

Tele: 25684645  
Telefax: 011-25684946  
Email : [jditechs1@echhs.gov.in](mailto:jditechs1@echhs.gov.in)

Central Organisation ECHS  
Adjutants' General Branch  
Integrated Headquarters of  
MoD (Army), Thimayya Marg,  
Near Gopinath Circle,  
Delhi Cantt- 110 010

B/49711-NSC/AG/ECHS/Gen Corr

13 Jul 2023

**All Regional Centres  
All Command HQs**

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

1. Please refer COECHS letter No. B/49711-NSC/AG/ECHS/Gen Corrs dated 26 Oct 2022.
2. A detailed policy on Annual Validation was promulgated vide letter under refer and also vide following CO ECHS letters:-
  - (a) Central Organisation ECHS letter No B/49711-NSC/AG/ECHS/Gen Corr dated 01 Mar 2023.
  - (b) Central Organisation ECHS letter No B/49711-NSC/AG/ECHS/Gen Corr dated 27 Dec 22.
  - (c) Central Organisation ECHS letter No B/49711-NSC/AG/ECHS/Gen Corr dated 26 Oct 22.
  - (d) Central Organisation ECHS letter No B/49711-NSC/AG/ECHS/Gen Corr dated 27 Jul 22.
  - (e) Central Organisation ECHS letter No B/49711-NSC/AG/ECHS/Gen Corr dated 06 Jul 22.
3. As per the feedbacks received from the environment and also by digital data available with CO ECHS, it is observed that a substantial number of 64KB ECHS Cards have been blocked by the system as the ESM/Primary beneficiary has although got one time extension of validity for three months as per Para 9 of letter referred at Para 2(e) above but not uploaded the required documents online with in the specified period of three months. The competent authority has approved following actions to facilitate such beneficiaries to get their cards unblocked and annual validation done:-

(a) **Action by Primary beneficiary/ESM.**

(i) Apply through email / hand over application to OIC Polyclinic to process unblocking the card of effected dependent along with required documents as given vide Para 6 of letter referred at Para 2(e) above.

(ii) The offline/through emails application to include following addl details:-

(aa) Ser No., Rank, Name of the ESM.

(ab) Name of the dependents.

(ac) Relation of the dependents with the ESM

(ad) E mail ID on which communication to be received.

(b) **Action by OIC Polyclinic.**

(i) Scrutinize the application received from the Primary beneficiary/ESM and forward to the Dir, Regional Center with recommendation and supporting documents by email with copy to the Primary beneficiary/ESM.

(c) **Action by Dir Regional Centre.**

(i) On receipt of request for extension with recommendation from OIC polyclinic scrutinize the application.

(ii) Dir Regional Centre can extend the eligibility by three months from date on which Dir RC Approves the extension, subject to eligibility criteria are being met by the ECHS beneficiary.

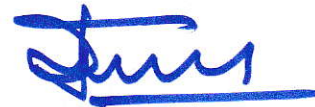
(iii) The Dir RC will use a tab "**One Time Eligibility Extension**" to extend the validity which is provided in the Dir RC Module.

(iv) The Dir RC will inform by email to the OIC Polyclinic with info to Primary beneficiary/ESM on the outcome of the application with further course of action expected from the ESM/Primary beneficiary within required time frame.

(v) In case the dependent does not meet the criteria then an email giving out reasons, be forwarded to OIC PC with copy to Primary beneficiary/ESM.

4. The cards once unblocked by the Dir Regional Centre, then the Primary beneficiary/ESM is requested to upload the required documents online within three months. After the documents are uploaded then they will be visible to OIC Polyclinic for verification and once verified, the card will be valid for one year.

5. This letter to be disseminated down to ECHS Polyclinics for the information of all ECHS beneficiaries.



(Jitendra Singh)  
Brig  
Dy MD  
For MD ECHS

**Copy to.**

M/S SDCPL

M/S UTI-ITSL



- For information and necessary action please.