

B/49711-NSC/AG/ECHS

8 Dec 2021

IHQ of MoD (Air Force)
IHQ of MoD (Navy)
HQ Southern Comd (A/ECHS)
HQ Eastern Comd (A/ECHS)
HQ Western Comd (A/ECHS)
HQ Central Comd (A/ECHS)
HQ Northern Comd (A/ECHS)
HQ South Western Comd (A/ECHS)
All Area Headquarters
All Regional Centres

**PROCEDURE TO HANDLE 64 KB ECHS SMART CARDS WHICH ARE NOT HANDED
OVER TO ESM/PRIMARY BENEFICIARY BY CARD ISSUING AUTHORITIES**

1. Please refer to CO ECHS letter No B/49711-NSC/AG/ECHS dated 16 Jul 2021 (copy attached).
2. An advisory was promulgated on blocking of cards in case of ineligibility, demise and disciplinary reasons vide letter under reference.
3. In few cases, it is observed that the ESM/Primary Beneficiary applies for new 64 KB ECHS Card for his/her dependent but subsequently the card for dependent is not required due to ineligibility or demise of the dependent. In such cases, the card issuing authority is destroying such cards by a Board of Officers and forwarding the same to CO ECHS. Now the software provision exists to block the cards online by respective Regional Centres, hence, a detail procedure is given in the succeeding paragraphs.
4. Action by Card Issuing Authority.
 - (a) As per CO ECHS letter No B/49711-IT/AG/ECHS/Gen Corr dated 11 Mar 2021 (copy attached), the 64 KB ECHS Cards are required to be issued by respective Parent Polyclinics. However, in few cases the ECHS Cards are still being issued by respective Station HQ.
 - (b) In case the card issuing authority at the time of issuing New 64 KB ECHS Card finds that any dependent is ineligible for ECHS membership, then the card will not be physically handed over for that specific dependent.

(c) The cards of such ineligible dependents will be electronically handed over to disable online temporary slip by taking following actions by the card issuing authority:-

(i) Ask for OTP from the ESM/Primary Beneficiary and enter in the system so that cards are electronically handed over.

(ii) In case ESM does not have the OTP for any reason then follow the procedure of request for OTP as promulgated vide CO ECHS letter No B/49711-NewSmartCard/AG/ECHS dated 03 Oct 2018 (copy attached). Once the OTP is visible, then enter the OTP in the system and hand over the card electronically.

(d) The card issuing authority to make list of such ineligible cards as per the following format:-

Sr No	Card No	Name of ESM	Name of Beneficiary	Regional Centre	Polyclinic	Reason for Not Handing Over	Remarks
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(e) In case the card issuing authority is the Parent Polyclinic of the ECHS beneficiary, then the Regional Centre wise compiled list will be forwarded to Station HQs to order a Board of Officers to physically destroy such cards and prepare Bd proceedings accordingly.

(f) In case the cards issuing authority is Station HQ then Station HQ will order a Board of Officers to destroy such cards. Thereafter, the concerned Stn HQ will forward the board proceedings of destroyed cards to the respective Regional Centres to block the cards online by Dir Regional Centre.

5. Action by Regional Centres.

(a) The respective Dir Regional Centre on receipt of board proceedings will access the 'Online Block Card Module' and block the cards using digital signature and upload the extract of the relevant portion of the board proceedings.

(b) Thereafter, Dir Regional Centre will fwd a confirmation that all the cards mentioned in the board proceedings have been blocked to the concerned Station HQ for records.

6. Disposal of Earlier BOO.

(a) The board proceedings received by CO ECHS will be forwarded to respective Regional Centres with information to concerned Station HQ to block all cards already destroyed by the Board of Officers.

(b) Regional Centres will give confirmation to respective Station HQ with copy to CO ECHS for information.

7. For necessary implementation please.


(Anupam Agarwal)

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Dy MD ECHS

For MD ECHS

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} For information and necessary action please.