I write in Prefix field?**

**Ans:** The service numbers in respect of Army Officers and Army JCOs consists of prefix whereas other service personal of Navy, Air Force & Coast Guards don't have the prefix in their service numbers. Hence, the field has been provided for Officers and JCOs of Army. However, the field is optional.

**Ques 6: Do I need to attach affidavit for dependents?**

**Ans:** There is no requirement of attaching affidavit in the online application. A self declaration in place of affidavit will be presented in the application, which is required to be accepted by the applicant.

**Ques 7: My son is a minor and he is not having either mobile number or email ID. What should I do?**

**Ans:** Mobile number and email ID of primary beneficiary can be entered for the dependents for whom mobile number and email ID is not available.

**Ques 8: How can I upload the photographs and signatures?**

**Ans:** The detailed instructions regarding uploading of photograph and signature has been defined in Para 15 to 17 of Part – I of Instructions for Online Smart Card. Click here to follow the link:

<https://ech.s.gov.in/img/Smartcard/FOR%20UPLOADING%20ON%20WEBSITE/Instructions%20Ver%204.0%20-%20Final1.pdf#page=8>

**Ques 9: As per instructions, Aadhaar is mandatory. However, I am a resident of Assam State, here Aadhaar Cards are not made. What should I do?**

**Ans:** As of now endorsement of Aadhaar number is not mandatory for the residents of North East States, Jammu & Kashmir and for Nepal Domicile Gorkhas.

**Ques 10: What documents do I need to upload for my application?**

**Ans:** Photograph and Signature of all members is required to be attached with each type of application. However, attachment of documents depends upon the type of application. A list of documents required to be attached to each type of application is mentioned below:

<b>SI No</b>	<b>Type of Application</b>	<b>Documents required to be uploaded</b>
a)	Future Retiree	(i) Receipt of MRO (Only for Coast Guard personnel).

		(ii) Medical Certificate from Service Specialist ( <b>In case of PWD</b> ).
b)	Temporary Slip Holder	(i) PPO copy. (ii) Death certificate of ESM ( <b>only in case of ESM demise</b> ). (iii) Disability Medical Certificate ( <b>In case of PWD</b> ). (iv) Old Temporary Slip copy.
c)	Old Card Holder	(i) PPO copy. (ii) Death certificate of ESM ( <b>only in case of ESM demise</b> ). (iii) Disability Medical Certificate ( <b>In case of PWD</b> ). (iv) Old Smart Card copy.
d)	Death in Service case	(i) PPO copy. (ii) Death certificate of ESM ( <b>only in case of ESM demise</b> ). (iii) Disability Medical Certificate ( <b>In case of PWD</b> ). (iv) Old Smart Card copy.
e)	Pre 1996 retiree (First time applicant)	(i) PPO copy. (ii) Death certificate of ESM ( <b>only in case of ESM demise</b> ). (iii) Disability Medical Certificate ( <b>In case of PWD</b> ). (iv) DPDO / Bankers Certificate for non-drawing of FMA.
f)	1996 to 2003 retiree (First time applicant)	(i) PPO copy. (ii) Death certificate of ESM ( <b>only in case of ESM demise</b> ). (iii) Disability Medical Certificate ( <b>In case of PWD</b> ). (iv) Receipt of MRO.

		(v) DPDO / Bankers Certificate for non-drawing of FMA.
g)	Post 2003 retiree not a member yet	(i) PPO copy. (ii) Death certificate of ESM ( <b>only in case of ESM demise</b> ). (iii) Disability Medical Certificate ( <b>In case of PWD</b> ).
h)	Loss of 16 Kb Card / Temporary Slip	(i) PPO copy. (ii) Death certificate of ESM ( <b>only in case of ESM demise</b> ). (iii) Disability Medical Certificate ( <b>In case of PWD</b> ).
j)	Loss of 32 Kb Card	(i) PPO copy. (ii) Death certificate of ESM ( <b>only in case of ESM demise</b> ). (iii) Disability Medical Certificate ( <b>In case of PWD</b> ).

**Ques 11: I have filled my application and uploaded all the documents. How do I know the status of my application?**

**Ans:** The status of application can be checked in your login. The responsibility to verify the application lies with the Record Office of the applicant.

**Ques 12: Where do I need to submit the hard copy of the application?**

**Ans:** The submission of hard copy of application has been done away with. The application will move only on the online system and there is no need to submit the hard copy to any of ECHS office.

**Ques 13: I have filled the application and proceeded for the payment. However the payment failed and since, then I am shown error message that payment is still in process.**

**Ans:** The errors mentioned by you usually get resolved within 24 to 48 working hours. In case the payment error is not resolved. Please forward following details to our helpline e-mail IDs for resolving the issue.

- (a) Your registered mobile number.
- (b) Date of transaction.
- (c) Screen shot of the error shown to you while making payment.

**Ques 14: I am a 1992 retiree and applied for the online ECHS Smart Card and also done the payment. However, I didn't get the online generated Temporary Slip. I am in need of emergency treatment. Please provide me temporary slip to avail ECHS facilities.**

**Ans:** (a) In the online Smart Card Application following downloads are being provided after successful completion of application and payment.

- (i) Filled Application (Only for Record Purpose of Applicant)
- (ii) Temporary Slips (For availing ECHS facilities).

(b) Here filled application is being provided to every applicant, however, Temporary Slip is being provided to only following category of applicants:-

- (i) Future Retirees.
- (ii) Old Temporary Slip Holders.
- (iii) Death in Service Cases.
- (iv) Loss of 32 Kb Card cases(only for whom new card has been applied).
- (v) Loss of 16 Kb Card / Temporary Slip cases.

(c) Temporary Slips are not being generated for the first time applicants like, Pre 1996 retire, 1996 to Mar 2003 retiree and Post Apr 2003 retiree not a member yet. Once, their online applications get verified from their record offices they will receive SMS and after that temporary slip will be provided in their login, which can be used for availing ECHS facilities.

(d) In case of emergency, you can approach ECHS Regional Center or Station HQ for issue of temporary slip.

**Ques 15: I have filled online application. However, I forgot to add my dependents, I have also done the payment. Please allow me to add my dependents.**

**Ans:** Presently option to add dependent (if application submitted) is not available. The same will be provided in the future updates of the application. You will not be able to fill application to add dependent at this stage as system will not allow filling of application. Hence, you are advised to wait till the option to add dependent is provided in the application.

**Ques 16: I have filled online application, however, I noticed that I have done mistakes in mentioning my date of birth and date of retirement. Please allow me to edit my application.**

**Ans:** The edit option to correct the mistake done while filling of application will be given by your Record Office. Please wait for your Record Office to verify your application.

**Ques 17: I have submitted the online application on almost one month back. However, till today, the status of application is shown as *Awaiting verification by Record Office*. Please, process my application.**

**Ans:** Once the application has been submitted online the responsibility to verify the application lies with the respective Record Offices. Hence, you are requested to approach your Record Office for verification of your application. Please note that since the online application system is new and Record Offices are in process of registration and verification of already uploaded applications, therefore, it would take some time to settle down the system.

**Ques 18: I had filled the application in January using my e-mail as login ID. However, now I am not able to login to the site to know the status of my application.**

**Ans:** A lot of simplifications have been done in the application from the date of its launch based on the feedback from the environment. You are requested to try login using your registered mobile number and old password. In case if you have forgotten your password, then try resetting it using email option as available in the website.

**Ques 19: I had filled my application about one month back, but not completed it because I was not having complete details. But now, when I am trying to login, it is showing me error that mobile number does not exists. Please help me.**

**Ans:** The system automatically deletes the data after 15 days for the applications for which the full application is not submitted and payment for smart card is not done. You are requested to re-register and fill your application.

**Ques 20: I have received a SMS that my application has been verified. Does my ECHS Smart Card will be delivered at my home address.**

**Ans:** The Smart Cards will be dispatched to the concerned Station HQ of the ECHS beneficiaries as per details filled in by the applicant. On receipt of Smart Cards at Station HQ an intimation SMS will be forwarded to the registered mobile number of primary beneficiary.

**Ques 21: My son is born after my retirement and his name is not endorsed in the Temporary slip. However, I have added his name in my Records at my Record Office. I am having documents of his addition, but I am not able to attach his document while applying online for ECHS card. Please guide me.**

**Ans:** There is no need to upload any documents of the dependent son as you have already completed the process to record his name in your Record Office. You can add him as dependent in your application without any problem.