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B/49711-NSC/AG/ECHS/Gen Corr /6 Sep 2025

IHQ of MoD (Air Force)
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Northern Comd (A/ECHS)
South West Comd (A/ECHS)
HQ ANC
HQ SFF & HQ Coast Guard
All Regional Centres

CHANGE IN DATA AFTER NEW 64KB ECHS SMART CARD IS PRINTED

1.   The ESM / Primary Beneficiary is responsible to fill correct data / information in the 64KB ECHS Smart Card Online Application and further it is required to be suitably checked by the respective Record Office for correctness of data and then verify. Once the application is verified by Record Office then their is no human intervention and card will be printed. The environment has reported in few cases that the data printed on the card is incorrect. To deal with such cases a detailed instruction are given in succeeding paragraphs.

Identify Reasons for Printing of Wrong Data on the Card

2.   Once the new 64KB ECHS Card is collected, please check that all information printed on the card is correct. In case ESM / Primary Beneficiary finds any anomaly then he / she must login on ECHS website i.e **echs.sourceinfosys.com** using login credentials to cross check whether the data filled in the online application is same or different from the one printed on the card.

3.   A detailed procedure to indentify and manage faulty 64KB ECHS Card has been promulgated by CO ECHS letter No B/49711-NSC/AG/ECHS/Gen Corrs dated 10 Sep 25.

Procedure for Apply for Change in Data

4.   When the ECHS Cards have been handed over to beneficiaries and they want to update / correct his data in application, the following procedure should be followed:-

4.1 Login on ECHS website i.e **echs.sourceinfosys.com** with login credentials. After successfully login, ESM/Primary Beneficiary should block the ECHS Card in which ESM/ Primary Beneficiary wants to update the data by selecting category as '**DUE TO CHANGE IN DATA**' under **MORE OPTION** tab > **BLOCK CARD** tab.

4.2 After blocking of card, ESM/Primary Beneficiary can proceed for change in data under **MORE OPTION** tab > **CHANGE IN DATA** tab. A tick box will be shown beside the name of beneficiary for which change in data will be carried out.

4.3 Click on tick box and proceed for edit.

4.4 While changing data, **Yellow** and **Green** columns will be reflected. If any changes are made in **Yellow field** then payment for printing of card will be charged. Make desired corrections in the application, save details and click on **MAKE PAYMENT** tab.

4.5 If ESM is alive and desires to change his / her name then updated name should be filled in both columns (ESM details and primary beneficiary details).

4.6 When ESM / Primary beneficiary wants to correct his Date of Birth, he/she should select ESM status as Ex-servicemen alive / Ex-servicemen demised then make correction in Date of Birth.

4.7 After successfully payment, application will be verified by Record Office. Furthermore, when application has been verified by Record Office, application will automatically be visible to the vendor for printing of card.

4.8 Once application is verified by Record Office (for normal cards) / Record Office & CO ECHS (for white cards), ESM/ Primary beneficiary can take a print out of temporary slip and get it countersigned by OIC PC to avail ECHS facilities till cards are handed over to him/her.

4.9 If any correction is made in **Green field,** no payment is required. When beneficiary saves his details, the ECHS Card will be get automatically unblocked.
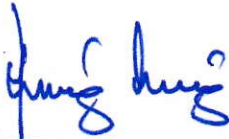
4.10 When any changes are made in **Green field**, ECHS Beneficiary should approach his parent polyclinic and insert his card in KIOSK Machine for updation of the data.

All Cards Get Blocked In Case Changes Are Made In Yellow Field Of ESM / Primary Beneficiary Details Section

5. In case ESM/Primary Beneficiary applies for change of Yellow field for the ESM/Primary Beneficiary, then all his/her dependent cards will also get blocked and payment for all the cards will be required to be made. Once the payment in such case is made then the application for ESM/Primary Beneficiary and dependents will get verified together (even if no field for dependents has been changed). In case the dependent field is changed then that particular application will be visible and need to be verified for that specific field.

6. This letter supersedes all letters issued earlier by Central Organisation ECHS

regarding change in data after 64KB ECHS smart card is printed. This information is to be disseminated to all Polyclinics and displayed at prominent places for information of ECHS Beneficiaries.

(Anurag Bhardwaj)
Col
Dir (Stats & Automation)
for MD ECHS

Copy to :

M/s SDCPL

M/s UTI-ITSL   -   For info and necessary action please.