

**GUIDELINES & INSTRUCTIONS FOR FILLING UP OF
ECHS SMART CARD ONLINE APPLICATION FORM – FUTURE RETIREE**

1. **FUTURE RETIREE**. Service personal who are due for retirement / discharge in the next six to eight months or proceeding premature retirement will be covered under this category. They are required to fill the online Smart Card Application under Future Retiree category available on the online portal.

(a) **Registration Process.**

- (i) Visit ECHS website <http://www.echs.gov.in> then click on the tab **Online Smart Card Application – Online Application**.
- (ii) Enter your name, service number along with valid mobile number and e-mail ID (for receiving One Time Password) and new password then click on tab **Register**.
- (iii) Verify your e-mail ID with the OTP received on your mail.
- (iv) Verify your mobile number with the OTP received on your mobile.
- (v) Registration process is complete after successful mobile OTP verification.
- (vi) After successful registration, a message will be displayed that **Registration Process successful, proceed for Eligibility Check Process**. One can login any time using registered e-mail ID and password to fill the online ECHS smart card application by clicking **Already Registered Click to Login**.
- (vii) The Registration details will be valid only for a period of **15 days**, if the application is not filled completely and payment is not done for Smart Card. After 15 days period previous registration will expire and a new registration process has to be followed.

(b) **Eligibility Check Process.**

- (i) Click on the tab '**Future retiree**'.
- (ii) Select your Disability details (if any).
- (iii) Select your citizenship, state then enter your Aadhaar number and Date of Birth.
- (iv) To add dependents, click on the 'Add Dependent' button.
- (v) Enter the Dependent Name, Dependent Relation, Dependent Date of Birth, Dependent Marital Status, Dependent Monthly Income, Dependent Mobile Number, Dependent Email ID, Dependent Disability Details (if any), Dependent Postal Address, if same as primary beneficiary then select **Address same as Primary Beneficiaries Current Address** else enter address of dependent, enter Dependent Aadhaar Number.
- (vi) For **white card eligibility**, select physical disability as per The Person With Disabilities, PWD Act 1995 from the drop down menu. **Attaching of scanned copy of medical certificate by service specialist as per format provided is a mandatory requirement**. Please note if the certificate has been issued based on ailment same is **NOT valid** irrespective who has signed.

(vii) In case no other dependents need to be added click on '**If No Dependents then Proceed to Verification**' button, else click on the 'Add Dependent' button to add more dependents and follow steps (iv) and (v).

(viii) In case of any discrepancies in the eligibility criteria of any dependent, a message will be displayed and respective field will be highlighted. Check and correct the same for proceeding further to verification process.

(ix) On successful verification, a message will be displayed that **Eligibility Check completed successfully, proceed for Detailed Application.**

(c) **Detailed Application**

(i) Click on the **photo** tab and upload your recent passport size photograph in civil dress.

(ii) Select your **Gender, Date of Commission / Enrolment, Date of Retirement/ Release, Type of Pension, Type of Service, Category, Rank, Last unit served, Record Office, PPO Number (if known).**

(iii) Click on **signature** tab and upload a photo of your signature.

(iv) If disability was selected, then enter your disability percentage. It should be 40% or more.

(v) Enter details as required in the preceding columns.

(vi) Select **Regional Centre**, then select **Polyclinic** from the available options as per your address of residence and Station HQ will be auto populated.

(vii) Enter your permanent address, select district, tehsil and pin code.

(viii) Check in the tab to enter your **Current Address** if different from Permanent Address.

(d) **For Dependents.**

(i) Upload recent passport size **photograph** and photo of **signature/thumb impression** of the dependent by clicking on the tabs.

(ii) Enter details in respect of dependent as required in the preceding columns.

(iii) Follow same procedure for addition of all the dependents.

(iv) Details in the application can be edited any time before submission.

(v) Dependent if added erroneously can be deleted before submission of form.

(e) **Attachments.**

(i) Receipt of MRO (**Only for Coast Guard personnel**) (**Appendix A & D**).

(ii) Medical Certificate from Service Specialist (In case of PWD) (**Appendix B**).

(iii) On successful filling of Detailed Application, a message will be displayed that ***Detailed Application filled up successfully proceed for Payment.***

(f) **Payment.**

(i) You will be directed to a new window for payment for ECHS Smart Cards. **Please note that the cost of one Smart Card is Rs. 177/- (inclusive of all taxes) plus transaction charges extra (as applicable). Separate card will be needed for all members.**

(ii) Select mode of payment and proceed as directed.

(iii) On successful payment a confirmation SMS is forwarded to the registered mobile number of primary beneficiary along with an Application number.

(iv) A message is displayed ***Payment successful, Proceed for Temporary Slip Generation.***

(v) After successful filling of application and payment, the filled application will be forwarded on primary beneficiaries email as well as the same will remain available under individuals login for printing. ***There is NO need to forward filled application to any office, it is available only for record purpose of applicant.***

(g) **Temporary Slip.**

(i) Online generated Temporary slip is required to be taken to nearest polyclinic for activation along with all related service documents for ECHS membership. Temporary Slip will be signed by OIC Polyclinic only after physical verification of the documents (in original).

(ii) Temporary slip can be used in the interim period for availing ECHS facilities till the issue of ECHS Smart Card.

(iii) On receipt of Smart Cards at Station HQ an intimation SMS will be forwarded to your registered mobile number. The Smart Cards are required to be collected by every dependent in person from Station HQ with deposit of Temporary slip.

(h) **Observations by Record Office.**

(i) In case of any observation raised by your Record Office, the application will be reverted back to you for correction. You will get an intimation SMS regarding observations by Record Office.

(ii) Observations raised by the Record Office will be spelt out in your login.

(iii) Correct the observations and re-submit the application to Record Office for further processing of Smart Card application.