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Central Organisation ECHS
Adjt General's Branch
Integrated HQ of MoD (Army)
Maude Lines
Delhi Cantt- 110 010

(H)

B/49711/AG/ECHS

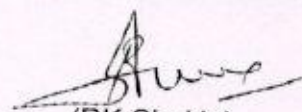
10 Oct 2012

All Regional Centres ECHS

Score Information Technologies Ltd
KLJ Complex 1,
B-39/70, Najafgarh Road
New Delhi - 110015 India

LOSS OF SMART CARD

1. Further to this HQ letter No 49711/AG/ECHS dt 15 Apr 2008.
2. Henceforth, it is directed that the under mentioned procedure will be followed on loss of ECHS Smart Cards / temporary receipt :-
 - (a) The Card (s) in question should be blocked immediately on intimation of the same by the member concerned. Polyclinic / Stn HQ where the member has intimated loss of his card (s) will forward the details of the lost card (s) to the respective Regional Centre ECHS. The Regional Centre will instruct SITL to block the card (s) in question. The Card will be blocked immediately by SITL and completion report of the same to be forwarded to all concerned accordingly.
 - (b) The ECHS member will submit an application giving details of the lost card (s) to the dependent Polyclinic / Stn HQ alongwith the following:-
 - (i) An affidavit of the circumstances under which the loss took place on Rs 10/- Non-Judicial Stamp paper duly notarised.
 - (ii) Demand draft in favour of ECHS Regional Centre towards the cost of duplicate Smart Card (s) @ Rs 135/- per card.
 - (iii) Photocopy of the lost of card (s), if held.
 - (iv) Fresh application form duly filled in and photographs affixed of all the beneficiaries concerned.
3. On submission of an application for issue of a Smart Card a receipt will be issued by Stn HQ and this would be the authority for seeking treatment from an ECHS Polyclinic till the time the card is issued.
4. You are requested to disseminate the above information to all concerned.


(RK Shukla)
Lt Col
Jt Dir (Pers)
for MD ECHS