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B/49711-NSC/AG/ECHS/Gen Corr

10 Jun 2025

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

ONLINE PROCEDURE TO CHANGE PARENT POLYCLINIC

1. It is intimated that after seeking feedback from the environment, procedure for changing parent polyclinic of any ECHS beneficiary has been made simplified. The facility can be exercised once in **three months** by beneficiaries who have already collected the 64 KB ECHS Smart Card.

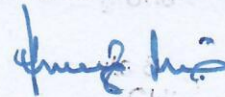
2. **Action by the ESM / Primary Beneficiary.** The ESM / Primary beneficiary will adopt following procedure:-

(a) **When Primary Beneficiary logs in at ECHS web portal.** Primary beneficiary / ESM will login to ECHS website, echhs.sourceinfosys.com using his login credentials. He / she has to click on the "**more option**" tab then click on "**change parent polyclinic**" tab and select the beneficiary whose polyclinic is required to be changed. Furthermore, select the new polyclinic from drop down and save details.

(b) **ECHS Beneficiary Mob App.** ECHS beneficiary login to ECHS Mob App using his / her ECHS Card number and 4 Digit mobile pin. He / she has to click on "**polyclinic change**" option and select the beneficiary whose polyclinic is required to be changed then after click on "**change PC request**". Moreover, select the new polyclinic from drop down and click on "**change request**" tab.

(c) Approach the new polyclinic and insert the 64KB ECHS Smart Card in KIOSK Machine for updation of data.

3. This letter supersedes all letters issued earlier by Central Organisation ECHS regarding change of parent polyclinic. This information is to be disseminated to all Polyclinics and displayed at prominent places for information of ECHS beneficiaries.



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for MD ECHS