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Central Organisation ECHS  
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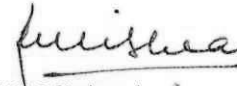
B/49760/AG/ECHS/R/2024

10 Sep 2024

( )  
All Comd HQs (A/ECHS)  
IHQ of MoD (Navy) (ECHS)  
Dte of Air Veterans (ECHS)

**ADVISORY : WORKING HOURS OF ECHS POLYCLINICS**

1. PI ref CO ECHS letter No B/49701-PR/AG/ECHS/2017 dt 25 Jul 2017 and even No dt 01 Dec 2017.
2. It has been observed that timing/ working hours of Polyclinics promulgated vide above quoted letters is not being adhered to thus resulting, in repeated complaints and grievances from the envt regarding non-availability of med attention in Polyclinics during working hours.
3. Hence, it is requested to issue suitable directions to all concerned for strict adherence to the fwg laid down timings of ECHS Polyclinics:-
  - (a) **Working Hours.** 0800 hrs to 1600 hrs (Monday to Saturday excluding Gazetted Holidays).
  - (b) **OPD Timing for MOs & Dental Offrs.** 0800 hrs to 1500 hrs.
  - (c) **OPD Timing for Specialists.** 0830 hrs to 1330 hrs.
  - (d) **Lunch Break.** 1330 hr to 1400 hr (To be staggered to ensure at least one Med Officer is attending patients).
  - (e) **Documents & Emergency Patients.** 1500 hrs to 1600 hrs. OIC Polyclinics & support staff incl Med/Dental Offrs can complete the documentation after 1500 hrs, but min one Med Offr will be present for emergency patients whereas balance pers will be doing documentation, accounting and preparations for the next day.
6. This letter supersedes CO ECHS letter No B/49760/AG/ECHS/R/2024 dt 29 Aug 2024.
7. For info & further dissemination please.

  
(PK Mishra)  
Col  
Dir (Ops & Coord)  
for MD ECHS

**Copy to:-**

All Regional Centres ECHS - for info & necessary action pl.

**Internal:-**