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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-IT/AG/ECHS/ Gen Corr

// Nov 2020

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)  
HQ ANC  
HQ SFF & HQ Coast Guard

All Regional Centres

### **HANDING OVER OF ECHS SMART CARDS TO ECHS BENEFICIARIES**

1. Please refer CO ECHS letter No. B/49711-IT/AG/ECHS dated 13 Sep 18. (Copy enclosed).
2. As per Para 5(d) of letter under refer the station HQ's can also distribute the new 64 Kb ECHS cards at Polyclinics. As per feedback from the environment there are few station HQ's who have started distributing cards from polyclinics under their jurisdiction. Hence, a procedure to distribute the cards from Polyclinics is given at succeeding Paragraphs.
3. **Action at Stations HQ's**
  - (a) All Station HQ's to requisition from CO ECHS for one ID and password each for all Polyclinics under their jurisdiction. The format and details required to be submitted to CO ECHS are given at **Appx A** attached.
  - (b) The cards at station HQ's be handed over to OsIC of respective polyclinics for activating and distribution. The OsIC will distribute the cards after checking the required documents and account the same. The documents will be forwarded to Stn HQ's once a month and account for the cards distributed.
  - (c) The Stn HQ's will remain responsible for accounting of cards under their Area of Responsibility.

4. Action at Polyclinics

- (a) All polyclinics to collect new 64 Kb ECHS cards from the station HQ's
- (b) Activate the new ID's and password received from station HQ's.
- (c) Handover new cards to the beneficiaries as per letter under reference and as per instructions received from their respective station HQ's.

5. All Stn HQs are requested to forward the requisition to CO ECHS (S&A Sec) through mail by 25<sup>th</sup> of Nov 2020.



(Rakesh Kakar)

Col (Retd)

Jt Dir (Statistics & Automation)  
for MD ECHS

Copy to :

DoESW