

A Contribution from Volunteers

A POCKET GUIDE ON ECHS 64 kB SMART CARD

BY HELPING HANDS FOR ECHS BANGALORE

If you have queries, WhatsApp to Cdr Santhanam @ 97400 72879

16 Oct 2020 → Updated 19 Nov 2020 → Updated 5 Dec 2020 → Updated 9 Feb 2021 → Updated 24 Apr 2021

Most of your doubts on 64kB cards will be answered in this document

SI No	Situation being faced by ECHS Beneficiary	What should you Do	Additional Information
1	I still have a 16 kB Card. Can I get ECHS facilities?	The 16 kB card is no longer Valid To get ECHS medical facilities Apply On Line for 64 kB card immediately Go to ECHS portal https://echs.sourceinfosys.com/ Register yourself in portal Log In, Fill up Application, Pay & Submit Download a Temporary Slip, Get it signed by OIC Parent Polyclinic. This Ty slip is valid for 06 months .	Refer Step By Step Procedures published by Helping Hands For ECHS – ESM Alive Procedure Family Pensioners Procedure
2	I have a 32 kB Card Should I apply for 64 kB Card?	Recommend apply On Line for 64 kB card. Go to ECHS portal https://echs.sourceinfosys.com/ Register yourself in portal Log In, Fill up Application, Pay & Submit Your 32kB Card is still valid to get ECHS medical facilities. As on date there is no cut-off date for the validity of the card	Refer Step By Step Procedures published by Helping Hands For ECHS ESM Alive Procedure Family Pensioners Procedure
3	I have an Off Line Temporary Slip Can I get ECHS facilities?	To continue to get ECHS facilities Apply On Line for 64 kB card immediately Go to ECHS portal https://echs.sourceinfosys.com/ Register yourself in portal Log In, Fill up Application, Pay & Submit Off Line Temp Slip can be extended by OIC Polyclinic for 3 months Once your 64 kB application has been Verified by Records Office, you can print a Temp Slip from the site, get it signed by OIC Parent PC. This will allow you to get all facilities till you receive 64 kB card	<i>In case of Medical Emergency. ECHS benefits will not be denied just because of Validity of Temp Slips or Cards. Approach your OIC Polyclinic Or Director , Regional Centre, for Help especially for Empanelled hospitals</i>

The information contained in this document is only for the information of the intended recipient.

The contents shall not be modified & published, without the prior written consent of the Administrator, Helping Hands for ECHS WhatsApp group.

A Contribution from Volunteers

SI No	Situation being faced by ECHS Beneficiary	What should you Do	Additional Information
4	From the time I submit my application & completing payment, what are the various STATUS messages that can be seen in Mobile or in the ECHS Card portal	<p><i>The STATUS messages you will see in your ECHS Mobile / Portal are as below</i></p> <ol style="list-style-type: none"> 1. <i>Verification Observations from Records Office</i> 2. <i>Under Observation</i> 3. <i>Verification Complete</i> 4. <i>Card Printed</i> 5. <i>Card Tested & Ready for Dispatch From Source</i> 6. <i>Card Dispatched From Source</i> 7. <i>Card Received By Regional Centre</i> 8. <i>Card Dispatched to Station Headquarter</i> 9. <i>Card Received at Stn HQ</i> 10. <i>SMS OTP Processed by Stn HQ</i> 11. <i>SMS OTP Sent & Card Ready For Collection</i> 12. <i>Card Handed Over to Individual</i> 	
5	<p>I applied for 64 kB Card</p> <p>How do I find out the STATUS of my application?</p>	<p>A) <u>Status Check Using your Mobile</u></p> <p>Install ECHS Beneficiaries App in your Mobile (Android or iOS)</p> <p>For Android – ‘ECHS Beneficiaries’ app Playstore</p> <p>For iOS – ‘ECHS Beneficiary’ app – Appstore</p> <p>Launch App , Click on Card Status, Enter details asked for, Status of your application will be displayed</p> <p>B) <u>Status Check Using a PC or Laptop</u></p> <p>Log In to https://echs.sourceinfosys.com/ → click ‘Already Registered Click to Log in’ → enter Registered Mobile Number, Password and Verification Code.</p> <p>Status of your application will be displayed</p>	<p>Refer Encl 2 of Step By Step Procedures published by Helping Hands For ECHS</p> <p>ESM Alive Procedure</p> <p>Family Pensioners Procedure</p>
6	<p>I submitted application for 64 kB card.</p> <p>After Payment & Submit, I realised that I have entered wrong detail(s).</p> <p>Can I correct the application?</p>	<p>Go to ECHS portal https://echs.sourceinfosys.com/</p> <p>Login, → Edit application → correct the mistakes → Submit</p>	<p>If the Verification by your Records Office is not completed, then only you can do this action</p>

The information contained in this document is only for the information of the intended recipient. The contents shall not be modified & published, without the prior written consent of the Administrator, Helping Hands for ECHS WhatsApp group.

A Contribution from Volunteers

SI No	Situation being faced by ECHS Beneficiary	What should you Do	Additional Information
7	<p>I submitted application for 64 kB card.</p> <p>Status is showing Verification Observations from Records office</p> <p>What should I do?</p> <p>(example: DOB entered not matching with your Records)</p>	<p>Go to ECHS portal https://ech.ssourceinfosys.com/</p> <p>Login, More Options → click on Revert Application → enter reasons → submit</p> <p>Use Mobile app / Desktop PC to check whether Records Office has given the Approval for Revert Application request</p> <p>When you receive Approval, Login , click on Edit Application and correct mistakes & Submit application.</p>	
8	<p>I applied for 64 kB Card and Status is showing as “Under Observation”</p> <p>What actions do I need to take?</p>	<p>Keep monitoring status. If there are any observations by Records office, complete actions as required.</p> <p>If you have 32 kB card continue to use it</p> <p>If you have 16kB Card, download Temp Slip, get it signed by OIC Polyclinic. Use this for 06 Months</p> <p>If you have Off Line Temp Slip, get it extended by 3 months from OIC Polyclinic.</p>	<p><i>In case of Medical Emergency. ECHS benefits will not be denied just because of Validity of Temp Slips or Cards. Approach your OIC Polyclinics or Director , Regional Centre , to resolve issues especially with Empanelled hospitals</i></p>
9	<p>How do I come to know that I can collect my 64 kB card</p>	<p>You will receive an OTP in your Mobile # which you used while applying for the card.</p> <p>OTP will also be received in your registered email ID</p> <p><i>Check Status in mobile - SMS OTP Sent & Card Ready For Collection</i></p> <p><i>This indicates that you can collect the card</i></p>	
10	<p>I received a message with OTP / in email, for card collection.</p> <p>What should I do?</p>	<p>Go to the Office that sent you the OTP.</p> <p>Card is issued by Stn Hq or Polyclinic</p> <p>You must provide OTP details to the Card issuing authority, so that Card is activated before handing over to you</p> <p>Take relevant documents requested. You must return the old cards / Ty Slip</p>	

The information contained in this document is only for the information of the intended recipient. The contents shall not be modified & published, without the prior written consent of the Administrator, Helping Hands for ECHS WhatsApp group.

A Contribution from Volunteers

SI No	Situation being faced by ECHS Beneficiary	What should you Do	Additional Information
11	<p>I received OTP but unable to trace it / deleted it by mistake in my SMS or Email.</p> <p>Is there a method to still collect my cards already received at Stn Hq / PC?</p>	<p>Go to your Stn Hq or PC where Cards are handed over.</p> <p>Carry your Mobile that was used when you applied for the card.</p> <p>Meet the Officer In Charge to initiate a request for a new OTP</p> <p>You provide the received OTP in mobile to the Card issuing authority.</p> <p>Your Card will be activated and handed over by card Issuing authority. Take relevant documents requested. You must return the old cards / Ty Slip</p>	<p>Only Card Issuing office can reinitiate a request for new OTP</p>
12	<p>I collected 64 kB card</p> <p>I find many errors on the Card (such as wrong Date Of Birth, Name , Rank, etc)</p> <p>What should I do?</p>	<p>Go to ECHS portal https://echs.sourceinfosys.com/</p> <p>Login, More Options→ Select the Beneficiary whose card needs to be corrected</p> <p>Block the selected Card</p> <p>Click Home→More Options →Click Change in Data</p> <p>Modify details</p> <p>Pay & Submit</p> <p>Print a Temp Slip for the Blocked Card , get it signed by OIC PC and use it to get all ECHS facilities.</p> <p>When you receive OTP from respective Stn HQ or PC, Go & Collect your New Card</p>	<p><i>The Card you blocked cannot be used</i></p> <p>Hand over your old card to Stn Hq / PC while collecting the new card</p>
13	<p>I collected & using a 64 kB card.</p> <p>Can I change my registered Mobile Number?</p>	<p>Go to ECHS portal https://echs.sourceinfosys.com/</p> <p>Login, Click More Options →Change Mobile option.</p> <p>Take a print out of the request, meet OIC Parent PC with the printed form & a copy of your 64 kB Card. OIC PC will approve your request Online.</p>	

**The information contained in this document is only for the information of the intended recipient.
The contents shall not be modified & published, without the prior written consent of the Administrator, Helping Hands for ECHS WhatsApp group.**

A Contribution from Volunteers

SI No	Situation being faced by ECHS Beneficiary	What should you Do	Additional Information
14	<p>I collected & using a 64 kB card</p> <p>Can I change my Parent Polyclinic (PC)?</p>	<p>Go to ECHS portal https://echs.sourceinfosys.com/</p> <p>Login, Click More Options→ Change Polyclinic option</p> <p>Select Beneficiary to whom change is required, select New Polyclinic & Submit</p> <p>Your request will be approved On-line by both OIC PCs.</p> <p>Go to your New PC & Update 64 kB card in Kiosk</p>	<i>This can be done only once in 06 Months</i>
15	<p>I lost the 64 kB Card</p> <p>What actions do I need to take to get a new card?</p>	<p>Go to ECHS portal https://echs.sourceinfosys.com/</p> <p>Login → More Options→Select Beneficiary whose card is lost→ Block selected Card only</p> <p>Click Home→More Options→Click Reprint of Loss of 64 kB Card</p> <p>Pay & Submit</p> <p>Print a Temp Slip for the Blocked Card , get it signed by OIC PC and use it to get all ECHS facilities.</p> <p>When you receive OTP from respective Stn HQ or PC, Go & Collect your Duplicate Card</p>	<i>The Card you blocked cannot be used</i>
16	<p>I forgot my Password to login to ECHS portal https://echs.sourceinfosys.com/</p> <p>But I remember Answers to the Two Security Questions (Lucky)</p> <p>Can I set a new Password?</p>	<p>Go to ECHS portal https://echs.sourceinfosys.com/</p> <p>Enter Mobile Number & select Change / Forgot password</p> <p>Select Use Security Questions option</p> <p>Enter correct answers for the Two security questions</p> <p>Enter New Password twice & Verification code</p> <p>Click on Change Password.</p> <p>Use this for future Login to https://echs.sourceinfosys.com/</p> <p>You can use Email ID Option also and follow steps</p>	<p><i>Always keep the Password & Answers to Two Security Questions safely for reference</i></p> <p><i>If you have forgotten both Password and the Answers to two Security Questions, approach the ECHS Smart Card Helpline.</i></p> <p><i>Go to echs.gov.in portal for contact numbers</i></p>

NOTE: The contents here have been derived from Central Org ECHS Policy letters & SOP. If there are changes in policies at a later date, the Policies shall be referred by Beneficiaries.

The information contained in this document is only for the information of the intended recipient. The contents shall not be modified & published, without the prior written consent of the Administrator, Helping Hands for ECHS WhatsApp group.