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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/Gen Corr

16 Jan 2024

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)  
HQ Northern Comd (A/ECHS)  
HQ South West Comd (A/ECHS)  
HQ ANC  
HQ SFF & HQ Coast Guard

**Source Dot Com Private Ltd**

Plot No 16, Electronic City,  
Sector-18, Udyog Vihar,  
Phase-IV, Gurugram  
Haryana-122001

**M/s UTI-ITSL**

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

All Regional Centers

**ANNUAL VALIDATION OF ECHS MEMBERSHIP OF DEPENDENTS**  
**BY SUBMISSION OF LIFE CERTIFICATE AND ELIGIBILITY**  
**DOCUMENTS BY PRIMARY BENEFICIARIES**

1. Please refer the following :-

- (a) Central Organisation ECHS letter No B/49711-SC/AG/ECHS dt 06 Jul 22.
- (b) Central Organisation ECHS letter No B/49701-PR/AG/ECHS/2017 dt 26Oct 22.
- (c) Central Organisation ECHS letter No B/49701-PR/AG/ECHS/2017 dt 27Dec 22.

- (d) Central Organisation ECHS letter No B/49711-NewSmartCard/AG/ECHS dt 01 Mar 23.
- (e) Central Organisation ECHS letter No B/49701-PR/AG/ECHS/2020 dt 13 Jul 23.
- (f) Central Organisation ECHS letter No B/49701-PR/AG/ECHS/2020 dt 03 Nov 23.

2. A number of request have been received from ESM/Primary beneficiary wherein certain 64KB ECHS cards, have been blocked by the system as the Primary Beneficiary / ESM, has failed to upload documents to complete annual validation, inspite of availing Eligibility Extension provided on two occasions (One time eligibility extension by OIC Polyclinic and second time eligibility extension by Dir Regional Centre for three months respectively), as per policy letters mentioned at para 1.

3. Competent authority has approved **last and final** eligibility extension option to Primary Beneficiary / ESM, of three months to be granted by COECHS, to get their card unblock and annual validation to be carried out. All pending cases, to avail last and final eligibility extension option, for Annual Validation will be processed with recommendation of OIC Parent Polyclinic and Director Regional Centre before submitting to CO ECHS. Following action to be taken by various stakeholders: -

4. **Action by ESM / Primary Beneficiary.** ESM / Primary Beneficiary will take following actions for their dependents.

- (a) Submit offline application alongwith the required self-attested documents separately dependent wise excluding parents to MD ECHS through respective OIC Parent Polyclinic and Director Regional Centre.
- (b) Submit offline application combined together for his / her parents giving out status of mother and father duly dependent with required self-attested documents.
- (c) Attach self-attested additional supporting documents required as per letters given at Para 1 above.

5. **Action by OIC Parent Polyclinic.** Process the application based on eligibility criteria and forward to Director Regional Centre with recommendation.

6. **Action by Director Regional Centre.** Director Regional Centre will check the documents attached and give his recommendations and forward to Dir Vigilance at CO ECHS.

7. **Action at CO ECHS.** The application will be processed for approval of MD ECHS and decision will be communicated by Dir Vig to fwg :-

- (a) ESM / Primary Beneficiary
- (b) Director, Regional Centre

(c) OIC Parent Polyclinic

(d) SDCPL (Vendor)

(e) UTI ITSL (Vendor)

8. This policy will be reviewed on 31 Dec 2024.



(Jitendra Singh)  
Brig  
Dy MD ECHS  
For MD ECHS

**Copy to:-**

MoD (DoESW) : For information please.