

No. 24(5)/03/US(WE)/D(Res)  
Government of India  
Ministry of Defence

New Delhi, the 8<sup>th</sup> September, 2003

To,

The Chief of Army Staff  
The Chief of Naval Staff  
The Chief of Air Staff

**Subject: Procedure for Hiring of Buildings for ECHS  
Polyclinics in Non Military stations.**

Sir,

1. With reference to Government of India, Ministry of Defence letter No. 22(1)/01/US(WE)/D(Res) dated 30 Dec'2002, I am directed to convey the sanction of the Government for 'Procedure for Hiring of Buildings for ECHS Polyclinics in Non-military stations' for Ex-servicemen Contributory Health Scheme (ECHS) with immediate effect.

2. This issues with the concurrence of Ministry of Defence (Finance) vide their U.O No. 517/Dir(F/Med)/03 dated 6<sup>th</sup> August'2003.

Yours faithfully,

Sd/-xxx  
(V.K. JAIN)  
Under Secretary to the Govt. of India

Copy to:-

1. Min of Def (Fin/AG)
2. The CGDA, New Delhi
3. DGADS, New Delhi.
4. All Command Hedquarters
5. CDA (O), Pune
6. CDA (Army), Meerut
7. CDA (Army), Bangalore
8. CDA (Army), Jabalpur
9. CDA (Army), Lucknow
10. CDA (Army), Patna
11. CDA (Army), Gowahati
12. CDA (Army), Pune

13. CDA (Army), Secunderabad
14. CDA (Navy), Mumbai
15. CDA (Air Force), Dehradun
16. AG's Branch/CW-3
17. Naval Headquarters (PS Dte)
18. Air Headquarters (PS&R)
19. Dir (Fin/AG)
20. DFA (B)
21. DFA (N)
22. DFA (Air Force)
23. Central Organisation, ECHS

Copies signed in ink :-

1. CDA (Army), Bangalore
2. CDA (WC), Chandigarh
3. CDA (Army), Patna
4. CDA (CS), Pune
5. CDA (Army), Meerut
6. CDA (NC), Jammu
7. CDA (Officers), Pune
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10. CDA (Army), Jabalpur
11. CDA (Army), Secunderabad
12. CDA (Army), Lucknow
13. CDA (Army), Chennai
14. CDA (Navy), Kolkata
15. CDA (A F), Dehli

**PROCEDURE FOR HIRING OF BUILDINGS FOR ECHS POLYCLINICS IN NON  
MILITARY STATIONS**

**Requirement**

1. Hiring of buildings for ECHS polyclinics will be done in locations identified for establishment of ECHS polyclinics in Non-military stations. Hiring of buildings will be undertaken only till such time that the land is purchased and ECHS Polyclinic constructed in that station.

**Procedure**

2. Existing Procedure for Requisitioning and Hiring of Immovable Properties as detailed in MOD letter No. 11011/2/77/D(Lands) dated 12 October 1977 will be observed.

3. The hiring of buildings for ECHS Polyclinics will be carried out by a Board of Officers ordered by the Station Commander in whose jurisdiction the Non-Military station falls.

4. The Board of Officers (BOO) will comprise of the following:

- a) Presiding Officer – Nominated by the Station Commander
- b) Members
  - i Representative of SEMO/SMO/PMO
  - ii Representative of CWE
  - iii Representative of DEO

5. The BOO shall ensure that the floor area to be hired does not exceed the specified floor area for ECHS polyclinic in Non-military stations as laid down in Appendix F para 1(b). The same is given as follows:

Type of Polyclinic	A	B	C	D
Built up Area (in Sq Feet)	5000	4000	2500	2000

6. The BOO will also assess the building for:

- a) Accessibility for ESM
- b) Location within the city/town vis-a vis important hospitals and important health facilities.
- c) Suitability of the building for placement of Medical Equipment eg. Ultrasound, X Ray etc.
- d) Availability of Electricity and Water sources
- e) A Rent Reasonability Certificate for the approved rent would be obtained from the local municipality/revenue authorities.

**Budgetary Allocation**

7. The Central Organisation ECHS will earmark annual budgetary funds from Revenue Head and intimate the same to the HQs Command.