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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-NSC/AG/ECHS

14 Jul 2021

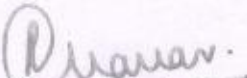
IHQ of MoD (Air Force)  
IHQ of MoD (Navy)  
HQ South Comd (A/ECHS)  
HQ East Comd (A/ECHS)  
HQ West Comd (A/ECHS)  
HQ Central Comd (A/ECHS)  
Northern Comd (A/ECHS)  
South West Comd (A/ECHS)

All Regional Centres

### TRANSFER OF CARDS BETWEEN POLYCLINICS

1. The ESM/primary beneficiary at present is applying for new 64 kb ECHS cards online and the cards once printed are finally handed over from parent polyclinics. It is observed that in few cases the ESM/Primary beneficiary has relocated himself/herself and then wants the cards to be collected from a polyclinic which is now close to the new address.
2. A software module has been implemented to assist transfer of new 64kb ECHS cards from one polyclinic to another. The procedure is explained in succeeding paragraphs.
3. The ESM/primary beneficiary will apply by way of email/letter to the OIC parent polyclinic where the cards have reached as per online ECHS application giving out following details:-
  - (a) Service No. Rank Name
  - (b) Online ECHS application No.
  - (c) Registered Mobile No.
  - (d) Present Contact Mobile No.
  - (e) OTP if received
  - (f) Details of new polyclinic where the cards are required to be forwarded.
  - (g) List names of beneficiaries whose cards have to be forwarded.

4. The OIC polyclinic on receipt of the request will feed the OTP for all cards requested and an auto populated letter will be generated which can be printed and signed by the OIC parent polyclinic. This letter and card will be forwarded by the registered post to the new polyclinic as requested by ESM/primary beneficiary with copy to the ESM/primary beneficiary. In case OTP is not provided by the beneficiary then the OIC to follow request OTP procedure and show electronically cards handed over then only the letter will be generated.
5. The ECHS beneficiary may please note that since the OTP will be entered in the system before the cards are handed over, the temporary slip will not function in the period when the cards are in transit.
6. In case cards get lost in transit then the ESM/primary beneficiary will have to block the cards online and apply for reprint under loss of ECHS cards.
7. This supersedes CO, ECHS letter No. B/49711-NSC/AG/ECHS dated 28 Jun 2021.



(Rakesh Kakar)

Col (Retd)

Jt Dir (Statistics & Automation)

for MD ECHS

**Copy to :**

**SourceDOTcom Pvt. Ltd.**

K7/35, DLF Phase-II  
Sector-25, Gurugram  
Haryana- 122002

- 1. For information and necessary action please.
- 2. Summary report of all such request should be available to PCs, Stn HQ RCs and Central Org for monitoring through portal.

**M/s UTI-ITSL**

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

- For information and necessary action please.