

A Contribution from Volunteers

STEP – BY -- STEP PROCEDURE

TRANSFER OF ECHS CARD BETWEEN POLYCLINICS

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For queries WhatsApp message to Cdr V K Santhanam @ 97400 72879

This Procedure will ANSWER your Queries pertaining to How you can get new ECHS Card in case you have shifted to a New location

A) ANSWERS TO YOUR QUESTIONS (detailed under respective Section)

YOUR QUESTIONS?	ANSWERS IN
<i>Can I collect new ECHS Card at my new location after having applied in my previous location ?</i>	<i>SECTION 1</i>
<i>How do I receive my ECHS Card in my New Location?</i>	<i>SECTION 2</i>

SECTION # 1 - *Can I collect new ECHS Card at my new location after having applied in my previous location?*

- i. When you apply for a new ECHS Card , on receipt by the respective Card disbursing office, it is collected by the Veteran.
- ii. Normally the Office send an SMS OTP to your registered mobile and this is entered by the office to activate the card.
- iii. **After applying for the card, in case you have shifted your residence to a new location, there is a method to get the card in your new location. (Polyclinic or Stn HQ)**

SECTION # 2 - *How do I receive my ECHS Card in my New Location?*

A) ACTIONS BY YOU (BENEFICIARY)

- i) When you have shifted to a new location, write an E Mail or Letter to OIC Parent Polyclinic (original location) with the following details and matching the original card application
 - a. Service #, Rank, Name
 - b. Online ECHS Application Number (you can get it from echs.sourceinfosys.com)

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- c. Registered Mobile Number (used in your application) & present mobile # (if any)
- d. OTP if received as a SMS for card ready for collection
- e. Full details of the Polyclinic where the card (s) is to be forwarded.
- f. Names of Beneficiaries whose card(s) is to be forwarded from

B) ACTIONS BY OIC PARENT POLYCLINIC

- i) Once the above details are received by your Parent Polyclinic, the OIC will enter OTP provided by you or will generate OTP and activate the respective card(s)
- ii) An Auto generated letter with all details will be printed & signed by OIC
- iii) The letter along with the card(s) will be sent by Registered Post to the new Polyclinic with a copy to you (Beneficiary)
- iv) You can collect the card(s) from your new polyclinic on receipt.

C) IMPORTANT POINTS TO NOTE

- i) ***Once the card(s) is activated by the parent polyclinic by entering the OTP, your Temporary Slip will become **INACTIVE**, till you collect the card(s) from new polyclinic***
- ii) ***In case the card(s) is lost in transit, you need to **BLOCK** the card online and apply for **REPRINT**. (go to echsourceinfosys.com site)***

JAI HIND