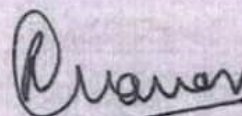


4. The OIC polyclinic on receipt of the request will feed the OTP for all cards requested and an auto populated letter will be generated which can be printed and signed by the OIC parent polyclinic. This letter and card be forwarded to the ESM/primary beneficiary by registered post. In case OTP is not provided by the beneficiary then the OIC to follow request OTP procedure and show electronically cards handed over then only the letter will be generated.

5. The ECHS beneficiary may please plan note that since the OTP will be entered in the system before the cards are handed over hence the temporary slip will not function in the period when the cards are in transit.

6. In case cards get lost in transit then the ESM/primary beneficiary will have to block the cards online and apply for reprint under loss of ECHS cards.



(Rakesh Kakar)

Col (Retd)

Jt Dir (Statistics & Automation)  
for MD ECHS

**Copy to :**

**SourceDOTcom Pvt. Ltd.**

K7/35, DLF Phase-II  
Sector-25, Gurugram  
Haryana- 122002

- 1. For information and necessary action please.
- 2. Summary report of all such request should be available to PCs, Stn HQ RCs and Central Org for monitoring through portal.

**M/s UTI-ITSL**

UTI Bhawan, Plot No.3, Sector -11  
CBD Belapur, Navi Mumbai  
Maharashtra-400614.

- For information and necessary action please.