

B/49779-Outsourcing/AG/ECHS

16 Nov 2017

CENTRAL ORGANISATION ECHS
STATS & AUTOMATION

INSTRUCTIONS FOR ONLINE APPLICATION FOR ECHS SMART CARD

1. Enclosed please find CD containing detailed instructions for online filling and processing of new ECHS Smart Card.
2. The website and the application will go live soon, firm date for the same will be intimated shortly. In the interim it is requested that these instructions may please be disseminated to all stake holders. These instructions are also available on our website www.echs.gov.in under link **Online Smart Card Application - Instructions**.
3. **Record Offices & Station HQ**. A nodal officer at each Record Office and Stn HQ may please be nominated to co-ordinate the activities associated with the roll out of New Smart Card. Under mentioned details of the nominated nodal officer may please be forwarded to this HQ by **24 Nov 2017**.

Sl No.	No. Rank Name of Nodal Officer	Appointment	Mobile No	E-mail Address

4. **MP 5 & 6 / NHQ (DOP [OA &R]/OPF / Air HQ (DPO) / CG (Veteran Cell)/DDG MS NCC**. A nodal officer may please be nominated and details as above be forwarded to this HQ by **24 Nov 2017**.

5. Please acknowledge receipt.



(DM Anand)
Col
Dir (Stats & Automation)

Distr:-

- | | | |
|---|---|--|
| IHQ of MoD (Air Force) | } | Request disseminate to Stn HQs & Record Office in your AOR. |
| IHQ of MoD (Navy) | | |
| HQ South Comd (A/ ECHS) | | |
| HQ East Comd (A/ ECHS) | | |
| HQ West Comd (A/ECHS) | | |
| HQ North Comd (A/ECHS) | | |
| HQ Central Comd (A/ECHS) | | |
| HQ South West Comd (A/ECHS) | } | Please disseminate instructions to all Polyclinics in your AOR. |
| All Regional Centres
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| Dir MP 5 & 6 / NHQ (DOP [OA &R]/OPF /- AirHQ (DPO) / CG (Veteran Cell) / DDG MS, DG NCC | | Please disseminate to all concerned and confirm action taken. |
| Dir MP 8 & MP 8 (I of R) | - | Please disseminate instructions to all Record Offices and confirm action taken. |
| Indian Coast Guard, Bureau of Naviks | - | Please provide information as required vide Para 3 above. |
| DIAV/DESA/DAV | - | Please disseminate these instructions to all veteran cells for rendering assistance to veterans. |