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Central Organisation  
Ex-Servicemen Contributory  
Health Scheme (ECHS)  
Adjutant General's Branch  
Integrated HQ of MoD (Army)  
Maude Line, Delhi Cantt -10

B/49760-R/AG/ECHS

24 Jul 2012

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IHQ of MoD (Navy)/Dir ECHS (N)  
Air HQ (VB)/DPS  
HQ Southern Command (A/ECHS)  
HQ Eastern Command (A/ECHS)  
HQ Western Command (A/ECHS)  
HQ Central Command (A/ECHS)  
HQ Northern Command (A/ECHS)  
HQ South Western Command (A/ECHS)  
HQ Andaman & Nicobar Command (A/ECHS)  
HQ Special Frontier Force  
HQ Indian Coast Guard  
All Regional Centres

**CHARTER OF DUTIES : REGIONAL CENTRES ECHS**

1. Charter of duties of Regional Centres ECHS is fwd herewith as per Appx att. You are requested to disseminate the same at all level.
3. Please ack.



(Parkash Yadav)  
Capt(IN)  
Jt Dir (Ops)  
for MD ECHS

Encls : As above

Internal

Med Sec  
P&C Sec  
Fin Sec  
Web JCO

Vj/\*

LR | BR  
300 | -

750 (Role of RC).

**CHARTER OF DUTIES : REGIONAL CENTRES ECHS**

1. Maintain close liaison with Central Organisation on all matters related to policy, finance and progress of implementation of the Scheme.
2. Advise and assist Commanders at various levels on matters related to the Scheme.
3. Oversee establishment of ECHS infrastructure within their areas of jurisdiction to include setting up of polyclinics, empanelment of Hospitals, Diagnostic Centres and Nursing Homes.
4. Supervise placement of demands by OsIC Polyclinic for medical equipment with SEMOs concerned and keep Central Organisation informed of the same.
5. Ensure timely receipt of reports and returns from polyclinics, compile the same and forward analysed statistical data to Central Org/HQs Command/ GOC Area/ Sub Area for their further necessary action.
6. Investigate complaints related to ECHS polyclinics under their respective AOR.
7. Maintain vigilance on empanelled Hospitals/Nursing Homes/Diagnostic Centres to ensure that services provided are as per the MoA/laid down norms. Also, report cases of misdemeanor as and when they occur within their respective AORs.
8. Provide regular feedbacks to Central Organisation for updating ECHS website.
9. Monitor progress related to the undermentioned issues and take remedial action where required:-
  - (a) Clearance of bills pertaining to empanelled hospitals under their respective AOR.
  - (b) Renewal of AMC of eqpts in Polyclinics and the Regional Centre.
  - (c) Monitor Contracts of Polyclinic Staff and ensure their timely renewals when required.
  - (d) Take necessary action to get suitable hospitals empanelled for each of the Polyclinics under their AOR.
10. Process applications received from Station HQs/Record Offices for registration of ECHS members.

11. Maintain records of issue of ECHS membership cards and account for their distribution.
12. Have all public accounts of Regional Centre audited by the LAO.
13. Monitor progress of acquisition of land for construction of polyclinic buildings.
14. Ensure speedy completion of boards for construction of polyclinic buildings.
15. Oversee timely employment of contractual staff at polyclinics.
16. Act as a 'Help Centre' on matters related to ECHS.