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**COURT CASE  
REGISTERED**

Naval Pension Office  
c/o INS Tanaji  
Sion Trombay Road  
Mankhurd  
Mumbai 400 088

PEN/600/SP/ Court Case

09 Nov 18

The ZSB/ZSWO

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROCESSING AND FORWARDING OF PENSION FORMS DOCUMENTS OF  
SPECIAL PENSION CLAIMANTS (EX-SAILORS/FAMILIES)**

<b>SHRI</b>	<b>EX-</b>	<b>SER.NO.</b>
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1. Refer to following: -

- (a) Hon'ble Supreme Court dated 27 Oct 16
- (b) Hon'ble Supreme Court dated 27 Sep 18.
- (c) GOI/DESW letter 4(10)/2017-D(Pen/Legal) dated 22 Oct 18.

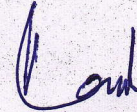
2. In order to expedite the process of making relevant Pension Form set available to the Special Pension claimants (as defined in the order listed at Para 1), this office is hosting relevant Form-set on its website (<http://indiannavy.nic.in/navpen>). This Form-set is to be duly downloaded by the claimants and appropriate print-out, as described below, is to be taken for processing their respective cases through the concerned ZSBs. The type of print-outs (of Pension Form-set) which is to be taken by the claimants are as described below: -

- (a) For the pages numbered from 1 to 12 - **Back to back.**
- (b) For the pages numbered from 13 to 22 - **Single side of each page.**

3. The necessary Instruction for filling-up the Pension Forms is also the part of Forms being uploaded which needs to be downloaded and kept back with claimants for reference.

4. ZSBs are therefore requested to consider this signed (and scanned) letter copy (available on NAVPEN website) as the authentic letter for an ex-sailor to approach ZSB office for enabling processing of their pension claims and for ZSBs to forward the completed documents to the Record Office (NAVPEN).

5. It may be noted that the Hon'ble Supreme Court has clearly directed all stakeholders for quick implementation of their Order (refer Para 1) and any undue or unjustifiable delay may invite adverse strictures/ summons from the Hon'ble Court. Hence, there exist a necessity to process the Special Pension cases of the ex-sailors expeditiously.



(RK Nagar)  
Captain  
Sr. Staff Officer (Pension)  
for Logistics Officer-in-Charge

This form is provided by  
Veteran Sailors Welfare Association  
For latest updates, and assistance please contact us at  
[www.veteransailors.com](http://www.veteransailors.com)  
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PEN/600/SP/ Court Case

09 Nov 18

Shri \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FORWARDING OF PENSION FORMS FOR GRANT OF SPECIAL PENSION**

<u>NAME</u>	<u>RANK</u>	<u>P.NO.</u>
<u>DATE OF ENROLMENT:</u>	<u>DATE OF DISCHARGE:</u>	

1. Refer to GOI MoD letter 4(10)/2017/D(Pen/Legal) dated 22 Oct 18.
2. A set of pension forms are attached herewith. You are requested to take **back to back side** printout of the pages numbered from 01 to 12 and on **single side of each page** for the pages numbered 13 to 22 (on **A4 size paper**). These Forms-set are required to be then filled-up completely, and wherever required necessary signatures of **Zila Sainik Welfare Officer** be endorsed.
3. Further, forward the completed Forms to this office along with all the necessary documents (readable, legible and recognisable copies only).
4. On receipt of your Pension Forms, your claim will be submitted to the PCDA (P), Allahabad/ PCDA (N), Mumbai for issue of Special Pension PPO. **It may be noted that your Special Pension claim cannot be processed in the absence of said documents.**

(आर के नागर/ RK Nagar)

कैप्टन /Captain

वरिष्ठ स्टाफ अधिकारी(पेंशन)

Sr. Staff Officer (Pension)

कृते संभारिकी प्रभारी अधिकारी

for Logistics Officer-in-Charge

**INSTRUCTION FOR FILLING UP THE SPECIAL PENSION FORM**

1. On receipt of a set of pension forms, you have to ensure that following documents are forwarded to the Naval Pension Office through respective Zila Sainik Board as per the time frame mentioned against each for timely sanction of pension.

2. While filling up the forms you are requested to note the following points for easy completion:-

(a) Pension Forms and photographs are required to be attested by the Zila Sainik Board.

(b) In column 11 of the IN 245 you are required to write only last rank held by you and effecting date

(c) In column 09 & 24 of the IN 245 you are advised to write the permanent home address i.e. Spouse name, House Name/No., Post Office, Village, District, State and Pin code.

(d) Column 18 of the IN 245 you are required to write the Bank Particulars for drawing your pension after discharge, Pension account is to be opened only in any of the Branch of the Bank which is authorized by the Reserve Bank of India for Defence Pension transaction in your particular district. The names of authorised banks for drawal of pension are as under: -

- |                           |                                   |
|---------------------------|-----------------------------------|
| (i) State Bank of India   | (ii) Punjab National Bank         |
| (iii) Allahabad Bank      | (iv) Andhra Bank                  |
| (v) Bank of India         | (vi) Bank of Maharashtra          |
| (vii) Canara Bank         | (viii) Central Bank of India      |
| (ix) Corporation Bank     | (x) Indian Bank                   |
| (xi) Indian Overseas Bank | (xii) Syndicate Bank              |
| (xiii) UCO Bank           | (xiv) Union Bank of India         |
| (xv) United Bank of India | (xvi) Bank of Baroda              |
| (xvii) Dena Bank          | (xviii) Oriental Bank of Commerce |
| (xix) New Bank of India   | (xx) Punjab Sind Bank             |
| (xxi) Vijay Bank          | (xxii) Axis Bank                  |
| (xxiii) ICICI Bank        | (xxiv) HDFC                       |
| (xxv) IDBI                |                                   |

(e) In case your district has been separated from any old district, you are requested write the old district name in bracket, so that necessary action can be taken for granting the pension, in the correct bank.

(f) Your name should be correct as per the service record, as well as it should be matched with Aadhaar Card, PAN Card, Voter ID Card etc. Photocopy of Aadhaar Card for self and dependents duly attested by Zila Sainik Board must be enclosed with pension forms.

3. **Annexure A (Details of Family).**

(a) You are required to write the full date of birth of the individuals (for example 01 Jan 94 of 01.01.94). You are requested to write the correct name as per your marriage declaration and Service Documents. In case of any difference in the name of self and dependents, you are required to enclose the documents as per IHQ MoD(N) / DESA letter DX/VSF/165/15 dated 18 Feb 15 (photocopy attached) along with the pension forms.

(b) In case you are having any handicapped/mentally retarded child/children, you are requested to indicate the same against their name in details of family (Annex A) and following documents may also forwarded to this office as supporting documents:-

- (i) Four copies of medical certificate issued by the Specialist medical officer of the rank of Civil / Surgeon / Cmde / Brigadier and photograph of the child to be pasted on each certificate and the same is to be attested by the Zila Sainik Board.
- (ii) Photocopies of original birth certificate duly attested by the Zila Sainik Board.

4. **Requirement of Photographs:-**

- (a) **Married Sailors**: Joint photo of self and wife: Four Copies
- (b) **Unmarried sailors/divorce/widower**: Self Photographs: Four Copies
- (c) **Disposal of the Photographs**:
  - (i) One photograph is to be pasted on the details of family (Annexure A) and to be attested by the Zila Sainik Board.
  - (ii) One Photographs is to be pasted on the page 6 of descriptive roll and to be attested by the Zila Sainik Board.
  - (iii) Two photographs are to be attached with the pension claim in an envelope duly attested on reverse side by the Zila Sainik Board. Name, Rank and Number is to be written on the reverse side of the photograph.

5. If you have not declared your marriage to NAVPEN then you are requested to forward the following documents to this office along with the Pension Forms: -

- (a) Original Court Affidavit signed by the First Class executive magistrate
- (b) Marriage Certificate duly attested by Zila Sainik Welfare Officer.

6. If you are a divorcee / widower, you are requested to forward the following documents to this Bureau along with the pension forms:-

- (a) In case of widower death certificate duly attested by the Zila Sainik Board.
- (b) In case of Divorcee –Court Decree regarding Divorce

7. In case of discrepancies, NAVPEN (Naval Pension Office) will not be processing your pension claims to NPO / CDA (N) for issue of Pension Payment Order without proper verification. Therefore you are advised to check to pension forms thoroughly before forwarding the same to NAVPEN, so that the unwarranted delay can be avoided.

**NOTE:** Please detach these Instructions from the Pension Form set and keep as guidelines.

**ROLL OF A SAILOR APPOINTED PRIOR TO 03 JUL 1976 AND DISCHARGED ON OR AFTER 03 JUL 1976**

**Auth:** The Hon'ble Supreme Court Order dated 27 Sep 18 and GOI, MoD {Dpt. Of Ex-Servicemen Welfare D(Pension/Legal)} Letter No. 4(10)/2017(D(Pen/Legal) dated 22 Oct 2018

**(TO BE PREPARED IN DUPLICATE) Aadhar No.** \_\_\_\_\_

**E-mail ID** \_\_\_\_\_

**Mobile No.** \_\_\_\_\_

- 1) Number : \_\_\_\_\_
- 2) Name & Rank (in Block Letter) : \_\_\_\_\_
- 3) Last Ship/Establishment before discharge : \_\_\_\_\_
- 4) Date of Birth : \_\_\_\_\_
- 5) Date of Enrolment : \_\_\_\_\_
- 6) Age on Enrolment : \_\_\_\_\_
- 7) Date of Discharge : \_\_\_\_\_
- 8) Gallantry Award, if any (attach copy of Authority) : \_\_\_\_\_
- 9) Address (with Pin Code) : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 10) Identification mark : \_\_\_\_\_
- 11) Details of Promotion of last rank held : Vide BOP Number \_\_\_\_\_  
 w.e.f. \_\_\_\_\_
- 12) Rate of pay last admitted Rs. \_\_\_\_\_
- 13) (a) Date of discharge Vide Release Serial Number \_\_\_\_\_  
 (b) Total service on date of discharge: \_\_\_\_\_
- 14) Period not counted as qualifying service for Pension: \_\_\_\_\_
- 15) Any Previous IN, IAF or Army service which may count towards pension. Gratuity as verified by the CDA (Navy) ( Proof to be enclosed)
- 16) Character ( Very Good / Good / Satisfactory) : \_\_\_\_\_
- 17) Prominent occurrence during life or service (all records of held service from the date of commencement to the date of termination should be written here)
- 18) Place and Channel of Payment
  - (a) Treasury : \_\_\_\_\_
  - (b) DPDO : \_\_\_\_\_
  - (c) Bank Details :
    - (i) Name of Bank : \_\_\_\_\_
    - (ii) A/C No. (Single / Joint) : \_\_\_\_\_
    - (iii) Place of Bank : \_\_\_\_\_
    - (iv) District : \_\_\_\_\_
    - (v) State (with PIN Code) : \_\_\_\_\_
- 19) Pension for which recommended : Special Pension @ Rs. \_\_\_\_\_  
 (Rupees) \_\_\_\_\_ w.e.f. \_\_\_\_\_
- 20) Other allowances, if any, to which entitled when pensioned : \_\_\_\_\_

21) Cause of discharge vide article 2520 (ii) 4 : TRANSFERRED TO PENSION ESTABLISHMENT /  
Regs. (for Indian Navy) LOCAL DISCHARGE FROM UNIT

22) Whether he was granted any Pension : \_\_\_\_\_  
previously, If so, the PPO number and  
Commencement date of pension. Circular  
notifying pension should be quoted

23) Was he recommended any time for reduction of  
Pension, If yes, give reasons : \_\_\_\_\_

24) Details of eligible dependents (who are to be paid Family Pension on demise of current pensioner) in following format:-

Sr.	Name	Relationship with Pensioner	Address with PIN Code	Aadhar No.

**Note:-** Eligible dependants for seeking family pension would mandatorily follow the sequence namely, wife, handicapped child, eldest child (if eligible).

Three signatures of (Name, Rank & Number of Ex-serviceman) \_\_\_\_\_ are as appended below:-

(a) \_\_\_\_\_

(b) \_\_\_\_\_

(c) \_\_\_\_\_

**ATTESTED**

Station \_\_\_\_\_

Date \_\_\_\_\_

Zila Sainik Board

II

I certify that the particulars given in the 'Roll' are correct as far as can be ascertained from the record of the NAVPEN and admissibility of Special Pension is recommended for sanction under the extant Rules {(see Rules 5, 8, 69 and 80 of of the Navy (Pension) Regs 1964}.

For Logistics Officer-in-charge

III

Recommended and Special Pension Sanctioned

Naval Pension Office  
C/O INS Tanaji  
Sion-Trombay Road  
Mankhurd, Mumbai – 400 088  
Date : \_\_\_\_\_

For Logistics-Officer-in-Charge

**ROLL OF A SAILOR APPOINTED PRIOR TO 03 JUL 1976 AND DISCHARGED ON OR AFTER 03 JUL 1976**

**Auth:** The Hon'ble Supreme Court Order dated 27 Sep 18 and GOI, MoD {Dpt. Of Ex-Servicemen Welfare D(Pension/Legal)} Letter No. 4(10)/2017(D(Pen/Legal) dated 22 Oct 2018

**(TO BE PREPARED IN DUPLICATE) Aadhar No.** \_\_\_\_\_

**E-mail ID** \_\_\_\_\_

**Mobile No.** \_\_\_\_\_

- 1) Number : \_\_\_\_\_
- 2) Name & Rank (in Block Letter) : \_\_\_\_\_
- 3) Last Ship/Establishment before discharge : \_\_\_\_\_
- 4) Date of Birth : \_\_\_\_\_
- 5) Date of Enrolment : \_\_\_\_\_
- 6) Age on Enrolment : \_\_\_\_\_
- 7) Date of Discharge : \_\_\_\_\_
- 8) Gallantry Award, if any (attach copy of Authority) : \_\_\_\_\_
- 9) Address (with Pin Code) : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 10) Identification mark : \_\_\_\_\_
- 11) Details of Promotion of last rank held : Vide BOP Number \_\_\_\_\_  
 w.e.f. \_\_\_\_\_
- 12) Rate of pay last admitted Rs. \_\_\_\_\_
- 13) (a) Date of discharge Vide Release Serial Number \_\_\_\_\_  
 (b) Total service on date of discharge: \_\_\_\_\_
- 14) Period not counted as qualifying service for Pension: \_\_\_\_\_
- 15) Any Previous IN, IAF or Army service which may count towards pension. Gratuity as verified by the CDA (Navy) ( Proof to be enclosed)
- 16) Character ( Very Good / Good / Satisfactory) : \_\_\_\_\_
- 17) Prominent occurrence during life or service (all records of held service from the date of commencement to the date of termination should be written here)
- 18) Place and Channel of Payment
  - (a) Treasury : \_\_\_\_\_
  - (b) DPDO : \_\_\_\_\_
  - (c) Bank Details :
    - (i) Name of Bank : \_\_\_\_\_
    - (ii) A/C No. (Single / Joint) : \_\_\_\_\_
    - (iii) Place of Bank : \_\_\_\_\_
    - (iv) District : \_\_\_\_\_
    - (v) State (with PIN Code) : \_\_\_\_\_
- 19) Pension for which recommended : Special Pension @ Rs. \_\_\_\_\_  
 (Rupees) \_\_\_\_\_ w.e.f. \_\_\_\_\_
- 20) Other allowances, if any, to which entitled when pensioned : \_\_\_\_\_



21) Cause of discharge vide article 2520 (ii) : TRANSFERRED TO PENSION ESTABLISHMENT /  
Regs. (for Indian Navy) LOCAL DISCHARGE FROM UNIT

22) Whether he was granted any Pension : \_\_\_\_\_  
previously, If so, the PPO number and  
Commencement date of pension. Circular  
notifying pension should be quoted

23) Was he recommended any time for reduction of  
Pension, If yes, give reasons : \_\_\_\_\_

24) Details of eligible dependents (who are to be paid Family Pension on demise of current pensioner) in  
following format:-

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**Note:-** Eligible dependants for seeking family pension would mandatorily follow the sequence namely, wife,  
handicapped child, eldest child (if eligible).

Three signatures of (Name, Rank & Number of Ex-serviceman) \_\_\_\_\_ are as  
appended below:-

(a) \_\_\_\_\_

(b) \_\_\_\_\_

(c) \_\_\_\_\_

**ATTESTED**

Station \_\_\_\_\_

Date \_\_\_\_\_

Zila Sainik Board

II

I certify that the particulars given in the 'Roll' are correct as far as can be ascertained from the record of  
the NAVPEN and admissibility of Special Pension is recommended for sanction under the extant Rules {(see Rules 5,  
8, 69 and 80 of of the Navy (Pension) Regs 1964}.

For Logistics Officer-in-charge

III

Recommended and Special Pension Sanctioned

Naval Pension Office  
C/O INS Tanaji  
Sion-Trombay Road  
Mankhurd, Mumbai – 400 088  
Date : \_\_\_\_\_

For Logistics-Officer-in-Charge

**PENSION DISBURSING OFFICE**

Treasury: _____	Bank: _____
Address: _____	Address: _____
Serial: _____ No. _____	Account No. _____
Head Office _____	Head Office _____

---

**DESCRIPTIVE ROLL OF**

Name : \_\_\_\_\_ Rank \_\_\_\_\_ Corps : INDIAN NAVY  
 Number \_\_\_\_\_

---

**INSTRUCTIONS****THUMB AND FINGER IMPRESSIONS AND SPECIMEN SIGNATURES**

1. A Small quantity of printer's ink should be well rubbed on a tin slab until a very thin even layer is formed. The balls of the thumb and of all the fingers of the left hand of the individual after being wiped should be laid on the inked slab and rolled from side (not rubbed) until sufficiently inked and then lightly and carefully the thumb be rolled on paper on which the print is to taken, in such a way that the thumb lines are clearly impressed on it. It must be specially borne in mind that any side movement, either during applying or removing the thumb will cause a smudge or spoil the impression and therefore to be avoided.
2. The impression on page **2** is required for permanent record in the audit office. Page 5 is detached and retained by the **Pension Disbursing Officer**. In the case of Family Pensioner, the impression on the duplicate copy of **I.A.F.A- 366 or A-368** will be removed from there and pasted in the space provided on pages 2 and 5 of this form.
3. However, in the case of pensioner in respect of whom joint photographs in the civil dress with his wife have been furnished and who are literate enough to sign their names in **English, Hindi** or any official regional language, instead of taking their thumb and finger impression as means of identification, they will be required to affix **three specimen Signatures** on page 2 and 6 of the Descriptive Roll.

**DESCRIPTIVE ROLL**

Class No \_\_\_\_\_

Serial No \_\_\_\_\_

Paying Station \_\_\_\_\_

Channel of Payment \_\_\_\_\_

Date From which pensioned ←-----		Name, Rank and Corps ←-----		Father's Name ←-----		Service No ←-----		Length of service previous to being pensioned				Height when pensioned		Age When pensioned		Colour of hair and Eyes											
								Corps and Rank		Years		Months		Days		Cms.		Year and Months		Days		Complexion		Face		Figure	
City or Village ←-----		Paragna or Tehsil ←-----		District ←-----		State ←-----		Religion ←-----		Class or Tribe ←-----		For What period granted (Life Time or for Lesser Period)				Country of Residence of family		Disability and other pension granted temporarily for a Fixed Period									
														Date on which pension is to be ceased													
Prominent Service and character whilst serving								Identification Mark								Remarks on examination by officer paying pension											

Three specimen signatures of Individual

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ Aadhar No. \_\_\_\_\_

Three specimen signatures of his Wife

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ Aadhar No. \_\_\_\_\_

The period of service in each corps (i.e. Army/Navy/Air Force) and rank in which such Service was performed must be separately entered.

Station : \_\_\_\_\_

ATTESTED

Date : \_\_\_\_\_

Zila Sainik Board

In the event of an extension, the period of extension with number and date of the pension extension order / circular and pension payment order should be noted in red ink. The same procedure should be followed in the case of pension being made permanent.

In the column "Prominent Service" the number of battles, allegedly in which the pensioner may have served and the occasions on which medals or other rewards were received are to be entered.

In the column identification Marks the size and situation of any wounds, scar, mole or other peculiarities tending to Identification of the pensioner are to be entered by medical officers of units / regiments in their own handwriting in plane intelligible terms after a careful examination of each individual.

Name and relationship of next of kin or other person to whom arrears of pension are to be paid at the demise of pensioner		Signature and Name, Rank and Number of Pensioner		
Signature of two guarantors who are already the recipient of pension and to whom the individual is known				
Signature of the Guarantors		Name of pension Disbursing Office (in case the Guarantors are Military Pensioners and the Treasury / Head Office)		Address
		Name		Serial No.
Taken before (Full Signature and Designation of Pension Paying Officer)				
Description of Pension etc.	Amount Rs.	Ps.	Amount in words	Authority Pension Payment Order
1. Pension per month				
2. Relief	As applicable			
3. Personal Allowance subedar or Risaldar Major Per Month				
4. DCRG, Personal Allowance A D C Per Month				
5. Gallantry Award / Capitalize Value				

ATTESTED

Staff Officer (Pension)  
For Logistics Officer-in-charge, NAVPEN

Certified that \_\_\_\_\_  
 the above named has been paid in my presence and advance of Rupees \_\_\_\_\_  
 \_\_\_\_\_ on this \_\_\_\_\_  
 day of \_\_\_\_\_

Comdg.

Station \_\_\_\_\_

Dated \_\_\_\_\_

Register, Page No.

Pension Paying Officer

Recorded in

---

In the column "Next of Kin" the names, ages and occupation of two of the pensioner's sons or nearest male relations are invariably to be noted, also the name of the person to whom he wishes to award all arrears, due to him, at the time of his death to be paid. Indian Military pensioners are permitted to nominate alternative heirs in order of priority for the purpose of payment of any arrears of pension due to the death of the deceased pensioners. Heirs so nominated will be serially numbered in order of priority of right to the payment of the pensioner at the time of the first payment after 1<sup>st</sup> January in each year.

State the controller's pension circular/pension payment order in which the continuance of personal allowance on transfer to the pension list was notified.

State the Controller's pension circular/pension payment order in which the continuance of annuity on transfer to the pension list was notified

Expunge where no advance is given.

**PARTICULARS OF TRANSFERS**  
**NOT TO BE COMPLETED BY UNIT**

Pensioner Transferred		Authority for transfer			Last payment made			
From	To	Monthly Rate of pension		Rate of payment	To what date	Amount paid		Signature of pension paying officer
		Rs.	Ps.			Rs.	Ps.	

This form is provided by  
 Veteran Sailors Welfare Association  
 For latest updates, and assistance please contact us at  
[www.veteransailors.com](http://www.veteransailors.com)  
 Note : This watermark will not appear in your prints.

Impression should be taken in as small a compass as possible consistent with clearness  
(See instruction on Page. 1)

(A) Three specimen signatures of individual

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

(B) Three specimen signatures of his wife

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**ATTESTED**

**Staff Officer (Pension)**

**For Logistics Officer-in-Charge, NAVPEN**

Latest Passport size photographs of the individual with his wife in civil dress duly attested

Family for this purpose means family as defined in A.I 2/S/6 and corresponding instructions in Navy and Air Force side

- Note :
- (a) Photo of self and wife in case of married sailors.
  - (b) Self photo in case of unmarried / Divorced / Widower Sailor.
    - i) In case of Divorce, Legal Documents to be enclosed
    - ii) In case of widower, Death Certificate of the wife to be enclosed.

Photo is to be affixed duly attested by the Zila Sainik Board as per note

Note : Photo affixed here is required to be countersigned by the Zila Sainik Board

This form is provided by Veterans Sailors Welfare Association for sailors updates, and assistance please contact us at www.veteransailors.com. This watermark will not appear in your prints.

**TO BE RETURNED TO :**

ACKNOWLEDGMENT

THE LOGISTICS Officer-in-charge  
for Staff Officer (Pension)  
Naval Pension Office  
C/O INS Tanaji  
Sion-Trombay Road  
Mankhurd, Mumbai – 400 088.

- (a) Pensioner's Service No. \_\_\_\_\_
- (b) Pensioner's Rank \_\_\_\_\_
- (c) Pensioner's Name \_\_\_\_\_
- (d) T/S No./H/O./Account No. \_\_\_\_\_
- (e) P.P.O No. \_\_\_\_\_

I acknowledge the receipt of IAF A 369 In respect of the above Pensioner.

Station: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature  
Pension Paying Officer

Note: All the above to be filled in before the Descriptive Roll is sent to the Pension Disbursing Officer and Despatched to The Logistics Officer-in-charge, Naval Pension Office on the above address

This form is provided by  
 Veteran Sailors Welfare Association  
 For latest updates, and assistance please contact us at  
 www.veteransailors.com  
 Note : This watermark will not appear in your prints.



**CERTIFICATE FOR BANK****(By Pensioner)**

I, Shri/Smt \_\_\_\_\_

\_\_\_\_\_ hereby certify that my Pension/Family Pension Account details are as follows and that I will not change the Pension Account at least till receipt of the first pension:-

A/c No. : \_\_\_\_\_

Name of Bank : \_\_\_\_\_

BSR Code of  
Paying Branch : \_\_\_\_\_

Address of Bank : \_\_\_\_\_

Post Office \_\_\_\_\_

District \_\_\_\_\_

State \_\_\_\_\_ Pin: \_\_\_\_\_

Date : \_\_\_\_\_ Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Rank : \_\_\_\_\_ No. \_\_\_\_\_

II

**CERTIFICATE BY BANK**

Certify that \_\_\_\_\_

\_\_\_\_\_ (Name and Address of Bank) is authorized

for disbursement of Defence Pension. Further, the address of the CPPC/Link Branch with

BSR Code is \_\_\_\_\_

\_\_\_\_\_ (Address, including Pin Code)

**(Seal)****Manager****Date** \_\_\_\_\_\_\_\_\_\_ **Bank**

**ANNEXURE 'A'**  
**DETAILS OF FAMILY**

Name \_\_\_\_\_ Service No. \_\_\_\_\_ Rank \_\_\_\_\_  
Date of Retirement / Discharge / Invalidment \_\_\_\_\_  
Details of the Members of my family as on \_\_\_\_\_

S.No	Name of the Member of Family	Date of Birth (dd-mm-yy)	Relationship with the individual	Whether the Children Physically Handicapped or Mentally retarded
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

I hereby undertake to keep the above given particulars upto date by notifying the addition / alterations, if any, to the Record Office.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Sailor

Place: \_\_\_\_\_

**COUNTERSIGNED**

Date : \_\_\_\_\_

Zila Sainik Board

Family for this purpose means family as defined in A.I 2/S/6 and corresponding Instruction in Navy {Rule 120 of the Navy (Pension) Regs 1964} and Air Force side.

Note:

- (a) Photo of self and wife (in case of married sailors).  
(b) Self photo ( in case of unmarried / Divorced / Widower Sailors).  
(i) In case of Divorce, Legal Documents to be enclosed.  
(ii) In case of Widower, Death Certificate of wife to be enclosed.

Verified and found correct with reference to entries recorded in Kindered Roll Portion of Sheet Roll.

Photo is to be affixed duly attested by the Zila Sainik Board as per note

Staff Officer (Pension)  
for Logistics officer-in-charge  
Naval Pension Office

Note: Photo affixed here is required to be countersigned by the Zila Sainik Board

## DECLARATION FOR ANTICIPATORY PENSION

Whereas the Controller of Defence Accounts (Pensions), Navy Mumbai has consented provisionally to advance to me towards Pension Rupees \_\_\_\_\_  
\_\_\_\_\_ P.M. Relief Rupees \_\_\_\_\_  
\_\_\_\_\_ and Death-cum-Retirement Gratuity Rupees \_\_\_\_\_  
\_\_\_\_\_ only in anticipation of the completion of the enquiries and documents necessary to determine my pension entitlement, namely, pension, Relief and Death-cum-Retirement Gratuity. I hereby acknowledge that I fully understand that the same are subject to revision on the completion of the necessary enquiries and documents, and I promise to raise no objection to such revision on the ground that the provisional payment made to me exceed that award to which I may be eventually found entitled. I further promise to repay any amount advanced to me in excess of that which I may be eventually found entitled.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Rank: \_\_\_\_\_ No. \_\_\_\_\_

Date: \_\_\_\_\_

HVY / ASK / MSN / 21/6/89

## FORM OF DECLARATION

( To be completed by the applicant in receipt of anticipatory pension)

Whereas the Controller of Defence Accounts (Pension), Navy Mumbai has consented provisionally to advance to me the sum of Rs. being the commuted value of a portion of the anticipatory pension in anticipation of the completion of the enquiries necessary to enable him to fix the amount of my pension and consequently the part of pension that may be commuted. I fully understand that the commuted value now paid to me is subject to revision on completion of the necessary formal enquiries and I promise the have no objection to such revision of the ground that the provisional amount now to be paid to me as the commuted value of the part anticipatory pension exceeds the amount of which I may be eventually found entitled found entitled. I further promise to repay either in cash or by deducting from subsequent payments of pension any amount advanced to me in excess of the amount to which I may be eventually found entitled.

Station : \_\_\_\_\_

\_\_\_\_\_  
Sailor's Signature

Dated : \_\_\_\_\_

## DECLARATION TO BE SIGNED BY SERVICE PENSIONERS

I understand that the service pension which is being sanctioned in my favour is subject to my future good conduct. I also understand that the pension is liable to be forfeited if I am convicted by a court of law or a crime of political and non political nature. The term 'GRAVE MIS CONDUCT' also includes " Attempts to foment communal trouble or indulgence in activities which promote class hatred"

Signature \_\_\_\_\_

Rank \_\_\_\_\_

Per No. \_\_\_\_\_

Date \_\_\_\_\_

### DECLARATION FOR RECOVERY OF GOVERNMENT DUES

I (Name Rank & No) \_\_\_\_\_

\_\_\_\_\_ agree to the recovery of Government dues hereafter, being effected from pension, if detected later.

Signature \_\_\_\_\_

### ATTESTED

Dated \_\_\_\_\_

Zilla Sainik Board

**SPECIMEN LETTER OF UNDERTAKING BY THE PENSIONER**

Date \_\_\_\_\_

To

The Branch Manager

\_\_\_\_\_ (Bank)

\_\_\_\_\_ (Branch and address)

Dear Sir,

**Payment of pension under A/C No. \_\_\_\_\_ through your Bank**

In consideration of your having, at my request, agreed to make payment of pension due to me every month by credit to my account with you. I the undersigned agree and undertake to refund or make good any amount to which I am not entitled or any amount which may be credited to my account in excess of the amount to which I am or would be entitled. I further hereby undertake and agree to bind myself and my heirs, successor, executors and administrators to indemnify the bank from the against any loss, suffered or incurred by the bank in so crediting my pension to my account under the scheme and to forthwith pay the same to the bank and also irrevocable authorise the bank to recover the amount due by debit to my said account or any other account / deposits belonging to me in the possession of the bank.

Yours faithfully,

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

**Witnesses:**

(1) Signature .....

Name .....

Address .....

Date .....

(2) Signature .....

Name .....

Address .....

Date .....

*This form is provided by  
Veteran Saahyog Vaidya Prasasti  
For latest updates, contact us at  
www.veteransahyogvaidya.com  
Note : This watermark will not appear in your printer.*

**FORM OF CERTIFICATE OF NON- EMPLOYMENT/ RE-EMPLOYMENT  
FROM THE DATE OF DISCHARGE ( \_\_\_\_\_ ), TILL DATE**

(In triplicate)

1. I declare that I have not been serving in any capacity either in a Govt. Deptt./ Office, Company, Corporation, Autonomous body or Society or Central or State Government or Union Territory or Local Fund during the half-year ended May/November.

OR

I declare that I have been employed/ re-employed in the office of \_\_\_\_\_ which is a part of / financed by \_\_\_\_\_ Government and was in receipt of the following monthly rates of emoluments during the half year ended May/ November \_\_\_\_\_ or during the month of \_\_\_\_\_ falling, with in the said half year.

(a) Pay \_\_\_\_\_

Special Pay \_\_\_\_\_

Allowances \_\_\_\_\_

(Including DA,ADA, etc) \_\_\_\_\_

OR

(b) Honorarium \_\_\_\_\_

Further that the orders of my re-employment do/ do not stipulate my pension being held in abeyance during the re-employment.

\*2. I declare that I have not accepted any commercial employment in India.

OR

I declare that I have accepted commercial employment in India, after obtaining previous sanction of the Central Govt. and none of the conditions, if any, attached thereto by Govt. has been violated.

OR

I declare that I have accepted commercial employment in India without obtaining the previous sanction of the Central Government.

**Note-** This declaration is required to be given for a period of two years from the date of retirement.

\*\*3. I declare that I have not accepted any commercial employment under a Govt. outside India/ an International organization of which the Govt. of India is not a member.

OR

I declare that I have accepted a Commercial employment under a Govt. outside India/ an International Organization of which the Govt. of India is not a member after obtaining the previous sanction of the Central Govt. have been deviated form .

OR

I declare that I have accepted a commercial employment under a Govt. outside India/ an International organization of which the Govt. of India is not a member without obtaining the previous sanction of the Central Govt.

Signature \_\_\_\_\_

Name of pensioner \_\_\_\_\_

Place \_\_\_\_\_

PPO No \_\_\_\_\_

Date \_\_\_\_\_

TS/ PS No. \_\_\_\_\_

**COUNTERSIGNED**

**Gazetted Officer**

(\*) Certificate at (2) is to be furnished by retired Defence Civilian Group 'A' Officers/ Commissioned Officers of and above the rank of Colonel / Captain / Group Captain in the Army, Navy and Air Force respectively.

(\*\*) Certificate at (3) is to be furnished by retired Defence Civilian group 'A' officers and Commissioned Officers of all ranks.

**FINAL KINDERED ROLL FORM**  
**(No further amendments will be accepted)**

Name \_\_\_\_\_ Rank \_\_\_\_\_ No. \_\_\_\_\_ Mobile No \_\_\_\_\_  
 Aadhar No. \_\_\_\_\_ (Attach photo copy) Email. ID \_\_\_\_\_

**Note:** (a) Particulars of all living/dependent relatives should be filled up in the Form. Copy of Documentary proof for name, date of birth and marriage. e.g. Birth Certificate / PAN Card /Aadhar Card / Passport / Voter ID/passport to be attached. Otherwise the Form will be considered null and void.

(b) This Kindred Roll will be considered as the Final Kindred Roll before retirement and details mentioned in this will be used for verification of Pension / ECHS and for use in all other Release Formalities.

(c) This Form is to be prepared in duplicate, ink signed by endorsing the date by the sailor and countersigned by the Divisional Officer/HODs/ Commanding Officer. The SDs (Page no. 2 Family particulars) is to be filled up in ink and countersigned by Divisional Officer. The form is to be sent along with the Pension forms and audited SDs to NAVPEN / Pension Section along with all documents mentioned at Para (a).

<u>Relationship</u>	<u>Name</u>	<u>Date of Birth</u>	<u>Aadhar Card No</u> (Attach photo copy)	<u>Residence Address</u> Village, Post Office, Tehsil, District & Pin code)	<u>Name of heir / estate name</u> <u>(of persons) to whom</u> <u>estate should be made over</u> <u>on behalf of heir.</u>	<u>Percentage</u> <u>(%)</u>
Wife					1.	
Father						
Mother						
Son/ Daughter	1				2.	
	2					
Brother /Sister	1					
	2					
Date & Form of Marriage						

Sailor's Signature \_\_\_\_\_  
 Name \_\_\_\_\_  
 Rank and Number \_\_\_\_\_

Dated : \_\_\_\_\_

**Countersigned**

Zila Sainik Board



**FINAL KINDERED ROLL FORM**  
**(No further amendments will be accepted)**

Name \_\_\_\_\_ Rank \_\_\_\_\_ No. \_\_\_\_\_ Mobile No \_\_\_\_\_  
 Aadhar No. \_\_\_\_\_ (Attach photo copy) Email. ID \_\_\_\_\_

**Note:** (a) Particulars of all living/dependent relatives should be filled up in the Form. Copy of Documentary proof for name, date of birth and marriage. e.g. Birth Certificate / PAN Card /Aadhar Card / Passport / Voter ID/passport to be attached. Otherwise the Form will be considered null and void.

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Wife					1.	
Father						
Mother						
Son/ Daughter	1				2.	
	2					
Brother /Sister	1					
	2					
Date & Form of Marriage						

Sailor's Signature \_\_\_\_\_  
 Name \_\_\_\_\_  
 Rank and Number \_\_\_\_\_

Dated : \_\_\_\_\_

**Countersigned**

Zila Sainik Board