

ADVISORY: FILLING UP ONLINE APPLICATION FOR 64KB CARD

The ECHS has introduced 64KB Card. Validity of 16 and 32 KB Cards has expired

Procedure for 64 KB ECHS Card is given below.

PREPARATORY STAGE

1. Write down following details on a paper:
 - (a) ESM Service Particulars
 - (b) Mobile No for registration
 - (c) Security Question for recovery of password: Mother's Name and Your place of birth.
 - (d) Aadhar and PAN Card No
 - (e) Blood Gp
 - (f) PPO & Old ECHS Card No
 - (g) Permanent address as per record of service
 - (h) Present Address (if other than Permt)
 - (i) Bank A/C, IFSC, Bank add
 - (j) Dependent particulars -DOB, Aadhaar & PAN No, Blood Gp.

2. Scan, upload and create a folder on desktop of following as applicable (All documents should be in the **jpg** format and the **size less than 1 MB**):
 - (a) Photos all beneficiaries
 - (b) Signature all beneficiaries
 - (c) PPO of the pensioner
 - (d) Old card of ESM/Old Temp Slip
 - (e) Other documents as applicable: Bankers Cert, Death Cert in case of ESM demise, disability certificate, Receipt of MRO for onetime contribution etc.

STEP ONE: REGISTRATION

Filling up of online Application for ECHS 64 KB Card Link: <https://echs.sourceinfosys.com/>

1. Select the Applicable Category: ESM Pensioner/Marital Discord/ WW II/ SSCO/ ECO/ PMR(Non Pensioner)
2. Fill up Name ESM (without rank), Mob No, create a password (Note it down for future ref).
3. Security Question for password recovery: Mother's name and your place of birth (Make a note for future ref)
4. Click on '**Register**' get an OTP on your mob, enter it - you are now registered.

STEP TWO: FILLING UP ONLINE APPLICATION

1. Login: <https://echs.sourceinfosys.com/>
2. Go to Edit Option and select appropriate Application Form (Future retiree/ Old Card/ Temp Slip/ Pre 96/ 96 to 2003 retiree/ Post 2003 retiree/ Death in service/ loss of card/ Non Pensioner - WW II/ ECO/ SSCO/ PMR, etc).
3. All fields are mandatory.
4. Fill each field carefully, be very particular in selecting drop down fields.
5. Upload photo & signatures by importing from the folder created on desktop
6. Fill up details of each Dependent incl photo and signature
7. Upload all other relevant documents listed in your application
8. Check details thoroughly and SAVE
9. Go to payment option- online payment

NOTE:

#Please note down your password

#Login frequently to check status

STEP THREE: Verification by Records

1. Respective Records/MP5/MPRSO/TA Verify online application, if all correct.
2. Records raises obsn in case of anomaly.
3. Obsn visible to ESM on login.
4. ESM to rectify the anomaly and resubmit.
5. Records verify once reconciled.

STEP FOUR : Printing of Card and Dispatch to Stn HQ

1. Card printed once verified, checked and dispatched to concerned Regional Centre.
2. RC dispatches to respective Stn HQ.
3. Stn HQ sorts them out and issues OTP to beneficiary on his RBN as an SMS

STEP FIVE: Collection of Card by the Beneficiary

1. Receipt of OTP SMS on the registered Mobile.
2. ESM reports to Card section with old card/temp slip, PPO, Discharge Book/Service Particulars Booklet (in case of Non Pensioner), Aadhar of all beneficiaries, IT Return of last Two years/Form 26/ Income Certificate or any other document mentioned in SMS.
3. Card Delivered and activated

Imp Notes

1. To check status keep logging in frequently
2. Rectify any anomaly raised by Records
3. Download "ECHS Beneficiary App", you can check status, contact details and subsequently manage your treatment