

NAVY FOR LIFE AND BEYOND SAILORS

**(A GUIDE FOR RETIRING SAILORS AND
THEIR NEXT OF KIN)**



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FOREWORD

1. The aim of this book '**Navy for Life and Beyond-Sailors**' is to ensure a smooth and trouble free transition from active service to civvy street for the retiring sailors. This updated edition takes into account all changes that have taken place since the last edition of 2016. It contains all the relevant information regarding pre-retirement entitlements, release and pension payments, post retirement entitlements, assistance provided to widows/NOK and all allied issues that may come up at the time of retirement and thereafter. Important guidelines, application forms and references to policy letters have also been included. All these are also available on the appropriate websites.

2. This document would be a useful ready reckoner for all retiring sailors and their next of kin. Whilst all the information contained in the booklet is factually correct, however, being a guideline document, it cannot be quoted as an authority for financial claims.

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PART II

APPENDICES

CHAPTER I**TIME LINE**

0101. The happy retirement of a sailor, with all his terminal benefits and PPO in hand, on the date of retirement, entirely depends on the timely completion of various release formalities. Though the release formalities of a sailor starts on issue of Release Serial only. Therefore, timely decision regarding one's willingness or otherwise for further service is equally important. The following is the time line for various release formalities:-

	<u>Ser</u>	<u>Action To Be Taken</u>	<u>Action By</u>
M-24	1	Expiry of Engagement Serial (EES) issued by CABS.	CABS
M-14	2	Sailors to forward Willingness / Unwillingness Certificate for further service to CABS.	Unit
M-13	3	Initiate action for regularisation of leave by ships / units	Unit
	4	Initiate action for removal of 'R' if pending. (<i>Auth: Regulation 133 of Regs Navy Part II</i>)	Unit
	5	IN-14 (GCB Return) rendered to CABS in case of award / deprivation / restoration of GCB, if GCB pay has not been adjusted in relation to removal of 'R'	Unit
	6	Ensure BOSL No. is allotted by CABS if GCB pay not adjusted.	CABS
M-12	7	Release Serials (RS) published by CABS.	CABS
	8	NAVPEN forwards Pension forms and ECHS forms to unit.	NAVPEN
	9	SDs to be updated and locally audited by NLAOs prior forwarding to NAVPEN	Unit
M-11	10	Prepare duplicate SDs and forward original to NAVPEN (VR Section) with following documents:-	Unit/ Individual
	11	(a) Pension forms duly completed in all respects	Unit/ Individual
		(b) Three copies of joint passport size colour photo of sailor and his wife duly attested by any Commissioned Officer on reverse.	Unit/ Individual
		(c) Three copies of self PP size colour photo of individual sailor duly attested by any serving Commissioned Officer on reverse	Unit/ Individual
		(d) Application for NOC civil employment duly completed	Unit/ Individual
		(e) Application for NOC for civil passport duly completed	Unit/ Individual
		(f) Application for issue of Graduation / Matric equivalent certificate for those who have completed minimum 15 years of service (enclose original Matric / ET 1 certificate)	Unit/ Individual
	(g) Updation of salary account held with Naval Pay Office by filling up of Bank Allotment Form (IN-214). IN-214 duly countersigned from the last unit is to be forwarded to NPO alongwith a cancelled cheque.	Unit/ Individual	
M-10 to 5	12	Action for finalisation of account and pension claims at Naval Pay Office, Mumbai and NAVPEN respectively iaw Para 16 of Navy Order 17/2013.	NAVPAY/ NAVPEN

	Ser	Action To Be Taken	Action By
M-8	13	Ensure completion of Release Medical Examination of S1A1 sailors	Unit/ Individual
	14	Ensure completion of Release Medical Board of LMC sailors	Unit/ Individual
	15	Forward completed ECHS forms to NAVPEN along with affidavit and Demand Draft for Rs. 135/- or as per the prevailing rate per card towards the charges of Smart Cards in favour of 'Regional Centre ECHS Mumbai' for onward dispatch to Regional Center, ECHS (Mumbai).	Unit/ Individual
M-6	16	NAVPEN to complete the verification of ECHS application and forward the same to Regional Center, ECHS (Kochi)	NAVPEN
	17	Forward Release Medical Examination report of S1A1 sailors to NAVPEN through Administrative Authority.	Unit/ Individual
	18	Forward Release Medical Board report of LMC sailors to NAVPEN	Unit/ Individual
M-5	19	Recover permanent identity cards and issue surrender certificate to sailor. (Auth: Para 36 of CNO 01/03)	Unit
M-3	20	Duly completed Ex-Servicemen Canteen Smart Card Application (Green Colour form) along with the following to be forwarded to Unit Run Canteen, INS Tanaji, Sion-Trombay Road, Mankhurd, Mumbai – 400 088: (i) Attested photocopies of existing canteen smart cards. (ii) DD for Rs. 135/- per card (including Rs. 5/- for handling charges in favour of CO, INS Tanaji, CNPF A/c	Unit/ Individual
	21	A copy of application for final closing of AFPP Fund Account as per Appendix 'I' (Part-II) of NO 09/09 forwarded to Naval Pay Office, Mumbai and one copy handed over to individual	Unit/ Individual
	22	Both CHBs to be duly audited. (To be brought at the time of reporting to Release Centre). De-Kitting Certificate to be issued to sailor iaw Appendix 'E' of NO 17/2013.	Unit/ Individual
	23	BRs and Tool Kits to be recovered and action to regularize losses.	Unit
	24	Action on 'No Demand Certificate' by CO and MES	Unit
D-30	25	Issue dependent Identity card to the family members of retiree.	Unit
	26	Issue necessary genforms for upto date payments (MLR and CILQ), process upto date CEA payment and make upto date dip money payment.	Unit
	27	Prepare leave encashment Genform for the current year.	Unit
	28	Sailor to report release Centre PM 15 of the month / date specified.	Unit/ Individual
	29	Regional Center, ECHS (Mumbai) to forward ECHS smart cards to NAVPEN.	-
D-15	30	Carry following to Release Centre while reporting for release:-	Individual
		(a) Manuscript record sheet in triplicate duly updated and audited by NLAO including assessment on the date of transfer.	Individual

	(b) Original Matric / ET 1 certificate if not forwarded earlier alongwith application (for issue of Eqvt. to Graduation / Matric Certificate).	Individual
	(c) Latest passport size coloured photographs (in plain clothes):- Photographs should be with sky blue background. Avoid photographs in black shirt / coat. Scanned photographs are not to be accepted. Photo - Self- five copies, self and wife – four copies, self with wife and children – two copies	Individual
	(d) Both CHBs duly audited and a copy of the De-Kitting Certificate through ICMS.	Individual
	(e) Pmt Identity Card Surrender Certificate	Individual
	(f) Four ink signed copies of transfer Genform (with notation of details of casual leave availed in the current year)	Individual
	(g) Vigilance Certificate with Unit round stamp.	Individual
	(h) Provost Warrant Surrender Certificate (Provost sailors only)	Individual
	(j) Ink sign copy of authorisation to make private arrangement for CILQ (If drawing CILQ)	Individual
	(k) A copy of application for final closing of AFPP Fund Account as per Appendix 'I' (Part-II) of NO 09/09 already forwarded to NPO.	Individual
	(l) Copy of No Demand Certificate from COs / MES, outgoing routine	Individual
	(m) Copy of latest Kindred Roll with correct DOB of all family members as forwarded alongwith pension forms/SDs	Individual
	(n) Leave encashment Genforms for previous and current year.	Individual
	(p) Copy of time bar sanction and Genform for leave encashment (If any).	Individual
	(q) Leave records (for sea service extract), Details of award of GCB, Medal and Annual Assessment and units served (for concerned correction in documents, if any)-2 sets.	Individual
	(r) Ex Servicemen application form, duly filled in black ink and photos attested, for issue of Canteen Smart Card / Surrender Certificate, if not forwarded earlier. Refer M-3 Ser 20.	Individual
	(s) Xerox copy of PAN card (03 copies).	Individual
	(t) Original certificate of PRC undergone.	Individual
	(u) Transfer Genform should bear notation "Continue to draw CILQ at old duty station" (if drawing CILQ).	Individual
	(v) Photocopy of leave sheet (after dispatching of SDs) / manuscript sheet maintained by the unit attested and audited by NLAOs.	Individual
	(v) Uniforms – 8As, 10As and No. 2s (MCPOs holding Hon. Commission for Aug and Jan Batch)	Individual
31	Sailors to carry a 'To Whom So Ever It May Concern' Certificate with the permanent address/SPR mentioned therein issued by unit for getting their Ration Card etc. made in civil after retirement.	Unit/ Individual

Note: M – Month of Release; D – Day of Release

CHAPTER II

ACTIONS PRIOR TO REPORTING TO RELEASE CENTRE

0201. The various release formalities, which are to be completed after publication of Release Serial, till the sailor's reporting to Release Centre, are enumerated in succeeding paragraphs.

0202. **Comparison of Names.** Immediately on receipt of Release Serial, all concerned sailors are advised to compare names and date of birth of self & wife on various documents such as Service Certificate (IN 271) Educational Certificates etc. and ensures that they are same on all documents. Sailor's name should also tally with the name written on the enrollment form (IN 441), the application for "No Objection Certificate" for Passport and Civil Employment and Pension forms. In case of any discrepancy, CABS (Admin Section) is to be informed immediately. No change of name / DOB correction will be entertained within 6 month of release. Name and DOB of all dependents filled in the forms (Pension, ECHS, PRDIES etc.) should be as per the **Final Kindred Roll** forwarded at D-11 months to NAVPEN/Pension Section.

0203. **Service Certificate and Leave Sheet.** The Service Documents (Revised IN-271) are to be forwarded to NAVPEN (Verification Section) 11 months prior to the date of release, duly audited by NLAO. These documents are to be completed in all respects before forwarding to NAVPEN. In case a sailor has acquired any higher academic qualification after joining service, the same is to be entered in the original IN 271 under the Commanding Officers signature duly quoting the number of Bureau Order Academic Qualification (BOAQ). No requests for updation of qualification will be entertained within 6 months of release.

0204. **Manuscript Record Sheet.** Unit has to make a photocopy of the entire Service Documents prior dispatching of original Service Documents to NAVPEN and the same is to be maintained till the sailor proceeds for release. While proceeding for release the sailor has to carry Manuscript Record Sheet in triplicate (as per **Appendix `A`**) duly reflected the details of leave availed after dispatching the original Service Documents, leave encashment details of the entire service career, GCB, Punishments, Character and Efficiency Assessments, Promotion etc. Manuscript Record Sheet is to be audited by the NLAO concerned prior proceeding for release. NLAO audit is a must for early L/E payments.

0205. **Forwarding of Pension Forms.** On publication of Release Serial, NAVPEN (Pension Section) will forward the relevant forms for claiming Service Pension (as per **Appendix `B`**), Retirement Gratuity, Commutation of Pension etc to the Commanding Officers of concerned sailors. These forms are to be completed with utmost care and returned to NAVPEN (Pension Section) at least 11 months prior to the date of release.

0206. **No Objection Certificate for Passport and Civil Employment.** If a sailor wishes to register his name in the Employment Exchange or obtain Passport for going abroad, he may be permitted to do so only one year prior to the date of his release. For obtaining No Objection Certificate for Passport, the sailor has to apply on the prescribed proforma (as per **Appendix `C`**) duly recommended by the Commanding Officer. CABS will issue No

Objection Certificate for passport (as per **Appendix `D`**) after obtaining Naval Headquarters approval. On receipt of sailor's request on prescribed proforma (as per **Appendix `E`**), the Commodore Bureau of Sailors (Admin Section) will issue No Objection Certificate for Civil Employment (as per **Appendix `F`**) one year before their EOE to all entry sailors other than DEDH. NOC to DEDH sailors will be issued three months prior to their EOE.

0207. **Employment Index Card.** If a sailor wishes to register his name with his Zila Sainik Board for second career/job placements after release, he may forward his Employment Index Card (IAFY – 2009) (as per **Appendix `G`**) to the concerned Zila Sainik Board with a copy to NAVPEN (GB Section).

0208. **Updation of Salary Accounts.** As per IHQ, MoD (Navy) directives, terminal benefits (payment of final credit balance of AFPP Fund and Leave Encashment) and NGIS survival benefits on release from the service are credited in the existing salary account by Naval Pay Office and Release Centre respectively w.e.f. Jan 2016. In case of any change in salary accounts which includes bank address and IFSC code, Bank Allotment Form (IN-214) is required to be filled up and forwarded to NPO for updation. In addition, it to be ensured that the same name including spelling is written both in the NPO and bank records, otherwise due to mismatch of name/spelling terminal benefits may be returned back without crediting into the bank account.

0209. **Release Medical Examination.** All sailors are required to undergo a Release Medical Examination 08 months prior to their date of release from service, irrespective of their medical category, on the forms listed below: -

- (a) S1A1 - AFSMF 18
- (b) LMC - AFMSF 16

The Release Medical Board Proceeding is to reach NAVPEN (Pension Section) at least 6 months prior to date of release, Pension cannot be sanctioned by PCDA (N) without receipt of RMB (Approved copy).

0210. **Application for Post Retirement Death Insurance Extension Scheme (PRDIES).** An application for the PRDIES benefits from Naval Group Insurance Fund (placed at **Appendix `J`**) will be forwarded to the sailors, alongwith their pension forms. This form is to be completed in all respects and forwarded to NAVPEN (Release Centre) at least 03 months prior to their reporting.

0211. **De-kitting.** Sailors are to complete their de-kitting before their transfer to Release Centre. For the purpose of de-kitting:-

- (a) They are required to return ty loan items.
- (b) Personal clothing and necessaries are not required to be returned.
- (c) Technical sailors issued with tool kit are required to return the same.

(d) A no dues certificate on completion of de-kitting, including return of tool kit, is to be issued to the sailor for handing over to Release Centre.

0212. **Permanent Identity Card.** Sailors holding permanent Identity card are to return the same to the Naval Provost Marshal, INS Kunjali, Mumbai through their Commanding Officers for cancellation. Special passes, family passes if any, are also to be returned to the issuing authority for cancellation.

0213. **Vigilance Clearance Certificate.** In order to ensure that sailors, against whom Vigilance/Disciplinary Proceeding are pending, are not granted pension or gratuity and also not allowed to commute a part of their pension, as a matter of course, Commanding Officers of ship/establishments concerned are to render a certificate to NAVPEN stating whether any Vililance/Disciplinary proceedings are pending against a sailor in accordance with NO (Spl) 17/2003.

0214. **Payments.** Commanding Officers of ships/establishments are to ensure that all dues such as MLR, CILQ, CEA etc. upto the date of transfer to NAVPEN (Release Centre), are paid to the sailors being released. Release Centre will make no cash payment. For claiming CILQ for the release period, sailors are to bring a copy of Office Order authorising them to make private arrangement for accommodation and a notation of "Continue to draw CILQ" in the transfer genform.

0215. **Travel Forms.** Sailors are to collect necessary Railway Warrants, for their family to Home Station/Selected Place of Residence, from their last unit. INS Tanaji will issue a single railway warrant for self, with NIL Baggage, from Mumbai to the Home Station/Selected Place of Residence or otherwise Cash TA sanction may be issued. However, it is to be kept in mind that the last destination for self and family should be same to facilitate retirement claim.

0216. **No Demand Certificate**

(a) **By Commanding Officer.** A "No Demand Certificate" (as per **Appendix `H`**), confirming that no claim is outstanding against a sailor during the period he served in ship/establishment is to be issued by the Commanding Officer of his last ship/ establishment in which he was borne prior to his transfer to Release Centre. This certificate is required for all sailors, irrespective of whether Married/Unmarried, and is to be forwarded to NPO. One original copy is also to be submitted at Release Centre duly affixed unit round stamp at the time of release formalities.

(b) **By MES Authorities.** A 'No Demand certificate' to the effect that no barrack damage or other dues are outstanding against a sailor is required from local MES authorities. The Commanding Officer is to take early action to obtain the requisite certificate from the MES authorities in respect of all sailors who have been in occupation of Government Married Accommodation, and forward the same to NPO under intimation to Release Centre, so that the documents are available when the sailor reports to Release Centre. Timely action in this respect would enable recovery of amount due from the sailor on account of barrack damages. In the case of single sailors and sailors who were not in occupation of married accommodation a certificate is to be rendered indicating that the sailor is married/unmarried and was not in occupation of Government accommodation.

(c) **By Accommodation Allotting Authority.** 'No Demand Certificate' for sailors who retain Govt. accommodation beyond date of release is to be obtained from accommodation allotting authority and forwarded by the Commanding Officers to NPO not later than three months after release.

0217. **Execution of Will.** In the interest of all sailors, they are advised to execute a "WILL" setting out the manner in which he would like his properties to be distributed after his death. The "WILL" may be executed in the approved form as per **Appendix 'A'** to NO 94/02 and one copy forwarded to NAVPEN for keeping in his 'P' docket.

0218. **Reporting to Release Centre.** Sailors are to report to Release Centre by 15th of the month of release unless date specified by IG for large batches. The provision of "Leave Pending Retirement (LPR) for sailors" has been cancelled in accordance with sub para 3(i) (ah) of para 37 of NO (SPL) 3/84 and the same has been incorporated in NO 17/13.

0219. **Documents to be brought by Hand.** Sailors are to carry the following documents by hand at the time of their transfer, for handing over to the Release Centre:-

(a) Manuscript record sheet in triplicate duly updated and audited by NLAO (including assessment on the date of transfer).
(b) Original Matric/ET1 Certificate if not forwarded earlier alongwith application (for issue of Eqvt. to Graduation Certificate).
(c) Latest passport size coloured photographs (in plain clothes):- Photographs should be with sky blue background. Avoid photographs in black shirt / coat. Scanned photographs are not to be accepted. Photo – Self – five copies, self & wife – four copies, self with wife & children – two copies.
(d) Both CHBs duly audited and a copy of the De-kitting Certificate.
(e) Pmt Identity Card Surrender Certificate.
(f) Four ink signed copies of transfer genform.
(g) Vigilance Certificate
(h) Provost Warrant Surrender Certificate (for Provost sailors only)
(j) Ink sign copy of authorisation to make private arrangement for CILQ (if drawing CILQ).
(k) Copy of No Demand Certificate from COs and MES.
(l) Copy of latest Kindrel Roll with DOB as per pension forms/SDs.
(m) Leave Encashment genforms for previous and current year if not forwarded earlier.
(n) Copy of time bar sanction and genform for leave encashment (if any).

(p) Leave records (for sea service extract), Details of award of GCB (copy of IN-14 if GCB pay has not adjusted), Medal and Annual Assessment & units served for concerned correction in documents if any) – 2 sets

(q) Ex-Servicemen application form, duly filled in black ink and photos attested, for issue of Canteen Smart Card / Surrender Certificate.

(r) Xerox copy of PAN Card.

(s) Original Certificate of PRC undergone.

(t) Transfer genform should bear notation “Continue to draw CILQ at old duty station” (if drawing CILQ).

(u) Photocopy of leave sheet (after dispatching of SDs) / manuscript sheet maintained by the unit attested and audited by NLAOs.

(v) Uniforms – 8As, 10As and No. 2s (MCPOs holding Hon. Commission for Jan & Aug batches).

CHAPTER III

ACTIONS AFTER REPORTING TO RELEASE CENTRE

0301. Timely reporting to Release Centre is important as all formalities for claiming Terminal Benefits and issue of various certificates are initiated only after reporting. The following formalities are completed in Release Centre:-

- (a) Publication of Local Release and Discharge Order (LRDO) Part II (for sailors whose re-engagement has not been approved).
- (b) Completing and forwarding of claims for leave encashment.
- (c) Issue of railway warrants/Cash TA from Mumbai to Home Station/Selected Place of Residence.
- (d) Forwarding of genforms to NPO.
- (e) Completing and forwarding claims for CILQ, MLR, CEA etc (for the release period only) to NPO.
- (f) Guest Lectures by representatives of DGR, DESA, DPNF, ECHS, CMO and interaction with various companies/agencies.
- (g) Placement of sailors for various jobs for their rehabilitation.
- (h) Issue of Certificates listed at article 0302.
- (j) Payment of NGIF Survival Benefits.
- (k) Issue of PPO and Pension Certificate.
- (l) Issue of Income Tax Exemption Certificate.
- (m) Issue of ECHS and Canteen Smart Cards.

0302. The following certificates are issued to eligible sailors at Release Centre:-

- (a) Discharge Book (INSARC).
- (b) Certificate of Service (IN 271)
- (c) Trade Certificate
- (d) NCO Code Certificate
- (e) Graduation Equivalent Certificate
- (f) Sea Service Extract
- (g) PRDIES Certificate
- (h) "To Whom so ever it may Concern" Certificate for payment of terminal benefits
- (j) List of Contact Numbers/addresses/e-mail/ID's of various relevant authorities
- (k) Naval Crest on release

CHAPTER IV

RELEASE CENTRE PAYMENTS

0401. The following Terminal Benefits are paid to sailors at the time of their release:-

- (a) **Armed Forces Personnel Provident Fund.** Final closing balance, including interest will be paid as final payment of AFPP Fund.
- (b) **Leave Encashment.** Leave Encashment at the rate of 30 days per year subject to maximum 300 days in entire career will be paid to sailors at the time of release.
- (c) **Naval Group Insurance Fund.** Survival Benefits from Naval Group Insurance Fund comprising of following elements are paid to sailors: -
 - (i) Survival benefits (including saving element + interest + annual bonus)
 - (ii) Annuity Certain Scheme
 - (iii) Terminal Bonus.
 - (iv) Contribution towards Family Assistance Scheme, where applicable.

Note: The above terminal benefits are to be paid through existing salary accounts.

- (d) **Additional Naval Group Insurance Scheme.** Sailors who are within the authorized cadre of Aviation/Submarine/IMSF and were subscribing towards additional Naval Group Insurance Fund will be paid their benefits under ANGIF scheme alongwith the survival benefits from NGIS.
- (e) **Service/Retirement Gratuity.** Release Centre will pay Service/Retirement Gratuity to non-pensioner sailors at the time of their release. In case of pensioner sailors, their respective Pension Distributing Authorities will make these payments as authorized on PPO.

0402. **Remittance of Dues after Release.** Terminal benefits on account of AFPPF, Leave Encashment and NGIS payments at the time of their release will be remitted directly by NPO and NGIF section respectively into the existing salary account. The salary account should not be closed during the next five years since all the dues after release will be credited by NPO into the salary account till the finalization of IPA.

CHAPTER V

ENCASHMENT OF ACCUMULATED LEAVE

0501. The maximum permissible limit of leave encashment entitled to a sailor at the time of his release, has been de-linked from the number of years of service rendered by the sailor, vide GOI, MoD (Navy) letter No. B/33931/AG/PS-2(b)/1908/D(AG) dated 12 Apr 2010, subject to maximum ceiling of 300 days during his entire career.

0502. **Encashment of Leave in the year of Retirement.** Annual leave of the year of release will be encashed as follows:-

- (a) Those retiring on 31 Jan – 15 days of the year
- (b) Those retiring in Feb and thereafter – 30 days

0503. **Encashment of Leave by Sailors who are Compulsorily Retired from Service on Disciplinary Grounds.** Sailors who are compulsorily released/discharged from service on disciplinary grounds will be allowed to encash their annual leave accumulated for the purpose of encashment, subject to a limit of 300 days and maximum of 30 days for that calendar year (GOI, MoD (Navy) letter No. B/33931/AG/PS-2(b)/1908/D(AG) dated 12 Apr 2010).

0504. **Encashment of Leave by Sailors Invalidated Out of Service.** Accumulation and encashment of leave will be limited to the number of days of annual leave at the credit of Defence Forces personnel on the day of their proceeding on superannuation / release / discharged at own request / invalidated out of service / die while in service, irrespective of number of years of service rendered, subject to a limit of 300 days and maximum of 30 days can be accumulated in a calendar year, provided that nothing given herein shall restrict / contravene provisions for leave encashment issued in conjunction with LTC.

0505. **Leave Encashment-DEDH Sailors.** Direct Entry Diploma Holder Sailors (DEDH) are inducted on the bond for ten years of service with no pensionary benefits. But, they are entitled for encashment of leave (GOI, MOD(N) letter No. B/33931/AG/PS-2(b)/1908/D(AG) dated 12 Apr 2010) and IHQ MOD (N) letter PA/5424 dated 12 May is relevant).

0506. **Time bar Sanction.** Entry regarding leave accumulation is to be made in green ink on 'Record of Leave Sheets' in SDs with authority at the end of every financial year. Time bar sanction is to be obtained if an entry is not made within 24 months as per FR 188.

0507. **Travelling time.** As per rule 33 (I) of Leave Regulations sailors are entitled for 60 days annual leave. As per sub rule 3 of rule 33, in the case of sailors proceeding to a leave station which necessarily involves journey of more than two days each way, additional leave in excess to the period specified in rule 33(I) may be granted to cover the journey period in excess of two days each way. This additional leave is admissible once a year irrespective of the period of stay at the leave station.

CHAPTER VI

SERVICE GRATUITY AND DEATH-CUM-RETIREMENT GRATUITY

Service Gratuity (Non-Pensioners) (Paras 8.1 & 8.2 of GOI, MOD letter 1 (6)/98/D(Pension Services) dt 03.02.98 and Para 3.1, 5.2 and 8 of GOI MOD letter 17(4)/2008(2)D(Pen/Pol) dt 12 Nov 2008

0601. **Qualifying Service for Service Gratuity.** To determine the qualifying service for the purpose of service gratuity actual qualifying service rendered by a sailor shall be taken into account. The minimum period of qualifying service for earning Service Gratuity in the case of sailors shall be 5 years (without weightage).

0602. **Rate of Service Gratuity.** The Service Gratuity shall be admissible at a uniform rate of $\frac{1}{2}$ a month's Reckonable Emoluments for each completed 6 months period of qualifying service. There shall be no deduction in the quantum of Service Gratuity so arrived at in respect of sailors who are discharged prematurely on Compassionate grounds/personal reason. Dearness Allowances also forms a part of Reckonable Emoluments. The Reckonable Emoluments for the purpose of Service Gratuity comprise of Basic Pay, Grade Pay, MSP, Classification Allowance and Dearness relief as applicable at the time of Release.

0603. **Retirement Gratuity.** A sailor who has completed 5 years qualifying service and is eligible for service/Invalided Gratuity or pension of any type shall be granted on the termination of his service, a Retirement Gratuity at the rate of $\frac{1}{4}$ the of Basic Pay for each completed six monthly period of qualifying service plus a weightage of 5 years (maximum 33 years including weightage) subject to a maximum of $16\frac{1}{2}$ time of the Basic Pay plus Dearness Allowances at the time of retirement subject to maximum of Rs. 10 lakhs. The period less than 3 months is ignored.

0604. **Death Gratuity.** If a sailor dies while in Service, a Death Gratuity will be admissible to the family in addition to other family pensionary awards as follows:-

<u>Length of qualifying service</u>	:	<u>Rate of Death Gratuity</u>
(a) Death occurring in the first year Of qualifying service	:	2 times of reckonable emoluments.
(b) Death occurring after one year but Before completing 5 years qualifying service	:	6 times of reckonable emoluments.
(c) Death occurring after 5 year or more But less than 20 years	:	12 times of reckonable emoluments.

(d) Death occurring after 20 years or more : Equal to half of reckonable emoluments

for each completed six monthly period of qualifying service, subject to a minimum of 12 times and maximum of 33 times of reckonable emoluments.

0605. The Gratuity payment will be made by the PCDA (N) Pension Cell through a separate payment authority.

0606. The maximum limit of all kinds of Gratuity i.e. Retiring / Service / Invalid / Terminal / Death Gratuity shall be Rs. 10 Lakhs.

FREQUENTLY ASKED QUESTIONS

Q1. I am DE (DH) sailor; will I get Dependent Cards on release from Service?

Ans. Non-pensioners are not entitled for dependent cards for their dependents.

Q2. What is the eligibility for Discharge Book and Discharge Certificate?

Ans. Sailors who has served less than five years are issued with Discharge Certificate rest all are issued with Discharge Book.

Q3. What all documents are issued at the time of being discharged from service?

Ans. Following documents are issued at the time of release / discharged from service subject to eligibility / entitlement:-

- (a) Certificate of Service (IN 271).
- (b) Indian Navy Service and Release Certificate (INSARC-IN 272) (Discharge Book).
- (c) Trade Certificate.
- (d) Civil Trade Equivalent Certificate (National Classification of Occupations Code).
- (e) Graduation / Matric Equivalent Certificate.
- (f) Post Retirement Death Insurance Extension Scheme Certificate.
- (g) Sea Service Extract.

Q4. What is the criteria for issue of Graduation / Matric Equivalent Certificate?

Ans. The Graduation / Matric Equivalent Certificate is issued to sailors, after their names have been published in the Release Serial, provided they have completed 15 years of service at the time of request. The request for the equivalent Certificate is to be forwarded to the Release Centre with the original matriculation / equivalent of ET-1 Certificate for issue of Graduation / Matric equivalent Certificate respectively.

Q5. What is the procedure to get ESM Identity Card made?

Ans. Hon officers are issued with ESM Identity card or retirement at Release Centre. They are required to bring along with them two photographs (without spectacles) with blue background, as per specification indicated below:-

- (a) One 5cm x 5cm photo in civil dress with tie, Rank, Name and No. to be superimposed digitally in the lower half.
- (b) One 4.7 cm x 3.7 cm in civil dress with tie.

However, sailor below honorary rank are required to contact their respective Zila Sainik Board with following documents:-

- (a) Discharge Book
 - (b) Pension Payment Order (PPO)
 - (c) Application form duly stamped from Release Centre
 - (d) Two passport size photographs
- } With original

Q6. I am DE (DH) sailor and I am due for retirement. What is my leave encashment entitlement?

Ans. Accumulation and encashment of leave will be limited to the number of days of annual leave at the credit of Defence Forces personnel on the day of their proceeding on superannuation / release / Discharge on own request / invalidated out of service / die while in service, irrespective of the number of years of service rendered, subject to a limit of 300 days and maximum of 30 days to be accumulated in a calendar year. Accumulation and encashment of Annual Leave has been delinked to the number of years of service rendered.

Q7. I am retiring on 31 Jan this year, what is my leave entitlement and how many days leave can I accumulate?

Ans. Post implementation of VI CPC, not more than 30 days can be accumulated in a calendar year. Annual Leave during the year of retirement will be encashed as follows:-

- (a) Those retiring on 31 January - 15 days
- (b) Those retiring in February and thereafter- 30 days

Q8. I am due for release from service on 31 Jan 16 and we are required to report to Release Centre by 06 Jan 16. In the year 2015, I have 30 days BAL of 2015 still to be encashed. Can I encash 30 days BAL of 2015 and at the same time avail advance of Annual Leave of 2016 in the year 2015 it self?

Ans. Advance of Annual Leave for the year 2016 can only be availed if the Annual Leave for the year 2015 has already been availed completely and there is no leave pending for the year 2015 still to be availed. There are cases wherein on one hand 30 days BAL of the current year is encashed and at the same time sailors have been granted

Advance of Annual Leave of the next year during the current year itself, which is not in order.

Q9. I was discharged from service and awarded punishment for which my pension was reduced by the competent authority. What is my leave encashment entitlement?

Ans. Sailors who are compulsorily retired / discharged from service on disciplinary grounds where the disciplinary authority has imposed any reduction in the amount of pension (including gratuity), such sailor are not entitled for encashment of leave.

Q10. How can my payment dues be settled?

Ans. Commanding Officers of Ships / Establishments are requested to ensure that all payment/dues such as MLR, CILQ and CEA are made to the sailors being released before they are transferred to Release Centre. No payment is made at Release Centre. Sailors whilst at Release Centre are entitled for MLR, CILQ & CEA allowances as applicable. These dues will be settled by Naval Pay Office, Mumbai.

Q11. What documents are required for release formalities?

Ans. Following documents carrying the seal of the issuing unit / Headquarters, are to be brought by the sailors to the Release Centre:-

- (a) Manuscript record sheet in triplicate duly audited by NLAOs containing information/entries made after dispatch of Service Documents including "Assessment of Character and Efficiency" on the day of transfer.
- (b) Original Matriculation Certificate / ET-1 Certificate (if not forwarded earlier).
- (c) Latest passport size coloured photographs (in plain clothes with sky blue background) as follows:-
 - (i) Self - five copies
 - (ii) Self & Wife - four copies
 - (iii) Self, Wife & Children - two copies
- (d) De-kitting and tool kit surrender Certificate.
- (e) Permanent Identity Card Surrender Certificate.
- (f) Four ink signed copies of transfer Genform.
- (g) Vigilance Certificate.
- (h) Provost Warrant surrender Certificate (applicable for provost sailors)
- (j) Ink signed copy of authorization to make private arrangements where applicable. Transfer Genform in such case should bear notation "continue to draw CILQ at old duty station".
- (k) A copy to Annexure 'I' (Final closing of AFPP Fund) already forwarded to NPO.
- (l) Copy of No Demand Certificate from COs/MES, Outgoing routine.
- (m) Leave encashment Genforms for previous and current year.
- (n) Copy of time bar sanction and Genform for leave encashment (If any).
- (p) Leave sheet (for sea service extract), Details of award of GCB, Medal and Annual Assessment & units served (for concerned correction in documents, if any)- 2 sets.

- (q) Ex-servicemen application form, duly filled in black ink and photo attested, for issue of Canteen Smart Card. Old Smart Card / Surrender Certificate to be carried.
- (r) Photo copy of PAN card.
- (s) Original certificate of PRC undergone.

Q12. What actions are required to be taken in case of Local Discharge?

Ans. In case of local discharge, all actions by various agencies remain unchanged except that the sailors are not required to report to Release Centre. Commanding Officers are to ensure that all documents / certificates are obtained and dispatched to concerned authorities in time. The Commanding Officers are to ensure following actions before discharge of sailors locally:-

- (a) Complete dekitting.
- (b) Recover identity card (IAFZ 2015) and pay book.
- (c) Conduct of RMB.
- (d) Forward following documents:-
 - (i) Casualty Genform by FAM / Fax to CABS / Admin section for issue of Bureau Order Discharge (BOD).
 - (ii) Audited SDs and Leave sheet to NAVPRN / Verification section.
 - (iii) Latest address, mobile / landline number and e-mail ID of sailor to NAVPEN / Pension Section and Release Centre.
 - (iv) Vigilance certificate to NAVPEN / Pension Section.
 - (v) If eligible, completed pension and ECHS forms to NAVPEN / Pension Section.
 - (vi) RMB to NAVPEN / Pension Section.
 - (vii) Updated pay book to NPO
 - (viii) Pre-receipted AFPPF voucher in triplicate to NPO (Annexure 'I' to NO 09/2009).
 - (ix) No Demand Certificate from CO and MES to NPO.
 - (x) Annual Assessment as on date of discharge to NAVPEN.

Q13. I am due to retire on 31 May 16 and will be reporting to Release Centre for release formalities on PM 15 May 16. My unit has paid me up to 15 May 16. Who will pay my dues such as MLR, CEA & CILQ etc. for the period of stay in Release Centre.

Ans. The payment dues such as MLR & CILQ etc for the period of stay at Release Centre will be forwarded to NPO for issue of payment authority. However in case of CEA, Sailors are required to forward the claim to the last unit for countersignature and subsequently to be forwarded to Release Centre for onward dispatch to NPO for issue of payment authority.

Q14. I have dispatched Original Service Documents [IN 271 (REV)] duly audited along with Pension forms to NAVPEN. Should I also get my Manuscript Record Sheet / Xerox Service Documents audited from NLAO Prior Reporting to Release Centre?

Ans. The Manuscript Record Sheet / Xerox SDs which is maintained by units for making entries on casualties occurring after dispatch of original service documents to NAVPEN is

also required to be audited by the respective NLAOs prior reporting to Release Centre. The audited Manuscript Record Sheet / Xerox SDs are to be carried in person by retiring sailors on reporting to Release Centre, which is required for processing leave encashment claims.

Q15. What is the time limit for submission of retirement TA/DA claim? How can I prefer the claim after completion of 02 years?

Ans. The prescribed time limit for submission of retirement TA/DA claim is two years from the date of retirement. However if not submitted within the prescribed time limit, statement of case for late submission is to be forwarded along with the original claim documents for obtaining the time bar sanction from competent authority.

Q16. Is change of address certificate required to be enclosed with the Retirement TA/DA claim in addition to the documents listed out in the contingent bill?

Ans. Change of address certificate is required for the sailors who have been locally transferred within the same station/city/district when the change of residence occurred in the same station or specifically sought by PCDA(N).

Q17. What is the exact time limit for transportation of personal effects (Baggage & conveyance) and Journey of Self & family to Selected Place of Residence after the retirement?

Ans. One Year from the date of retirement.

Q18. Sir, I have been locally discharged from my last unit? To whom shall I send my final claim?

Ans. Personnel discharged locally are to submit their final permanent duty claim to their last unit for further processing.

Q19. I am due for retirement and warrant for family was issued by last unit and when I reported to Release Centre, warrant for self was issued to me. Can I and my family perform journey on different dates?

Ans. Yes, You and your family can perform journey on different dates however, original journey tickets are to be enclosed with the claim.

Q20. Sir, I had lost my train tickets after completion of my journey. How can I prefer my claim without the same?

Ans. For this, you need to file an FIR for lost tickets at the nearest police station and the copy of the same is to be attached with the claim.

Q21. What is the Certificate in accordance with NO-32/06?

Ans. It is a certificate which is issued by Accommodation Office of the last unit and the same is to be issued to the sailor prior proceeding to Release Centre for release formalities.

Q22. Sir, due to non availability of reservation I had booked ticket at my own expense for the journey of my family from last duty station to home station. Who will issue Cash TA sanction for the same?

Ans. Cash TA Sanction for the journey of family from last duty station to home station will be issued by last unit.

Q23. Which address is to be given in the address column in 2nd page of contingent bill?

Ans. SPR/Permanent Home Address is to be given in the address column of the contingent bill and the same is to be reflected in the copy of discharge book which is enclosed as proof of address.

Q24. I am discharged from service on SNLR will I get Sea Service Extract?

Ans. Sea Service Extract certificate will not be issued to sailors discharged on following grounds:-

- (a) Invalidated physically unfit for Naval Service.
- (b) SNLR for reasons other than surplus to complement.
- (c) Unsuitable.
- (d) Fraudulent Entry.
- (e) Deserter.
- (f) Dismissed from service.

Q25. What are the documents required for updation of discharge book?

Ans. (a) Manuscript Record Sheet.
 (b) Latest Kindered Roll.
 (c) Page No. 09 & 10 of Service Document (Annual Assessment as on date of transfer).
 (d) Page No. 02 of Service Document.
 (e) PRC Certificate (PRC courses which are nominated by CABS).

Q26. What is the procedure for updation of educational qualification in discharge book?

Ans. Discharge book consists of two columns pertaining to educational qualification i.e.

- (a) Education qualification at the time of joining service is updated by CABS/Admin Section based on education qualification declared by the individual on IN 441 at the time of joining service.

(b) Education qualification acquired by sailors whilst in service is also updated by CABS/ Admin Section provided the necessary permission to pursue higher education has been obtained prior attaining qualification and subsequently BOAQ is issued by CABS post completion.

Q27. Sir my family particulars hosted in Bureau Website are incorrect, I am about to report to Release Centre. How can I correct it?

Ans. It is of utmost importance to ensure that family particulars are updated well in time by forwarding supporting documents from the last unit. Discharge book consists of details of family members viz. spouse, children, father & mother who are dependent on the sailor. All sailors reporting to Release Centre are required to carry in person latest kindered roll issued by last unit for updation of family particulars. In case, if there is a requirement to carry out change of name of any dependant the individual should make an affidavit and bring a copy of same while reporting to Release Centre. It is clarified that married children, dependant sister/brother will not be included in family member details.

Q28. What is PRDIES? Is it compulsory?

Ans. 'PRDIES' is post retirement insurance provided to 'Pensioners' only. This scheme is valid for 30 years from the date of retirement or up to the age of 75 yrs whichever is earlier. One time premium is deducted from 'Survival benefits' paid at the time of retirement. The premium deducted is non-refundable; the scheme provides death insurance cover up to the validity period only. The insured amount is payable only in case of death of the individual within validity period only. The insured amount is payable only in case of death of the individual within validity period. Nomination for nucleus family is mandatory for 67% and remaining 33% can be nominated to father / mother or any other relatives. Bachelors can nominate 100% to their father/mother or any other relatives. It is compulsory for all pensioners: and non-pensioners are not eligible.

Q29. After completion of validity period will I get insured amount of PRDIES?

Ans. No, the post retirement death insurance extension scheme is a non-refundable scheme.

Q30. I am due for discharge from service, can I take Leave Pending Retirement (LPR)?

Ans. The provision of LPR to sailors has been cancelled vide Sub Para 3 (i) (ah) of para 37 of Navy Order (Spl) 03/84, and the same has been incorporated in NO 17/13. NOC for civil employment is being suitably amended.

Q31. What facilities are available from NGIF and INBA to the retired Naval Personnel?

Ans. The following facilities are available from NGIF and INBA to the retired naval personnel:-

Ser	Facilities	Amount
NGIF		
(a)	Post Retirement Death Insurance Extension scheme (PRDIES) INBA	5 Lakh upto 30 Years after Retirement or 75 Yrs of age whichever is earlier.
(a)	Death Grant	25,000/-
(b)	Daughters Marriage of widows (for First two daughters)	12,500/-
(c)	Re-imburement of Tution Fee for Special/Handicapped Children (From 3 to 25 Yrs of Age)	2,000/- per month
(d)	Merit Scholarship post 10+2 for Graduation & Post Graduation	20,000/- Boarder; 10,000/- Day Scholar
(e)	Vocational Course-Widows	30,000/-
(f)	Re-imburement of Coaching Fee to retired naval personnel (Pensioners) and widows introduced w.e.f. Academic Year 2013-14 Whose wards secure Admission for Graduation Course in 'IIT' or for 'MBBS' Courses, NUCLEAR SCIENCE)	30% of Coaching Fee

Q32. What is NCO Code Certificate?

Ans. The director General of employment & Training under Ministry of Labour, Government of India has identified a number of technical trades of the defence forces and have equated them with civil occupations classified in National Classification of Occupation vide letter DGET/C30018(22)/85 of Nov 1985 to facilitate resettlement of Es-servicemen in civil sector. The NCO Code has been revised recently vide Government of India, Ministry of Labour & Employment office memorandum No. DGE&T-5/1/07-VG/OI dated 26 Sep 12 and the same is being issued to all retiring sailors w.e.f. 26 Sep 12. This is an aid to Employment Officers in registering Es-servicemen and matching them against civilian vacancies, primarily for Ex-servicemen reserved quota under Group C and Group D category central government jobs.

The NCO codes are issued to sailors according to their rank and trade at the time of being released from service.

Q33. Is widow of sailors who die in harness eligible for discharge book?

Ans. The widow of the sailors who die in harness is eligible for discharge book/certificate as per NO 30/12 and the procedure for issue of the same is enumerated below. The Commanding Officers of the unit are to ensure the following:-

- (a) On death of a sailor in harness, the Commanding Officer of the unit is to guide the widow to apply for certificate of service and forward the same to Release Centre. The specimen format of the application is placed at Appendix 'C' to NO 30/2012.

(b) On receipt of the application, Release Centre will verify the data and prepare the Certificate of Service, which will be forwarded to widow for signature/thumb impression. Thereafter, this documents is to be returned to Release Centre for signature of Officer-in-Charge, Release Centre and subsequent issue to NOK.

CHAPTER VII

SERVICE PENSION

0701. The minimum service required to earn service pension is 15 years in accordance with regulation 78 of Navy Pension Regulation 1964. The period rendered as 'absence without leave', period under Civil Custody / Civil Jail, DQ, Court-martial Trial etc. are not considered as Qualifying Service, therefore will be deducted from the length of service. Commanding Officers are to scrutinize the Service Document and discrepancies if any with regards to Release Serial to be taken up immediately with Bureau of Sailors for reconsideration / clarification. In any case, Pension Forms without regularization of absence period / break in service due to marked "Run" etc. are not to be forwarded to NAVPEN.

0702. **Rates of Service Pension.** In accordance with the provisions of GOI MOD letter 17(4)/2008(2)/D(Pen/Pol) dated 12 Nov 2008, Service Pension of the PBORs will be calculated at 50% of the reckonable emoluments last drawn. The reckonable emoluments comprise of Pay in the Pay band, Grade Pay, Military Service Pay, X Group Pay (in the case of Art/Mech) and Classification Allowance. In addition, Dearness Relief at the rates as applicable from time to time will also be admissible on the Basic Pension. Sailors at the time of retirement are entitled to the following types of pensionary benefits: -

- (a) Service Pension.
- (b) Death-cum-Retirement Gratuity.
- (c) Capitalised Value of Pension, if commuted

0703. **Qualifying Service for Service Pension.** The minimum qualifying service actually rendered and required for earning service pension will continue to be 15 years. Para 5.1.2 of GOI MOD letter 17(4)/2008(2)/D(Pen/Pol) dated 12 Nov 2008 and Regulation 78 of Navy Pension Regulation 1964 refers. Former service if any is to be verified and necessary amendment to EOE to be issued prior to submission of Pension Forms.

0704. **Condonation.** Considering the merit of the case, under Regulation 82 of Navy Pension Regulation 1964, deficiency in the qualifying service for grant of Service Pension upto 6 months may be condoned by the Logistics Officer-in-Charge, NAVPEN (in this connection, IHQ MoD(N) Letter No. PN/7995/Policy/13 dated 28 Feb 14 is relevant). The deficiency above 6 months may be condoned by IHQ subject to a maximum of 12 months. Condonation shall not be sanctioned in the following cases: -

- (a) Who is discharged at his own request,
- or
- (b) Who is eligible for special pension or gratuity on discharge in case of reducing the strength of the Indian Navy or organisation, which results in paying off of any ship or establishment,
- or
- (c) Who is invalidated with less than 15 years service.

0705. **Counting of Other Service.** Full service rendered by a sailor earlier under the Central Government, whether in a civil department or in the Armed Forces, shall be taken into account while working out the qualifying service for pensionary benefits and determining the Service Pension. Verification and entries to be effected regarding former service prior submission of

Pension forms. Change in the length of service after submission of Pension Forms will not be accepted.

0706. **Fraction of a Year.** In calculating the length of qualifying service, fraction of a year equal to 3 months and above but less than 9 months is treated as a “complete ½ year” and more than 09 months will be treated as complete one year.

0707. **Commutation of Pension.** Sailors are entitled to commute their Service/Invalid/Disability Pension where sanctioned for life up to an upper limit of 50% of Basic Pension.

0708. **Procedure of Commutation.** For commutation of pension, application has to be forwarded to NAVPEN (Pension Section) alongwith the Release Medical Examination Report on forms (AFMSF-18/16/81). If a sailor has not commuted his pension within a year from the date of retirement, same can be done later, through Pension Disbursing Authority. Pension Disbursing Authority will forward his commutation application to PCDA (N), Pension Cell, Mumbai for arranging Medical Board with civil/military hospital.

0709. **Commuted Value.** The table for the commutation values is given at **Appendix "K"**.

The formula for working out commutation value is as follows: -

Commuted Portion of Pension x 12 x Age value as on next birthday (placed at **Appendix 'K'**)

0710. **Restoration of Commuted Portion of Pension.** A pensioner will be eligible for restoration of commuted portion on completion of 15 years from the date of Commutation. The Pension Disbursing Authorities are authorised to restore the commuted portion of pension on completion of 15 years from the absolute date of commutation and no application to this effect is required to be submitted by the pensioner.

0711. **Additional Pension.** Additional quantum of pension is admissible on Service/ Family/ Invalid Pension on attaining the age of 80. PDA shall commence the additional pension from the month in which the pensioner's 80th Birth Day falls. If no documents are available in the PDA to determine the DOB, the pensioner may produce the Discharge Book, Voter ID, PAN Card etc. as a documentary proof. Rate of the additional pension are as follows:-

(a)	80 to 85 Years	-	20%
(b)	85 to 90 Years	-	30%
(c)	90 to 95 Years	-	40%
(d)	95 to 100 Years	-	50%
(e)	100 Years & above	-	100%

0712. **Dearness Relief on Re-employment.** Admissibility of Dearness Relief on re-employment is subject to the following conditions:-

- (a) Pensioner should not be a Class 'A' employee.
- (b) The pay on re-employed post should be fixed on the minimum of the scale.
- (c) Whole pension should be ignored while fixing the pay in the re-employed post.

0713. **Monetary Allowance on Gallantry Awards.** Monetary Allowance is admissible for gallantry awards. Such grants will be notified in the PPO and is payable to the pensioners along with Service Pension. The award should be on gallantry and not on devotion to duty.
0714. **Pension to Honorary Commissioned Officers.** The rules and regulations applicable to sailors are also applicable in the case of Honorary Commissioned Officers.
0715. **Income Tax Relief on DCRG and Commutation Value.** Death-cum-Retirement Gratuity and Capitalised Value of commutation are exempted from Income Tax under section **10(A) and 10(10A)** respectively.
0716. **Revision of Pension.** On the subsequent revision of pension such as implementation of the Pay Commissions etc. PDAs will be authorised to consolidate the pensions on their own and no Corrigendum PPO is required to be issued to that effect. No formal application is required to be submitted by the pensioner unless otherwise particularly instructed by the Pension Sanctioning Authority. All important circulars/policy letters are available on the website of PCDA (P), Allahabad.
0717. **Counting of Naval Service towards Civil Pension.** Service rendered in the Navy may be counted towards pensionary benefits in the civil department where a pensioner is re-employed. The re-employed pensioner is required to furnish the application through the re-employed department and whole amount of pension and gratuity shall be refundable. This is a onetime option and cannot be revoked at a later stage.
0718. **Pension Disbursing Authorities.** Sailors may claim the pension from Government Treasury/Pension Pay Master/DPDOs. They may also draw their pension through one of the authorised branches of a Nationalised Bank, if they so desire. The list of such authorised banks, for disbursement of Pension to retired service personnel, is placed at Appendix 'AJ'.
0719. **Procedure for Claiming Pension/Gratuity.** On receipt of completed pension forms from sailors, NAVPEN (Pension Section) will prepare LPC-Cum-Data Sheet and other documents as mentioned below and forward the same to PCDA(N) through Naval Pay Office, 06 months prior to the date of release: -
- (a) LPC-Cum-Data Sheet.
 - (b) Discharge Roll.
 - (c) Service Certificate.
 - (d) Leave Sheets.
 - (e) Application form for Commutation of Pension.
 - (f) Declaration Certificate for DCRG/Pension.
 - (g) Annexure "A" to Govt of India, Ministry of Defence letter No.A/4226/AG/PS-4 (b)/2095/B/D (Pension/Service) dated 03 Aug 84 regarding family details.

On receipt of these documents, Naval Pay Office will prepare a Pay Authorisation Slip, fill in pay particulars on the LPC-cum- Data sheet and forward all the documents, except leave sheets, to PCDA (Navy) Pension Cell. Leave sheets will be returned to NAVPEN (Verification Section). PCDA (Navy) Pension Cell will check all the information contained in LPC-cum-Data Sheet with reference to documents and orders on the subject and prepare Pension Payment

Orders. The Pension Payment Orders are sent to NAVPEN (Pension Section) for onward dispatch to the PDAs and issue to Release Sailors.

0721. **Role of Other Agencies.** Besides internal co-ordination within then NAVPEN, the Pension Section & Release Centre co-ordinate with other agencies likes Naval Pay Office, PCDA (N) Mumbai, Secy NGIS etc. After retirement there could be a requirement for an ex Sailor to ask queries on Pension and other benefits. For best response, the query must be addressed to the concerned Section, which has jurisdiction over the subject matter of query for effective correspondence after retirement. Subject matter and the name of concerned Section / Agencies are as given below:-

<u>SI No</u>	<u>Subject</u>	<u>Section / Agency/Addresses</u>
(a)	Closing balance of Pay and Allowances	The Logistics Officer-in-Charge Naval Pay Office, SBS Road Mumbai- 400 023
(b)	NGIS / Post Retirement Death Insurance Extension Scheme (PRDIES)	The Secretary, Indian Naval Benevolent Association, IHQ MoD(N), New Delhi – 110 011
(c)	Re-employment & self employment	(i) The Directorate of Resettlement, Armed Forces West Block IV, RK Puram New Delhi – 100 066 Website : www-dgrindia.com (ii) The Officer-in-Charge Release Centre Naval Pension Office Sion-Trombay Road, Mankhurd Mumbai – 400 088 (iii) The nearest Zila Sainik Board
(d)	All matters of welfare (copy of discharge certificate, Dependency certificate, entries in documents regarding death, birth, divorce, counting of former war/military service towards civil pension etc	Naval Pension Office SO(GB) Section, C/o INS Tanaji Sion-Trombay Road Mankhurd Mumbai – 400 088
(e)	Service Pension, Disability Pension, Family Pension, Monetary Allowance on Gallantry Awards, DCRG, Service Gratuity, Invalid Gratuity etc, Cancellation of PPO and NOC for family pension from Civil side on	Pension Section, NAVPEN

	re-employment, endorsement of name of handicapped child and joint Notification in PPOs.	
(f)	ECHS	ECHS Section, NAVPEN
(g)	Assistance from INBA, Demise Grant etc	The Secretary, Indian Naval Benevolent Association, IHQ MOD(N), New Delhi-110 011
(h)	Canteen and Ration	Nearest DSSA Board
(j)	Difference of Leave Encashment, Form 16 (Income Tax), Final Claim (Composite Transfer Grant, Transportation of Baggage etc)	NAVPEN (Release Centre)

0722. **Payment of Pension Through Joint Accounts** GOI, MoD, Deptt of Expenditure, Central Pension Accounting Office vide their office memorandum PAO/Tech/Amendments/Sch. Book/2005-06/69 dated 09 Jun 2005 has permitted crediting of pension into joint account operated by Pensioner with his/her spouse in whose favour an authorization for family pension exists in the Pension Payment Order (PPO). The joint account of the pensioner with the spouse could be operated either by 'Former or Survivor' or 'Either or Survivor' basis subject to certain conditions -

(a) Once pension has been credited to a Pensioner's joint bank account, the liability of the Govt/Bank ceases. No further liability arises even if the spouse wrongly draws the amount.

(b) As pension is payable only during the life of a Pensioner, his/her death shall be intimated to the bank at the earliest and in any case within one month of demise so that the PDA does not continue crediting monthly Service/Family pension to the joint account with the spouse after the death of the Pensioner. If however, any amount has been wrongly credited to the joint account, it shall be recoverable from the joint account and/or any to her account held by the pensioner/spouse either individually or jointly. The legal heirs, successors, executors etc. shall also be liable to refund any amount, which has been wrongly credited to the joint account.

0723. **Procedure for Giving Life Certificate.** Every year in the month of November, pensioners are required to submit 'Life Certificate' (a certificate to the effect that the pensioner is alive) duly signed by the pensioners to his PDA to his PDA. For those going, abroad, their alive certificate will be signed by Indian Embassies abroad. The pension, if not drawn for two years, becomes time barred and requires sanction of the competent authority. If the pension is not drawn for over five years, the pensioner is liable to be struck off from the pension establishment. In 2014 Govt. has also introduced digital life certificate for claiming pension.

0724. **Change of Pension Disbursing Authority** Change of PDA involves transfer of vital pension papers from one PDA to another. NAVPEN have no direct role in this change. This is the matter between the two PDAs who are involved in the transfer. For the purpose of transfer, a simple application to the PDA should be adequate. However based on our experience at

NAVPEN we would like to advise that change of PDA should be a well considered decision because at times the pension papers are dispatched by the old PDA but are not received by the new PDA. This results in discontinuation of pension for 6-8 months before the situation can be resolved. However, any change in PDA the pensioners are required to update their present PDA details with PCDA (N) Mumbai and NAVPEN.

Note: The pension account should be transferred only after commencement of pension.

0725. **Procedure for Drawing Pension for those Residing Abroad** For pensioners residing abroad, a Non Resident Indian account can be opened in any branch of a nationalized bank. The bank thereafter collects pension if given power of attorney on pensioner's behalf. With power of attorney, the bank normally collects individual's pension once a year only. Should there be any query on this matter, OIC Audit / PSB Cell, and OIC PCDA (P), Allahabad can be approached. Based on our experience we would like to caution here that any casual attitude in handling pension matters while residing abroad can lead to stoppage of pension. Once pension is stopped it is a very cumbersome and time- consuming process to re-start it.

0725. **Occasions when Pension can be Stopped** Though pension is the right of a Govt. employee; it can be stopped on following occasions as laid down in para 4, 8, 9 and 200 B of Navy Pension Regulation 1964:-

- (a) **Grant of Pension is Subject to Future Good Conduct.** Future good conduct shall be an implied condition of every grant of a pension or allowances as per para 4 of Navy Pension Regulation 1964.
- (b) If a Pensioner is sentenced to imprisonment for a criminal offence, his pension shall be suspended from the date of his imprisonment vide Regulation 200B of Navy Pension Regulation 1964.
- (c) In case the pension is not drawn for more than five years; pensioners name is likely to be struck-off from pension establishment.
- (d) Regulation 200C of Navy Pension Regulation 1964. If a pensioner is convicted of a crime by a political nature, his case shall be considered for withholding of his pension.
- (e) If a pensioner is convicted by a foreign court or is imprisoned in a jail outside India for a crime of a political nature by a friendly foreign country, his case for reduction/forfeiture or restoration of pension as well as the question of payment of pension for the period of imprisonment, will be decided by the Indian High Commission or Ambassador to that country in consultation with foreign Govt concerned.
- (f) If a pensioner has changed his / her Nationality and has become a citizen of a foreign state, then his/her pension is required to be immediately stopped by his Pension Disbursing Authority (PDA). Thereafter, the pensioner is required to apply to PCDA (P), Allahabad through his PDA alongwith copy of new nationality certificate for restoration of his/her pension. PCDA (P), Allahabad will take appropriate decision on this matter based on the merits of each case.

FREQUENTLY ASKED QUESTIONS (FAQS)
PAYMENT OF PENSION TO GOVERNMENT PENSIONERS

- Q1. Can a pensioner transfer his/her pension account from one branch to another branch of the same bank or to the branch of another bank?
- Ans (a) Pensioner can transfer his /her pension account from one branch to another branch of the same bank within the same centre or at a different centre.
 (b) He / she can transfer his /her account from one authorized bank to another within the same centre (such transfers to be allowed only once in a year);
 (c) He/ she can also transfer his/ her account from one authorized bank to another authorized bank at different centre.
- Q2. What is the procedure for transfer of Pension A/C to another branch or bank?
- Ans For change of pension account to another Branch/Bank, Pensioner has to approach the present PDA for transferring of the pension documents. On receipt of Pension Documents by the new PDA, Pension Will be commenced. The new PDA has to forward the details of pension account to PCDA (Navy) Pension Cell, Mumbai and Naval Pension Office for updating record.
- Q3. Can the pension paying bank recover the excess amount credited to the pensioner's account?
- Ans Yes, the paying branch before commencement of pension obtains an undertaking from the pensioner in the prescribed form for this purpose and therefore, can recover the documents info excess payment made to the pensioner's account due to delay in receipt to any documents information or due to any bonafide error. The bank has also right to recover the excess amount of pension credited to the deceased pensioner's account from his/ her legal heirs / nominees. The excess amount paid on account of pensioner is required to be recovered in EMI.
- Q4. Is it compulsory for a pensioner to furnish a Life Certificate / Non-Employment Certificate or Employment Certificate to the bank in the month of November?
- Ans Yes, the pensioner is required to furnish a Life Certificate / Non-Employment Certificate or Employment Certificate to the bank in the month of November. However, in case a pensioner is unable to obtain a Life Certificate from an authorized bank officer on account of serious illness / incapacitation, bank official will visit his / her residence/ hospital for the purpose of recording the life certificate.
- Q5. Can old, sick physically handicapped pensioner who is unable to sign, open pension account or withdraw his / new pension from the pension account?
- Ans A pensioner, who is old, sick or lost both his / her hands and therefore cannot sign, can put any mark or thumb/ toe impression on the form for opening of pension account. While withdrawing the pension amount he / she can put thumb /toe impression on the cheque / withdrawal form and it should be identified by two independent witnesses known to the bank one of whom should be a bank official.
- Q6. How the payment of Dearness Relief at revised rate is to be paid to the pensioners?
- Ans Whenever any dearness relief on pension / family pension is sanctioned by the Government, the same is intimated to the DPDO/ banks for issuing suitable instructions to

their pension paying branches for payment of relief at the revised rates to the pensioners without any delay. The orders issued by the Govt. Departments are also hosted on their website and act accordingly without waiting for any further orders from RBI in this regard.

Q7. On which authority the pensioner should approach for redressal of his / her grievances?

Ans A pensioner can initially approach the concerned Branch Manager and therefore, the Head Office of the concerned bank for redressal of his / her complaint. They can also approach the Banking Ombudsman of the concerned State in terms of Banking Ombudsman Scheme 2006 of the Reserve Bank of India (details available at the Bank's website www.rbi.org.in) this is applicable only in respect of complaints relating to services rendered by banks. For other issues the complainant will have to approach the respective pension paying authority.

COMMON PENSION GRIEVANCES AND SUGGESTED ACTION

Issue	Action / Information
I am not getting correct rate of pension	<p>Pension Disbursing Authority (PDA) required to fix the pension as per relevant PCDA(P), Allahabad circulars. For example, if the pensioner is pre- 2006 retiree, the Circular 501 is to be referred. All the tables of said circular are as per the Rank & Group of pensioner according to their date of retirement.</p> <ul style="list-style-type: none"> All circular of PCDA(P), Allahabad can be accessed from their website www.pcdapension.nic.in Pensioner's can also check their entitlement through "SUVIGYA" software in the website cgda.nic.in No direct role of NAVPEN in the matter but to help pensioners, NAVPEN advised the PDAs for correct fixing of pension and this action can also be taken up with the concerned CRSOs.
Pre 2006 retired Hon Commission Officers requesting for parity in pension as per 6 th CPC	<ul style="list-style-type: none"> The pensions of the Hon Commission Officers, retired pre- 2006 are revised as per the Circular 501. w.e.f 24 Sep 12, based on qualifying service.
My husband has died, What is the procedure for starting my Family Pension?	<ul style="list-style-type: none"> If name of the family pensioner is notified in the PPO then the PDA will commence the family pension after obtaining death certificate of husband and identify proof of the family pensioner. If the name has not been notified in the PPO then the family pensioner has to approach to NAVPEN for issue of Corrigendum PPO for commencement of Family Pension. Family pensioners has to open a pension account in the same bank if the joint pension account has not already been opened.
2 nd wife requesting for pension in case of plural marriage	<ul style="list-style-type: none"> If married second time during the life time of First wife then second marriage is null and void and the second wife is not eligible for any benefit. Children from second marriage are eligible for Family Pension. If other condition is fulfilled.
Husband not supporting wife/ children	<ul style="list-style-type: none"> Spouse required to approach Family Court. The issue is outside the jurisdiction of Navy.
Counting of Boys period for Reservist pensioners	<ul style="list-style-type: none"> Personnel drawing Reservist Pension does not benefit on counting of Boys period as they are in receipt of

	fixed amount of Reservist pension of (Rs. 3500/- P.M.)
Banks not cooperating	<ul style="list-style-type: none"> Individuals need to approach higher authorities in their respective banks for redressal. Banking Ombudsman are now available to resolve issues. Representation against non adjustment of revised scale of pension by bank staff may be addressed NAVPEN for taking up the case with concerned PDA.
Banks not restoring Commuted portion / enhancing	<ul style="list-style-type: none"> The commuted portion of pension is to be restored automatically by the concerned PDA on completion of 15 years. Additional instructions are not required. Pensioner may approach NAVPEN in case of difficulty.
Loss of PPOs	<ul style="list-style-type: none"> In case of loss of Pensioner's copy of PPO pensioner is requested to file an FIR and send it to NAVPEN for issue of duplicate PPO from PCDA, along with a MRO of Rs. 10/- If the bank copy of the PPO has been lost, the bank has to forward a loss certificate for issue of duplicate PPO from PCDA.
Non-receipt of Corrigendum PPOs	<ul style="list-style-type: none"> Corrigendum PPOs are issued by PCDA(N), from time to time. Since the number of pensioners is very large, this process takes many years to cover all pensioners. Pension entitlements are upgraded by PDA based on the Circulars issued by PCDA(P),Allahabad from time to time. Requirement of Corrigendum PPO is, therefore, not necessary for revision of pension.
Disability Pension – Rounding off (Broad Banding)	<ul style="list-style-type: none"> Benefit of rounding off to 50% (for drawing less than 50%), to 75% (for drawing between 50 to 75%) and to 100% (for those drawing 75% and above) are applicable only to the ex-sailors who have been invalided out of service. Pensioner discharged on Expiry of Engagement, with Disability Pension are not eligible for this benefit.
Large number of letters/PPOs returned by P&T for incomplete / wrong address of ex-sailors	<ul style="list-style-type: none"> Pensioners change their residence often and fail to update their address with NAVPEN. As a result, large numbers of letters are returned for wrong address. Ex-sailors are requested to update their address with the NAVPEN in case of change.
Request for payment of ex-gratia (Rs. Ten lakhs) on death in harness cases	<ul style="list-style-type: none"> To receive Ex- Gratia payment of Rs. Ten lakhs the death should have occurred on duty. Ex – Gratia is not paid if death occurs while travelling on leave.
What is the minimum time criteria for grant of service pension?	<ul style="list-style-type: none"> The minimum service for grant of pension is 15 years as per Navy Pension Regulation 1964.
Where a pensioner can get information about changes in pension policies?	<ul style="list-style-type: none"> All latest pension policies / orders are available in the website www.pcdapension.nic.in which is hosted by PCDA(P), Allahabad.

CHAPTER VIII

DISABILITY/WAR INJURY PENSIONARY AWARDS

(**Authority:** - No. I (2)/97/D (Pen-C) dated 31 Jan 2001 and GOI MoD Dept of Ex-Servicemen Welfare letter 16(6)/2008(2)/D(Pension/Policy) dated 05 May 2009., GOI, MOD letter No. 1(2)/97/0 (Pen-C) dated 31 Jan 01. Circular No.410 Dated: 13.05.2009 issued by Office of the PCDA (PENSIONS), Draupadi Ghat, Allahabad)

0801. An invalid pension is granted to a sailor who is invalid out from the service on account of a disability which is considered by the competent medical authority as attributable to or aggravated by the service and is assessed at 20% or more.

0802. **Reckonable Emoluments.** The term 'Reckonable Emoluments' shall mean, Pay in the pay band, grade pay, military service pay, 'X' Group Pay where applicable and Classification allowance, if any, last drawn by the individual (NI 1/S/08).

0803. **Pensionary Benefits on Death/Disability in Attributable/Aggravated Cases.** For determining the pensionary benefits for death or disability under different circumstances due to attributable/ aggravated causes, the cases will be broadly categorized as follows:-

(a) **Category A.** A death or disability due to natural causes neither attributable to nor aggravated by Naval Service as determined by the competent medical authorities. Examples would be ailments of nature of constitutional diseases as assessed by medical authorities, chronic ailments like heart and renal diseases, prolonged illness, accidents while not on duty.

(b) **Category B.** Death or disability due to causes which are accepted as attributable to or aggravated by Naval Service as determined by the competent medical authorities. Disease contracted because of continued exposure to a hostile work environment, subject to extreme weather conditions or occupational hazards resulting in death or disability would be examples.

(c) **Category C.** Death or disability due to accidents in the performance of duties such as: -

- (i) Accidents while traveling on duty in Government Vehicles or public/private transport.
- (ii) Accidents during air journeys.
- (iii) Mishaps at Sea while on duty.
- (iv) Electrocutation while on duty, etc.
- (v) Accidents during participation in organised sports events/ adventure activities/expeditions/training.

(d) **Category D.** Death or disability due to acts of violence/attack by terrorists, anti-social elements, etc whether on duty other than operational duty or even when not on duty. Bomb blasts in public places or transport, indiscriminate shooting, incidents in public, etc. would be covered under this category, besides death/disability occurring while employed in the aid of civil power in dealing with natural calamities.

- (e) **Category E.** Death or disability arising as a result of: -
- (i) Enemy action in international war.
 - (ii) Action during deployment with a peacekeeping mission abroad.
 - (iii) Border skirmishes.
 - (iv) During laying or clearance of mines including enemy mines as also minesweeping operations.
 - (v) On account of accidental explosions of mines while laying operationally oriented mine-field or lifting or negotiating mine-field laid by the enemy or own forces in operational areas near international borders or the line of control.
 - (vi) War like situations, including cases which are attributable to/aggravated by:-
 - (a) Extremist acts, exploding mines etc., while on way to an operational area.
 - (b) Battle inoculation training exercises or demonstration with live ammunition.
 - (c) Kidnapping by extremists while on operational duty.
 - (vii) An act of violence /attack by extremists, anti-social elements etc. while on operational duty.
 - (viii) Action against extremists, anti-social elements, etc. Death/disability while employed in the aid of civil power in quelling agitation, riots or revolt by demonstrators will be covered under this category.
 - (ix) Operations specially notified by the Government from time to time.

0804. Cases covered under category 'A' would be dealt with in accordance with the provisions contained in the Ministry of Defence letter No. letter 17(4)/2008(2)D(Pen/Pol) dated 12 Nov 2008 and cases under category 'B' to 'E' will be dealt with under the provisions of GOI, MOD letter No. 1(2)/97/0 (Pen-C) dated 31 Jan 01 and 16(6)/2008(2)/D(Pension/Policy) dated 05 May 2009.

Notes: -

1. The illustrations given in each category are not exhaustive. Cases not covered under these categories will be dealt with as per Entitlement Rules to Casualty Pensionary Awards in vogue.
2. The question whether a death/disability is attributable to or aggravated by Naval Service will be determined as per provisions of the Pension Regulations for the Navy and the Entitlement Rules in vogue as amended from time to time.
3. Where Naval Personnel is invalided out of Service due to non-attributable/non aggravated causes, Invalid pension/gratuity shall be paid in terms of MOD letter No. 17(4)/2008(2)D(Pen/Pol) dated 12 Nov 2008.

Disability / War Injury / Liberalized Disability Pension on Invalidment

0805. The extract of Para 6 of GOI MOD Dept of Ex-Servicemen Welfare letter 16(6)/2008(2)/D(Pension/Policy) dated 05 May 2009 as amended vide GOI MOD letter 16(6)/2008(2)/2008/D(Pen/Pol) dated 05 May 2009 is reproduced below:-

(a) 6.1. As hitherto fore, disability / war injury / liberalized disability pension in invalidment cases will consist of service element and disability / war injury element and shall continue to be admissible under the provisions laid down in para 7, 10 and 12 of this Ministry's letter No. 1(2)/97/D(Pen-C) dated 31.1.2001 respectively, subject to the amount to be arrived at in the manner and at the rates specified in the succeeding paragraphs.

(b) 6.2. **Service Element of Disability/Liberalized Disability/War Injury Pension.** The amount of service element shall be equal to retiring/service pension determined as per para 6 of this Ministry's letter 17(4)/2008(2)/D(Pension/Policy) dated 12 Nov 2008 subject to minimum of Rs. 3500/- per month. There shall be no condition of minimum qualifying service having been actually rendered for earning this element, if otherwise admissible.

(c) 6.3. **Disability Element of Disability Pension / Liberalized Disability Pension.** The rates of disability elements for 100% disability for various ranks shall be 30% of emoluments last drawn subject to minimum of Rs. 3510/- per month for 100% disability. For disability less than 100%, it shall be reduced proportionately. In cases of disability pension where permanent disability is not less than 60%, the disability pension (i.e. total of service element plus disability element) shall not be less than 60% of the reckonable emoluments last drawn subject to minimum of Rs. 7000/- per month.

(d) 6.4. **War Injury Element of War Injury Pension.** The rates of War Injury Element for 100% disability for various ranks shall be equal to the reckonable emoluments last drawn which would be proportionately reduced where disability is less than 100%. However, in no case, aggregate of service element and war injury element should exceed the emoluments last drawn.

(e) 6.5 The provisions of Para 7.2 of this Ministry's letter No. 1(2)/97/D(Pen-C) dated 31.1.2001 for reckoning of disability or functional incapacity shall continue for the purpose of computing disability element/war injury element.

Disability/War Injury Element / Liberalized Disability Element on Retirement / Discharge.

0806. The extract of Para 7 of GOI MOD Dept of Ex-Servicemen Welfare letter 16(6)/2008(2)/D(Pension/Policy) dated 05 May 2009 is reproduced below:-

(a) 7.1. Disability Element/War Injury Element / Liberalized Disability Element on retirement / discharge from service shall continue to be regulated under the provisions of Para 8.11 and 12 respectively of this Ministry's letter No. 1(2)/97/D(Pen-C) dated 31.1.2001 at the rates given below:-

(i) Disability Element/Liberalized Disability Element shall be admissible at the rate mentioned in para 6.3 above

(ii) War Injury Element shall be admissible @ 60% of reckonable emoluments last drawn subject to minimum of Rs. 6200/- per month for 100% disability. For Disability of less than 100%, the war injury element shall be proportionately reduced.

(b) 7.2. Retiring/Service Pension or Retiring/Service Gratuity, as admissible will be paid in addition to disability element/War Injury Element from the date of retirement/discharge.

(c) 7.3. The aggregate of service element and liberalized disability element shall not be less than 80% of the reckonable emoluments last drawn.

(d) 7.4. However, in no case the aggregate of the service element and war injury element should exceed emoluments last drawn.

0807. **Minimum / Maximum Pension.** Para 11 of GOI MOD Dept of Ex-Servicemen Welfare letter 16(6)/2008 (2)/D(Pension/Policy) dated 05 May 2009 states that 'If the amount of any monthly pension (excluding Constant Attendance Allowance) admissible under the provisions of this letter works out to less than Rs. 3500/- p.m, it shall be stepped up to Rs. 3500/- p.m and authorized for payment at this rate. Disability element shall not be taken into account for the purposes of stepping up of service element to the minimum level of Rs. 3500/- p.m. There will be no maximum ceiling on the amount of pension determined under these orders.

0808. **Constant Attendance Allowance.** The Constant Attendant Allowance shall be admissible to pensioner if the disability rate is 100% and has been recommended for it by the Release Medical Board in AFMSF 16. With effect from 01.01.2006, Constant Attendance Allowance, in all eligible battle/non battle casualty case shall be paid at the revised rate of Rs. 3000/- p.m., irrespective of the rank. Further this rate to increase by 25% every time the dearness allowance payable on revised pay band goes up by 50% (Application is placed at **Appendix 'L'**).

0809. **Frequently Asked Questions** Individuals who are either getting disability pension or are expecting to get disability pension, ask various kinds of queries and questions. Some of the common questions on this matter are given below:-

Q1. When I was selected for the NAVY I was fit, therefore whatever disease/disability I have picked up in service is because of the hard nature of Military Service. Therefore, why is my .disease/disability categorized as not attributable to/aggravated by the military service?

Ans. Disability can creep in a fully fit person either through an injury or through a disease. If the disability is due to injury, then the BOI/Injury Report will comment on the circumstances under which the injury took place. If the injury has taken place while discharging Naval duty, only then, it will be attributable to the service, not otherwise. Similarly, a disease can emerge due to constitutional/genetic reasons or due to situations created by Military Service. The Specialist Medical Officers have clear guidelines (IAP 4303) on how to distinguish between the two. The specialist Medical opinion will be considered as final for the purpose of deciding attributability / aggravation by Military Service.

Q2. What is RAMB? My disability was initially assessed as 60% but now in the RAMB it has been reduced to 20%. Why?

Ans. The disability percentage initially granted to the individual by IMB/RMB can reduce with time, due to improvement in condition; certain other disease/disability can increase with time. Similarly the purpose of RAMB (Re-Assessment Medical Board) is to reassess disability and reduce/increase the disability percentage as per specialist medical opinion. Accordingly, the RAMB has powers to reduce/increase the disability percentage. However, even if disability percentage is reduced to less than 20%, still the service element (where applicable) with DA continues.

Q3. Am I entitled for DA / Family pension on Disability Pension?

Ans. Dearness Relief is admissible on disability pension. Family pension is entitled on service element of disability pension as well as on Invalid Pension. However those pensioners who do not have the entitlement of service element in their disability pension are not eligible for Family Pension.

Q4. I am discharged on EOE in Low Medical Category. Why my disability is not rounded off to higher figure like Invalided out cases?

Ans. The special provision of rounding off disability percentage to higher figure is only applicable for individuals who are invalided out of service solely on medical grounds, through an Invalid Medical Board or discharged being medically unfit for present trade and unwilling to re-muster to other trade (post-96 only). It is not applicable for normal discharges through an RMB.

Q5. I am an SNLR case. Why, I am not entitled for service element in disability pension?

Ans. As per Audit Authorities, service element of disability pension is only authorised when an individual is invalided out of service on medical grounds i.e. IMB Discharges. Individuals who go out on SNLR grounds do not fit in the category of invalidation on medical grounds. Therefore, these individuals are eligible for disability element only and not the service element.

Q6. Who is supposed to revise/What is the procedure for revising my disability pension rates as per the new pay commission?

Ans. The onus of revising his disability pension and DA as per new pay commission/New DA rates lies with the Pension Disbursing Authority (Bank, DPDO, Treasury Office etc.). To implement this, PCDA(P), Allahabad issues instructions to all PDAs by Circulars. NAVPEN has no direct role in this revision. However, in case of problems pensioners can contact NAVPEN who will advise to the PDA in this matter.

Q7. My husband/ son is invalided out of service. He is mentally un-sound/like a vegetable and can not get up from the bed. Can I draw his pension as his wife/father/mother/ NOK?

Ans. As per para 9 and 38 of Pension Payment Instructions 1973 Edition, there is a provision to collect pension by next of kin on behalf of an individual who is not mentally fit (i.e. insane cases etc). However, in this procedure there are checks and balances to protect the interest of the pensioner. Such cases can be referred to Pension disbursing office (bank etc) or NAVPEN for advice on the procedure given in the PPI.

Q8. My RMB/IMB has recommended a very high percentage of disability (50 %, 80%, 100% etc.) then why am I not eligible for disability pension?

Ans. To become eligible for disability pension, besides the disability percentage, the injury/disease should also be attributable to /aggravated by Military service. Despite high disability percentage an individual may not be eligible for disability pension, if his medical board (IMB/RMB) has opined that the injury/disease was not attributable to/aggravated by the Military Service.

Q9. Can I get a copy of the BOI and RMB/IMB/RAMB proceedings? How will I know my disability percentage and whether my disease/ injury is attributable to/ aggravated by service?

Ans. Yes. After adjudication of disability pension claim, NAVPEN sends an original copy of IMB/RMB to individual along with letter communicating rejection/acceptance of disability pension claim. To know your disability percentage and whether your disability is attributable to / aggravated by service, you may approach the Medical Officer conducting the Medical Board. You are advised not to sign on blank forms. Regarding a copy of RAMB, it may be sent to individual if he demands.

Q10. How frequently and at what interval RAMB is required to be carried out?

Ans: As per present policy, pensioners whose disability has been considered as attributable/ aggravated or are in receipt of disability pensions for the limited periods will be brought before Re-assessment medical board approximately three to six months prior to the date of expiry of the existing awards. The percentage of disability assessed/recommended by Re-assessment medical board will be final unless individual himself seeks a Review Medical Board.

Q11. What is Invalid Gratuity?

Ans: In case an individual is invalidated out of service, on account of causes, which are neither attributable to nor aggravated by Navy and his actual qualifying service is more than five years but less than ten years, then he is eligible for grant of invalid gratuity and DCRG. In case service of an individual is less than five years and more than six months, he is eligible for invalid gratuity only. The quantum of invalid gratuity is equal to one month's pay of the rank last held, for each year of service rendered. The pay means the pay last drawn. Invalid gratuity is exempted from Income Tax.

Q12. What are the occasions for conduct of Review Medical Board?

Ans:

(a) At the time of conducting the board, if IMB/RMB accepts the disability of any individual as attributable to / aggravated by service but assess it at less than 20%, then the concerned individual has right to ask for Review Medical Board, if he so desires.

(b) Further, those personnel who are granted. Disability Element (DE) of Disability "Pension for specific period and later on their disability has been assessed at less than 20% for life, through RAMB and a result of which their Disability Element has been discontinued. In case the disability is re-assessed at less than 20% by RAMB and the individual is not satisfied with the assessment of the RAMB, then he is given an option to submit an application to this office for Review Medical Board. The application is forwarded to higher authority (i.e. DGAFMS). On acceptance of the application by DGAFMS, the Review Medical Board is conducted for which the individual has to report to hospitals, zone wise as mentioned below, at their own expense after receiving call up letter from the Hospital. Free Railway Warrant is not admissible to attend the Review Medical Board. The

decision of Review Medical Board is considered final and no further appeal/representation is entertained against the decision of Review Medical Board.

(c) The Review Medical Board is being conducted at the following two hospitals only:-

(i) For North Zone - Army Hospital (R&R), New Delhi.

(ii) For South Zone - AFMC, Pune

Q13. I am not aware about my disability's attributability aspects and degree of percentage assessed by RMB/IMB. How can I know the same?

ANS: As per para 12 of DGAFMS letter No. 16050/DGAFMS/MA(Pens) dated 25 Jan 07, signature of the individual on all pages of AFMSF-16 are obtained by RMB/IMB at the time of conducting the board. The individuals can know their attributability aspects and degree of percentage of disability written by board in the AFMSF-16. Further, after adjudication of their disability pension claim by NAVPEN, a copy of the approved AFMSF-16 is dispatched to them for their reference. Individuals are e advised not to sign on blank pages of AFMSF-16 at the time of conducting their medical board.

CHAPTER IX**ECHS**

0901. **Introduction.** This Scheme was sanctioned by Government of India vide letter No. **22(1)/01/US (WE)/D (Res)** dated **30th Dec 2002**. The scheme would cater for Medicare of all Ex-Servicemen in receipt of pension including disability pension and family pensioners, as also dependents to include wife/husband, legitimate children and wholly dependent parents. The son with permanent disability of any kind (Physical or mental) of entitled category of ECHS would be eligible for life long treatment. ECHS would be a contributory scheme. On retirement, every service personnel will compulsorily become a member of ECHS by contributing his/her share and scheme would be applicable for lifetime. Similarly, ex-servicemen who have already retired can become members by making a one-time contribution. There would be no restriction on age or medical condition. The contribution will be according to the rates prescribed for CGHS pensioners as per revised rates. This scheme has fully been setup by establishing 227 polyclinics as sanctioned by the Govt. of India and by ensuring that all the pensioners join the scheme at the earliest. These polyclinics have been setup in both Military and non- military stations. **This scheme was implemented w.e.f 01 Apr 2003** and till to date all 227 polyclinics have started functioning in different stations. This scheme is started to ensure that the ECHS members get the best medical treatment from not only the military hospitals but also from the empanelled Private hospitals/Nursing homes and Diagnostic centers subject to non availability of medical facilities and load of service personnel. There is no last date for seeking ECHS membership.

0902. **ECHS Contribution Amount.**(a) **Ex-Servicemen Retired Prior to 01 Apr 03.**

(i) Should deposit one time ECHS contribution in Govt. treasury/Nationalised bank through MRO as per rates of subscription and no refund will be made in any circumstances.

(ii) Four copies of MRO in original to be prepared.

(b) **Ex-Servicemen Retired/Retiring After 01 Apr 03.** One time ECHS Subscription is being deducted directly by CDA(P) and reflected in PPO and no refund will be made in any circumstances.

(c) **Rates of Subscription are as under w.e.f 01 Jun 2009:-**

Grade pay drawn at time of retirement	contribution
Rs 1800/-,Rs 1900/-,Rs 2000/-,Rs 2400/-,Rs 2800/- per month	Rs 15000/-
Rs 4200/- per month	Rs 27000/-
Rs 4600/-,Rs 4800/-,Rs 5400/- and Rs 6600/- per month	Rs 39000/-
Rs 7600/- and above per month	Rs 60000/-

Notes: - War disabled Pensioners/War Widows/NOK of Battle casualties are exempted from paying ECHS subscription.

0903. **Payment of ECHS Membership Smart Cards.** Ex-servicemen eligible to become ECHS members will be issued ECHS smart Card on payment as per existing rate. The cost of smart cards will be paid through Demand draft in favour 'Regional Centre, ECHS Mumbai' and payable at Mumbai (for future retirees)

0904. **Collection, Filling & Submission of ECHS Application Forms.** The simplified ECHS Application form is hosted on the Internet www.echs.gov.in and the same may be downloaded. In addition, the ECHS simplified form may be photocopied. A legible photocopied form will be accepted by the Station HQs/Regional Centres.

(a) ECHS application Form to be made available to the retiring person by parent unit/Record Office of the individual. ECHS Application Form will be filled up (Rank of the pensioner to be mentioned in abbreviated form) and submitted to concerned Record Office alongwith demand draft for cost of Smart Cards, Affidavit, Proof of allergies (if any) and certificate for Blood Group and Pension Documents to The Logistics Officer-in-Charge (Staff Officer (ECHS)), Naval Pension Office, C/o INS Tanaji, Mankhurd, Mumbai - 88.

(b) On receipt of ECHS application Form, Record Office will check the details reflected in the Application Form with that recorded in the Service documents. Record Office will issue the receipt of application form and will submit the form to dependent Regional Centre.

(c) On receipt of ECHS application from Record Office, concerned ECHS Regional Centre will re-verify the documents and would arrange manufacturing of Smart Card (s) and dispatched to Station HQ/Record Office /Individual.

0905. **Type of Polyclinics:** There are four types of polyclinics planned to setup at both military and non-military station as per ex-servicemen population in that region.

Type A (Ex-Servicemen Population Above 20,000)

Type B (Ex-Servicemen Population between 10,000 to 20,000)

Type C (Ex-Servicemen Population between 5000 to 10000)

Type D (Ex- Servicemen Population between 2500 to 5000)

0906. **Facilities.** This scheme provides for all types of treatment available in the country. There is no limit to 'how much' expenditure that can be incurred on a single member as long as it is essential. However, every treatment or diagnostic procedure is payable as per laid down approved rates of ECHS. Except in emergency situation, payments are made directly by ECHS to the empanelled hospital or Diagnostic/Dental Centre and the member is not required to pay. Every member at the time of membership is designated a '**parent polyclinic**', where he is normally expected to report for any requirement. This does not debar him from approaching any other Polyclinic. He will be attended to anywhere in the country where he or she may arrive on visits, but the full range of facilities will only be available from the parent polyclinics.

0907. **Treatment & Referral.** Most ECHS members are to be treated in the polyclinics only. Once all diagnostics/therapeutic equipment and staff are in place, the polyclinic will be able to provide complete medical care required for most patients. In case of referrals are required, members will be directed to the local service Hospital in the station subject to availability of bed space and/or specialist facilities. In case of non-availability of service hospital in the station or the service hospitals not having the requisite facilities/bed space, the ECHS member will be referred to an empanelled facility of his/her choice. All referrals for treatment/diagnostic procedures at empanelled facilities are to be generated from polyclinic. The patient has to report to the empanelled facilities with a ECHS referral form (issued by polyclinic). On completion of treatment/diagnostic procedures, the patient is requested to sign the bills raised by the hospital. Payment of bills of empanelled facilities for treatment provided to or diagnostics tests carried out on ECHS beneficiaries on referral are paid by ECHS directly and members are not required to pay. **No payment will be done by ECHS Member to Empanelled hospitals, if done by**

member the same will not be refunded at any stage. However, ECHS will pay the empanelled facilities for 'treatment/diagnostic procedures' agreed upon and at 'rates' agreed upon. The cost of non medical consumables for the duration of treatment e.g. adult diapers, toothpaste etc shall **not be borne** by ECHS. This cost is to be borne by the member.

0908. **Emergency Treatment.** In case of emergency, an ECHS member can avail of any treatment.

- (a) **Service hospital.** Free treatment provided and no further action is required.
- (b) **Empanelled hospitals.** Nearest ECHS polyclinic is to be informed within 48 hrs. A referral is generated by the polyclinic for the hospital. Free treatment is provided as per approved rates.
- (c) **Non-empanelled facilities.** Nearest polyclinic is to be informed within 48 hrs and an "Emergency information report" collected from polyclinic. Bills are to be paid by members on termination of hospitalization. Claim for re-imburement is to be submitted to parent polyclinic within one month of termination of hospitalization. Onus of proof of emergency lies with the ECHS member.

0909. **Eligibility.**

- (a) Ex-servicemen drawing pension/disability pension or widow/next of kin who are in receipt of family pension are eligible to apply for ECHS membership.
- (b) **Dependent.**
 - (i) Wife/Husband (Name should be recorded in Service record of pensioners).
 - (ii) Unemployed sons – Below 25 yrs of age (Name should be recorded in service record of pensioners).
 - (iii) Unemployed / unmarried / divorced / widow dependent daughters-irrespective of age (Name should be recorded in service record of pensioners).
 - (iv) Physically/Mentally handicapped children for life- (Certificate for Physically/Mental handicapped is duly signed by a service specialist is required as supporting document, in addition proof of dependency to be attached. Onset of disability after the age of 25 yrs is not eligible for membership.
 - (v) Wholly dependent Parents whose monthly income from all sources exceeds Rs 3500/- month are not eligible to be including as dependent (Name should be recorded in service record of pensioners whose income from all sources is less than Rs. 3500/- per month are entitled).
 - (vi) Unemployed/unmarried dependant brothers up to 18 years of age (Name should be recorded in service record of pensioners).

0910. **Smart Card.**

- (a) **The card.** A card with a 32 KB chip is being issued to all members as proof of membership of the scheme. The card is usable at all the 426 polyclinics across the country, after its activation by giving thumb impression biometric at the parent polyclinic. The Smart card stores various details, both in the physical as well as digital form, which can be assessed at all polyclinics.

(b) **Quantity.** One card per beneficiary (member) will be issued and mentally/physically challenged child will be issued a white card for a long dependency once eligibility is established.

(c) **Cost.** The cost of ECHS card as per existing rates and is to be borne by the member.

(d) **The Card/Receipt.** Is to be produced for availing ECHS medical facilities.

(e) **Amendment to Card.** Any subsequent amendment to the card desired by the member will require a fresh card is to be made at a cost to be borne by the member. Member will submit fresh application along with old card to parent polyclinic/Station HQ.

(f) **Change Of Parent Polyclinic.** Provision has been made for the AFV to endorse change of the desired parent Polyclinic using Old/New ECHS smart cards through the software available at the polyclinic.

(g) **Loss of card.** Duplicate card will only be issued once. In case of loss of card thereafter, the membership will be terminated. In case of loss of smart card(s) / Temp receipt ECHS member will be submit an application on plain paper with complete details of lost card (s) to dependent polyclinic / station headquarter along with the following:-

- (i) Demand Draft in favour of ECHS Regional Centre as per existing rate.
- (ii) An affidavit on Rs 10/= Non-Judicial Stamp paper duly notarised.
- (iii) Photocopy of lost card (s), if held.
- (iv) Fresh Application form duly filled in and photographs affixed on all beneficiaries.
- (v) A certificate from parent Polyclinic containing the following details
 - (aa) Details of chronic disease / allergy.
 - (ab) Details of equipments issued (life hearing).
 - (ac) Details of surgery carried out (if any)

0911. **ECHS policies.** Updated ECHS policies are available on ECHS website. Information may also asked by email. Website address and email IDs are given below:-

- (a) ECHS website : www.echs.gov.in
- (b) e-mail ID of ECHS(Navy) : echs_navy@yahoo.co.in
- (c) e-mail ID of Central Organisation : mdechs@bol.net.in

0912. **Procedure For Re-Imbursement**

(a) **Admission In Empanelled Hospital**

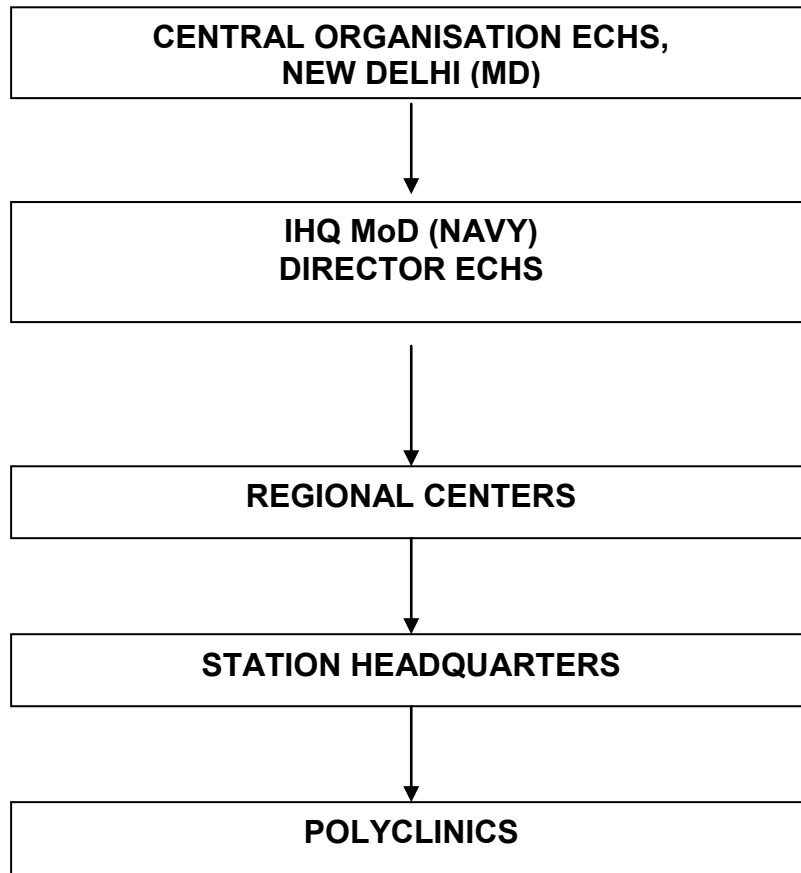
- (i) Ex-servicemen admitted in an empanelled hospital either as an emergency or as a referral case from polyclinic, need not to make any payment towards medical treatment to the Empanelled Hospital.
- (ii) At the time of discharge from the hospital, ESM has to sign on the each page of the medical bills after thorough checking
- (iii) Patient has to clear all the outstanding bills towards non-medical consumables (i.e. Tooth paste, Tooth Brush, Toilet soaps, Diapers, Thermo meters etc.) used during the period of hospitalisation.
- (iv) Reimbursement claim will be submitted by the empanelled hospital to the parent ECHS Polyclinic.

(b) **Emergency Admission In Non-Empanelled Hospital**

- (i) Inform the nearest ECHS polyclinic within 48 hrs of admission with all details.
- (ii) Forward emergency admission report and copy of ECHS card / receipt to nearest ECHS polyclinic and obtain a copy of Emergency Information Report (EIR) from the Polyclinic
- (iii) Onus of settling the hospital bills is that of the individual..
- (iv) The responsibility lies with the individual to establish emergency.
- (v) Put up re-imbursement claim to parent polyclinic **within one month** (latest) from the date of discharge from hospital.
- (vi) Claim will be restricted to CGHS approved rates.
- (vii) Re-imbursement claim not in order will not be processed.

(c) **Documents Required For Re-Imbursement Claim**

- (i) Emergency Admission Report
- (ii) Copy of EIR
- (iii) Copy of smart card receipt / Smart Card
- (iv) Discharge note and summary of case
- (v) Bills in original
- (vi) Contingent bill in triplicate
- (vii) Pre-receipt
- (viii) Application for reimbursement of medical claim furnished by ECHS member
- (ix) Bank account particulars with IFSC Code(Cancelled cheque).

ORGANISATIONAL CHART OF ECHS**CONTACT NUMBERS / EMAIL ID**

CENTRAL ORGANISATION	:	011-25684946	echscentral@bol.net.in
MD, ECHS, NEW DELHI	:	011-25684846	mdechs@bol.net.in
DIRECTOR ECHS (NAVY)	:	011-24101319	echs_navy@yahoo.co.in
REGIONAL CENTRE (KOCHI)	:	0484-4172946	rcechskerala@gmail.com
REGIONAL CENTRE (PUNE)	:	020-26102500	rcechs_pune@rediffmail.com
ECHS CELL, NAVPEN	:	022-25075622	navpen-navy@nic.in
STATION HQ ECHS, CABS	:	022-25075448	hgechsupnagar@gmail.com
WEBSITE OF ECHS	-	www.echs.gov.in	

LIST OF 13 EXISTING REGIONAL CENTRES

<u>S.No</u>	<u>Regional Centre</u>	<u>Service</u>
1.	Chandimandir	Army
2.	Chennai	Army
3.	Guwahati	Army
4.	Hyderabad	Air Force
5.	Jabalpur	Army
6.	Jaipur	Army
7.	Jammu	Army
8.	Kochi	Navy
9.	Kolkata	Army
10.	Lucknow	Army
11.	New Delhi	Army
12.	Patna	Army
13.	Pune	Army

LIST OF 15 NEW REGIONAL CENTRES

<u>S.No</u>	<u>Regional Centre</u>	<u>Service</u>
1.	Shimla	Army
2.	Jalandhar	Army
3.	Ambala	Army
4.	Hissar	Army
5.	Dehradun	Army
6.	Bareilly	Army
7.	Allahabad	Army
8.	Ahmedabad	Army
9.	Nagpur	Air Force
10.	Ranchi	Army
11.	Mumbai	Navy
12.	Visakhapatnam	Navy
13.	Bangalore	Air Force
14.	Coimbatore	Air Force
15.	Trivandrum	Army

LIST OF SERVICE HOSPITALS – ECHS

S.No	Hospital	City	S.No	Hospital	City	S.No	Hospital	City
1	150 GH	Rajauri	51	MH	Ambala Cantt	101	MH	Pulgaon
2	151 BH	Guwahati	52	MH	Amritsar	102	MH	Ramgarh Cantt
3	153 GH	Leh	53	MH	Aurangabad	103	MH	Ranikhet
4	154 GH	Zakhama	54	MH	Avadi	104	MH	Roorkee
5	155 BH	Tejpur	55	MH	Babina	105	MH	Saugor
6	158 BH	Bengdubi	56	MH	Bakloh	106	MH	Secunderabad
7	159 GH	Ferozpur	57	MH	Bareilly	107	MH	Shilong
8	160 MH	Silchar	58	MH	Baroda	108	MH	Shimla
9	161 MH	Pitorgarh	59	MH	Belgaum	109	MH	Trivandrum
10	162 MH	Dinjan	60	MH	Bhopal	110	MH	Varanasi
11	163 MH	Lebong	61	MH	Bhuj	111	MH	Wellington
12	164 MH	Binaguri	62	MH	Cannanore	112	MH	Yeol
13	165 MH	Dimapur	63	MH	Chennai	113	CHAFFB	Bangalore
14	166 MH	Jammu	64	MH	Dagshai	114	3 AFH	Amla
15	167 MH	Pathankot	65	MH	Dalhousie	115	4 AFH	Kalaikunda
16	168 MH	Tangdhar	66	MH	Danapur	116	5 AFH	Jorhat
17	169 MH	Surankot	67	MH	Dehradun	117	6 AFH	Coimbatore
18	170 MH	Akhnoor	68	MH	Devali	118	7 AFH	Kanpur
19	171 MH	Samba	69	MH	Dharamsala	119	9 AFH	Halwara
20	172 MH	Gurdaspur	70	MH	Dharangdhara	120	10 AFH	Hashimpur
21	173 MH	Faridkot	71	MH	Doda	121	11 AFH	Hindon
22	174 MH	Bhatinda	72	MH	Faizabad	122	12 AFH	Gorakhpur
23	175 MH	Abohar	73	MH	Fatehgarh	123	14 AFH	Hyderabad
24	176 MH	Ganganagar	74	MH	Golconda	124	15 AFH	Jaiselmer
25	177 MH	Jalipa, Barmer	75	MH	Gwalior	125	Asvini	Mumbai
26	178 MH	Gangtok	76	MH	Gaya	126	Kalyani	Vizag
27	179 MH	Kalimpong	77	MH	Jabalpur	127	Sanjivani	Kochi
28	180 MH	Missamari	78	MH	Jaipur	128	Dhanvantri	Port Blair
29	181 MH	Tenga	79	MH	Jalandhar	129	Nivarini	Chilka
30	182 MH	Argartala	80	MH	Jamngar	130	Jeevanti	Goa
31	183 MH	Leimakong	81	MH	Jhansi	131	Kasturi	Mumbai
32	184 MH	Suratgarh	82	MH	Jodhpur	132	Patanjali	Karwar
33	185 MH	Udaipur	83	MH	Kamptee	133	NH	Powai
34	187 MH	Bikaner	84	MH	Kasauli			
35	92 BH	Srinagar	85	MH	Karakwasla			
36	92 AH (R&R)	Delhi Cantt	86	MH	Kirkee			
37	BH	Lucknow	87	MH	Kota			
38	BH	Delhi Cantt	88	MH	Kargil			
39	BH	Barrackpore	89	MH	Lansdown			
40	CH(CC)	Lucknow	90	MH	Mathura			
41	CH(EC)	Kolkata	91	MH	Meerut			
42	CH(NC)	Udhampur	92	MH	Mhow			
43	CH(SC)	Pune	93	MH	Namkum			
44	CH(WC)	Chandimandir	94	MH	Nasirabad			
45	CH(CTC)	Pune	95	MH	Pachmarhi			
46	MH	Agra	96	MH	Paharpur			
47	MH	Ahmedabad	97	MH	Palampur			
48	MH	Ahmedabad	98	MH	Panagarh			
49	MH	Allahabad	99	MH	Panaji			
50	MH	Alwar	100	MH	Patiala			

LIST OF EXISTING POLYCLINICS

Ser No.	Polyclinics	Telephone No.	ECHS Polyclinic Address
1	Akhnoor	01924-252883	c/o 170 MH, c/o 56 APO
2	Leh	01982-254746	c/o 153 G H, Leh
3	Udhampur	0192-273914	Near FPD, NH-1A Udhampur
4	Rajouri	01962-262694	150 GH, c/o 56 APO
5	Srinagar	0194-2468086	HQ 31 sub Area
6	Pathankot	01862-2105166	C/o 167 MH C/o 56 APO
7	Samba	01923-217582	C/O 171 MH, c/o 56 APO
8	Bakloh	01899-257900	ECHS Polyclinic Bakhloh
9	Jammu	0191-2435849	166 MH, Jammu
10	Junglot	01922-232113	C/O 401 (I) Arty Bde
11	Yol	01892-235792	MH, Yol Cantt (HP)
12	Mandi	01905-221710	Vijay Palace Annexi, Mandi
13	Chandigarh	0172-2640802	3401/02 FAFA, Sector 29-D
14	Chandimandir	0172-2554133	I-132, Army Flats
15	Hamirpur	01972-223482	ECHS Polyclinic, Hamirpur
16	Bilaspur	01978-221707	c/o Sainik Rest House
17	Una	01975-228210	Behind Horticulture Office
18	Solan	0179-2221917	c/o 1 NAGA,
19	Shimla	0177-2838704	c/o MH Shimla,
20	Amritsar	0183-2560422	c/o Stn HQ Amritsar Cantt
21	Ropar	01881-223661	c/o Sainik Welfare Office
22	Faridkot	01639-255541	c/o Stn HQ Faridkot
23	Ferozpur	0163-241903	c/o Stn HQ Ferozpur Cantt
24	Moga	01636-237004	c/o Adhoc Stn HQ Moga
25	Gurdaspur	01874-247194	Hardochhanni Road Gurdaspur
26	Hoshiarpur	01882-247250	Camping Ground, Hoshiarpur
27	Jalandhar	0181-2260179	c/o MH Jalandhar Cantt
28	Kapurthala	01822-220052	c/o Stn HQ Kapurthala
29	Ludhiana	0161-2400692	CG Complex, Ludhiana
30	Sangrur	01672-221225	c/o Stn HQ Sangrur
31	Patiala	0175-2303466	Near MH Sangrur Road
32	Muktsar	01633-241116	Sainik Welfare Office, athinda Road, Muktsar
33	Fatehgarh	01763-233507	C/o Zila Sainik Board, Near Bhachat Bhawan
34	Faridabad	0129-4007670	CGO Complex, NH IV Faridabad
35	Ghaziabad	0120-2275393	Air Force Station, Hindan
36	Karnal	0184-2250455	Red Cross Bhawan, Karnal
37	Ambala	0171-2630169	c/o MH Ambala Cantt
38	Sonepat	0130-2222911	Opp Hindu Sr Sec School, Sonepat
39	Panipat	0180-2651511	Near Hari Bagh Colony, Panipat
40	Yamunanagar	01732-220002	Opp SDM residence, Jagadhri
41	Kaithal	01746-234175	Near Mini Secretariat, Karnal Bypass Road, Kaithal
42	Kurukshetra	01744-230387	Urban Estate, Kurukshetra
43	Delhi Cantt	25684685	c/o Base Hospital Delhi
44	Gurgaon	95124-2341062	Dundahera Army Camp
45	NOIDA	95120-2433411	Near Lal Market,
46	New Delhi	011-24363230	Bhishma Pitahmah Marg
47	Bikaner	0151-2204680	Bikaner-334001
48	Bhatinda	0164-2291147	174 MH Complex
49	Mansa	01652-230901	Zila Parishad Building
50	Sriganganagar	0154-2440524	c/o 176 MH, c/o 56 APO
51	Alwar	0144-2338659	c/o MH Alwar (Raj)
52	Bharatpur	05644-236036	Kanjoli Lines, Bharatpur
53	Jhunjhunu	01592-237299	Rly Stn Road
54	Jaipur	0141-2358905	Near KV No-4
55	Sikar	01572-270960	c/o Zila Sainik Kalyan
56	Churu	01562-252215	A-28 Sainik Colony C
57	Nagaur	01582-241149	Dhanwantri Bhawan

58	Kota	0744-2320375	ECHS Polyclinic Kota
59	Hindaun City	07469-231394	C/o Krishi Upaj Mandi Samiti
60	Sirsa	01666-227620	c/o 45 Wing AF
61	Jhajjar	01251-257171	Jhajjar
62	Rewari	01274-252308	169, Krishna Nagar
63	Rohtak	01262-279987	Kamal Colony Rohtak
64	Jind	01681-256026	Jind Hoshiyar Singh Dharmarth Trust Hosp
65	Narnaul	01282-256635	Plot No. 01, Employees Colony
66	Bhiwani	01664-255112	H.No-126 Vijay Nagar
67	Hisar	01662-266380	Opp DOT CSD Canteen,
68	Fatehabad	01667-226622	302 Geeta Mandir Road
69	Kanpur	0512-2380186	c/o 7 Air Force Hosp
70	Agra	0562-2251165	C/O- Mil Hosp Agra
71	Etawah	05688-265901	207, Friends Colony
72	Mainpuri	0567-2234008	4041 Blchhiya Tiraha,
73	Firozabad	9219404568	c/o Mr Gopal Dass Goyal, Ganesh Nagar
74	Etah	05742-231205	c/o Dr MC Sharma Agra Rd
75	Bulandshahr	05732-223939	14 Vikram Square, DM Coloney Road
76	Bareilly	0581-2421031	C/O Mil Hospital,
77	Badaun	05832-266525	House No-459/2, Opp. Islamia Inter College
78	Dehradun	0135-2706560	Vill-Bahadurpur
79	Fatehgarh	05692-235409	Fatehgarh-
80	Karanprayag	01389-222242	C/o 2009 Fd Amb
81	Akbarpur Matti	0511-291756	E-198, AWHO Colony T
82	Kotdwara	01382-229594	Bharat Bhumi Hotel Near Bus Stand
83	Pauri Garhwal	01368-221775	Bharat Bhawan
84	Lucknow	0522-2482885	Near CC (CH) Dental
85	Raebareli	0535-2204732	141 Nehru Nagar,
86	Mathura	0565-2409955	C/o MH Mathura
87	Aligarh	0571-2740415	Near Mahfooz Manzil
88	Meerut	0121-2401513	C/O - Mil Hospital,
89	Muzaffarnagar	0131-2620793	Bldg 1314, 1st Floor, South Civil Line
90	Haldwani	05946-284302	C/o Stn HQ Haldwani
91	Pithoragarh	05964-266311	C/O - 166 Mil Hosp
92	Roorkee	01332-275266	C/O MH Roorkee (UA)
93	Almora	05962-230513	Old MH Area
94	Saharanpur	01331-245255,	C/O- SMC Air Force Station
95	Shahjahanpur	05842-223768	c/o Stn HQ Shahjahanpur
96	Gorakhpur	0551-2272386	12 AF Station
97	Allahabad	0532-2421704	67 Akbar Road
98	Fatehpur	05180-224966	2A Gautam Nagar,
99	Pratapgarh	0534-2221010	Indra Bihar
100	Azamgarh	05462-247665	H.No-214, Thandi Sadak
101	Sultanpur	0532-2228904	, H.No-966, Lal Diggi)
102	Faizabad	05278-220526	MG Road Cantt, Faizabad
103	Jabalpur	0761-2629010	c/o MH Jabalpur-482001
104	Raipur	0771-2213279	Ashok Vihar Colony Raipur
105	Rewa	0762-253484	H.No. 342, Khutehi
106	Deoria	05568-221198	c/o Zila Sainik Kalyan
107	Mhow	07324-271727	c/o MH Mhow
108	Ghazipur	0548-2220946	119 Sankar, Tulsi Sagar
109	Varanasi	0542-2504055	c/o MH Varanasi,
110	Balia	05498-241989	Awass Vikash
111	Ara	06182-238305	Katira Ara (Bhojpur
112	Muzaffarpur	0621-2211143	c/o 151 Inf TA Bn
113	Danapur	06115-222033	c/o MH Danapur Cantt
114	Chhapra	06152-246556	c/o Shridhar Mukund Gudri

115	Dharbanga	06272-248243	C/o AF Stn Darbhanga
116	Gaya	0631-2210259	c/o Adhoc Stn HQ Gaya
117	Behrampur	0680-2296307	Barrack Street
118	Bhubneswar	0674-2393284	c/o 120 Inf Bn (TA)
119	Balasure	06782-238136	P/10 Proof Park, OT Raod
120	Ranchi	0651-2261370	c/o MH Namkum
121	Jamshedpur	06572-233877	c/o Army Camp Sonari
122	Barrackpore	033-25943073	C/O BH Barrackpore
123	Bengdubi	0353-2550062	C/O - 158 Base Hospital
124	Lebong	0354-2276544	C/o 163 MH (Lebong)
125	Gangtok	03592-231405,	C/O 178 Military Hospital
126	Krishnanagar	03472-225466	Jagdish Prasad Lahari Road
127	Kolkata	033-24489234	C/O Command Hospital
128	Salt Lake	033-23572657	C/O 3 MADRAS, C/o 99 APO
129	Midnapur	03222-265548	C/O Sainik Bhawan
130	Burdwan	0343-2513558	C/O MH Panagarh(WB)
131	Jorhat	0376-2333015	c/o 5 AF Hosp, c/o 99 APO
132	Agartala	0381-2397530	c/o 182 MH, c/o 99 APO
133	Aizwal	0389-2351143	c/o 457 Fd Amb
134	Guwahati	0361-2306644	c/o 151 BH, c/o 99 APO
135	Dimapur	0382-249450	c/o 165 MH c/o 99 APO
136	Imphal	0385-2429405	c/o 183 MH, c/o 99 APO
137	Masimpur	03842-278244	c/o 160 MH, C/o 99 APO
138	Shillong	0364-2226789	c/o MH Shillong Meghalaya-793001
139	Zakhama	03702-233041	c/o 154 GH c/o 99 APO
140	Ajmer	0145-2633539	C/o Stn HQ Ajmer,
141	Barmer	02982-224095	Mil Stn Barmer
142	Jaisalmer	02992-255002	C/O Stn HQ Jaisalmer
143	Jodhpur	0291-2533215,	C/o MH, Jodhpur
144	Pali	02932-223992	33 Jalday Coloney
145	Udaipur	0294-2811073	C/O Stn HQ
146	Nagpur	0712-2510899	C/O SMC, IAF Maintenance Command
147	Ahmedabad	079-29292155	c/o Stn HQ Ahmedabad
148	Sholapur	0217-2724727	Plot No-78, Near Rupa Bhiwani Chowk
149	Ahmednagar	0241-2323962	C/O Mil Hosp Ahmednagar
150	Osmanabad	02472-223564	Opp Gore Complex
151	Latur	02382-227575	Infront of MIT Medical College,
152	Aurangabad	0240-2373105	Stn HQ Aurangabad
153	Bhopal	0755-2735795	C/o Stn HQ Bhopal
154	Buldana	07262-247980	c/o Stn HQ, Buldana
155	Jalgaon	0257-2260167	, Plot No. 11, Patilwadi Maya Devi Nagar
156	Devtali	0253-2495286	c/o MH Devtali,
157	Bhind	07534-236864	Bhind, 'A' Block, Shastri Nagar
158	Gwalior	0751-2352018	C/o MH Gwalior-Morar
159	Morena	07532-2227509	DSWO Complex Morena
160	Mumbai (Navy)	022- 22163632	C/o INHS Asvini
161	Mumbai (Upnagar)	022-25782144	C/O Naval Hospital Powai
162	Jamnagar	0288-2662694	c/o MH Jamnagar
163	Jhansi	0507-2473175	ECHS Polyclinic Jhansi, C/o Stn HQ Jhansi
164	Orai	05762-259218	c/o Zila Sainik Kalyan Evam Punarvas
165	Satara	02162-237287	Plot No 26B, Sadar Bazar
166	Kolhapur	0231-2606774	c/o Stn HQ Tembalai Naka
167	Miraj (Sangli)	02332-229252	Poprtem Block Wanless Hosp Medical Centre Miraj
168	Chiplun	02355-250631	Boys Militray Hostal, Buntali
169	Sindhudurg	02362-228073	Sports Complex Sindhudurg nagari
170	Thane (Nerul)	022-32511861	Plot No-B/76, Opp Seawood Darave Rly Stn
171	Mahad	02145-2256918	Yashawant Hosp

172	Panaji	0832-2421289	c/o MH Panaji
173	Akola	0724-2455244	Bldg No-989, Moreshwar Colony
174	Amravati	0721-2664607	Ex-Servicemen Rest House
175	Pune	020-26306292	Kondhwa Road, Opp MH CTC
176	Saugor	07582-240554	C/o MH Saugor
177	Vadodra	0265-2781762	C/O MH Vadodra
178	Vellore	0416-2249252	Army Veterans Welfare Complex
179	Chennai	044-22314274	C/o MH Chennai
180	Avadi	044-26840270	c/o MH Avadi
181	Kanchipuram	044-27290251	No. 10/1/Sub Subramamiyan (GC) House
182	Cuddalore	04142-294747	No-76, Seetharam Nagar
183	Villupuram	04146-226015	No-35&36 Arumugam Layout
184	Coimbatore	0422-2220233	c/o 6 AF Hosp
185	Krishnagiri	04343-291110	1/307, Mahalaxmi Nagar,
186	Salem	0427-2414707	10/12 Chinniyapallai Road Salem
187	Port Blair	03192-232012	c/o Navy Office
188	Srivilliputtur	04563-263534	Municipal Office Raod, Srivilliputtur
189	Dindigul	05451-2460341	4/552, Thirumalaikeni Nagar, Dindugul
190	Madurai	0452-2640410	Plot No-47, Kalai Nagar
191	Tiruchirapalli	0431-2459945	Bldg No-159, KK Nagar, Tiruchirapalli-
192	Nagapattinam	04365-220907	No-28, Perumal West Street
193	Thanjavur	04362-275340	23 Left WingJawan Bhawan Complex
194	Theni	04546-265415	No-6-1-40 B1, Old Hotel Hilda
195	Tirunelveli	0462-2584864	194/2 Jawan Bhawan Tiruchendur Road
196	Nagarcoil	04652-223050	MS Road, Nagercoil, PIN-628 008
197	Tuticorin	0461-2390317	, 4th Street Chidamber Nagar Tuticorin
198	Wellington	0423-2200801	The Nilgiris
199	Thiruvannamalai	04175-221163	No-53 10th Street Gandhinagar
200	Bangalore (Urban)	080-25369030	c/o OD Avadi Bangalore
201	Yelahanka	080-28478088	AF Stn Yelahanka,
202	Madekeri	08272-229406	Near LIC Office, Race Course Road, Kodagu
203	Mangalore	0824-2417549,	Near Jeppu Market Mangalore
204	Mysore	0821-2412678	No-5, Somays Jayalakshmpuram
205	Belgaum	0831-2425765	Near MH Belgaum
206	Bijapur	08352-262383	Bijapur - 586103
207	Dharwad	0836-2463102	158 Rajaji Nagar, Dharwad
208	Vishakapatnam	0891-2746213	INHS Kalyani
209	Karwar	08382-263612	INHS Patanjali
210	Guntur	0863-2266139	Plot No A-11 SVN Colony, Guntur-522006
211	Secunderabad	040-27993086	J-79 Meadows, Trimulghery
212	Chittur	08572-2242599	Opp. PVKN Degree College
213	Giddalur	08405-241700	c/o 8-17-173 near Tele Exch
214	Golconda	23512196	MH Golconda, Hyderabad
215	Kakinada	0884-2372477	House No-10-4-32A, t Ramarao pata, Kakinada
216	Vijayawada	0866-2430147	D. No. 30-8-28, Annadana Samajam Road, Vijayawada
217	Palakkad	0491-2572023	31 Chandra Nagar
218	Kochi	0484-2666664	C/O INHS Sanjivini
219	Kannur	0497-2711429	MH Road, C/O MH Kannur
220	Kozhikode	0495-2384437	West Hill Bks, Kozikode
221	Perinthalmanna	04933-224980	House No. 10/1521 Mohan Villa,Perinthalmanna
222	Alleppey	0477-3200111	Old Boys Hostel, Alleppey
223	Thrissur	0487-2422831	No. IX/453 Bethel Asharam Road
224	Kottayam	0481-2372661	H.No. 81, Munda-nikal Bldg Manar-cadu
225	Trivandrum	0471-2358950	Trivandrum- 695 006
226	Pathanamthitta	0468-2271441	Anjali Auditorium, Omallur
227	Quilon (Kollam)	0474-2727092	EP/XV/92, Puthen Veedu

CHAPTER X

ACCOMMODATION, RATION AND CANTEEN FACILITIES

Accommodation

1001. **Retention of Accommodation.** All sailors holding married accommodation are entitled to retain their accommodation for three months after their retirement.

1002. If the sailor fails to vacate Govt. accommodation on retirement after the permissible period, he is liable to be evicted under the provisions of the Public Premises (Eviction of un-authorized Occupants) Act 1971 and NO(Str) 22/94.

1003. **Accommodation of IN Sailors Home(SAGAR).** Sailors are permitted to stay at "SAGAR" for a period of 6 months from their date of retirement by paying the concessional rate of rent. Thereafter, they are required to pay the normal charges.

Ration

1004. **Ration and POL from ASC Source/BVO/RIS.** Ex-sailors in receipt of any type of pension are permitted to purchase for himself and his family, provisions from the ASC Supply points/RIS, subject to restrictions on the total monetary values as notified from time to time. In addition, he is also entitled to purchase POL from ASC/BVO/Establishments.

1005. To avail this concession, ex-sailor should apply to the Naval Station Commander or the Army/Air Force Commander of the place of their residence who will publish a Station Order authorising him to draw his requirements from the Supply point nearest to his residence. In case he decides to settle down at a place away from a military station he may also avail of these facilities from the nearest military station where such facilities exist.

Canteen Facilities

1006. Ex-sailors who are under the "Ex-servicemen" category, as defined in Para 1302 are eligible to purchase the following types of canteen stores from Service Canteen.

- (a) Indigenous canteen stores less specially allocated/short supply items.
- (b) Indigenous liquor in accordance with the scale approved from time to time and subject to excise restrictions.

1007. Widows of sailors who are in receipt of pension from Defence Services Estimates (whether the sailor expired in service or after retirement) are entitled to draw stores from Service Canteens.

CHAPTER XI**BENEFITS AND FINANCIAL ASSISTANCE****Post Retirement Benefits**

1101. Sailors on retirement are entitled to benefits, grants or assistance from the following Non-Public Funds of the Indian Navy: -

- (a) Naval Group Insurance Fund (NGIF).
- (b) Indian Naval Benevolent Association (INBA).
- (c) Navy Wives Welfare Association (NWWA).

Naval Group Insurance Fund

1102. **Survival Benefits**. These are paid by Release Centre to sailors on retirement.

1103. **Post Retirement Death Insurance Extension Scheme**. This scheme is extended to all sailors, irrespective of their medical category, at the time of retirement from service with pension (with a minimum of 15 years of service). Under this scheme a pensioner sailor is insured for a sum of Rs. 3,00,000/- for a period of 30 years from the date of retirement or till he attains the age of 75 years, whichever is earlier. A sum of Rs. 21,000/- as one time non-refundable premium towards this insurance coverage is retained from the sailor's saving elements payable at the time of retirement procedure.

1104. **Disability Benefits**. In case of a sailor being disabled out of service with 20% and above disability, he is entitled to disability benefits from Naval Group Insurance Fund. This amount is not related to the disability pension paid by the government and is purely as a compensation paid to the sailors by NGIF on account of loss of earning capability due to premature exit of the sailor. For 100% disability the amount is 50% of the sum assured for death while in service i.e. 10,00,000.00. For lesser disability than 100%, the amount payable is worked out on pro-rata basis. This amount shall be paid by Secretary, NGIF on receipt of information from Release Centre along with his Saving Benefits due to him at the time of release/Invalidment.

Indian Naval Benevolent Association

1105. **Scholarship Scheme for Post 10+2 Education**. Merit scholarships are admissible to first two children only, of all graduation level courses. Vocational Courses of 50 weeks or more duration are also admissible. The rates of scholarship are 10,000/- for Day Scholars and Rs.20,000/- for Boarders per annum. Eligibility for the scholarship is as follows:-

	<u>Science Stream</u>	<u>Humanities Stream</u>
	<u>Graduation</u>	
Marks in 10+2 Board	65%	60%
	<u>Post Graduation</u>	
Marks in Graduation	65%	60%
	<u>Vocational Courses</u>	
Marks 10+2 Board	65%	60%
<u>Renewal</u>	60%	60%

Specimen application form for scholarship is placed at **Appendix 'M'**. Applications are to reach Naval Headquarters by 01 Nov.

1106. **Scholarship for Handicapped Children of Retired Naval Personnel.** Scholarships for handicapped children are admissible for first two school going children between ages of 3 years to 18 years i.e. for a period of 15 years. The rates are as follows:-

- (a) Day Scholar - Rs. 200/- p.m
- (b) Boarder - Rs. 400/- p.m

Purchase of special equipment for handicapped children – Rs.3000/-

Number of Scholarships

- (a) Serving Sailors sons and children of personnel who died in harness: 185
- (b) Pensioner Sailors children : 79

1107. **Grants/Allowance to Sailors/Apprentices after Invalidment on account of TB/Cancer/Paraplegia etc.** INBA pays the following allowances to Sailors/Apprentices suffering from TB/Cancer/Paraplegia during their continued hospitalisation subsequent to discharge from service and grants for their Travel/Inconvenienceable expenditure for the journey to their hometown as also for re-settlement in civil life.

- (a) Pocket Allowance during hospitalisation after Invalidment - Rs. 300/- p.m for a maximum period of two years (when not entitled to pay and allowances).
- (b) Grant for Travel/ Inconvenienceable expenditure on discharge from Hospital - Rs. 500/-.
- (c) Rehabilitation grant for Re-Settlement in civil life to above category of personnel - Rs. 7500/-.

1108. **Lump Sum Grant on Death of Naval Pensioner.** The lump sum grant-in-aid to Next of Kin on death of a pensioner after retirement is Rs. 20,000/-.

1109. **Death Grant.** In the event of unfortunate demise of a sailor, the Next-of-Kin are entitled for the following grant in aid procedure:-

- (a) Death whilst in Service - Rs.20,000/-
- (b) Death as a pensioner - Rs.20,000/-

1110. **Financial Assistance to Family.** In case the family of an ex-sailor is in dire need of some financial assistance for their day-to-day livelihood, they may apply on a specified form (in lieu of form DD 40), which is available with the Zila Sainik Board who in turn will forward to the Secretary, INBA, Naval Headquarters, New Delhi for consideration. Proforma is placed at **Appendix "N"**.

1111. **Assistance for Self Employment.** Financial assistance upto Rs. 20,000/- is given to ex-sailors and their widows in indigent circumstances for starting self help economic ventures like KIOSKS besides supply of sewing machines etc.

1112. **Grant to Widows for Daughter's Marriage.** Widows of Naval pensioners are given grant of Rs.10000/- per girl child upto maximum of first two daughters only.

1113. **Navy Wives Welfare Association.** Navy Wives Welfare Association renders assistance to retired Naval Personnel and their families. Some of their present schemes are as follows:-

(a) **Educational Scholarship.** Educational Scholarship will be considered by NWWA for children of Naval Personnel, who die subsequent to retirement, rendered disabled, etc. Cases not approved by Tata Defence Corpus Fund (TDWCF) for scholarship, will be considered by NWWA. Each case will be considered on its merit as follows:-

(i) All scholarship including KG classes will be paid by NWWA Central. Regions may refer cases in this regard to NWWA Central.

(ii) Classes/courses for NWWA scholarship will cover KG to postgraduate and professional studies level.

(iii) Normal rates of scholarship will be Rs.2000/- p.a (KG to VIII), Rs.3000/- p.a upto class XII and Rs.4000/- p.a for higher studies including vocational courses/diplomas etc.

(iv) Above amounts are limited to actual expenditure incurred.

(v) Application form at **Appendix "AA"**, duly filled is to be forwarded by July each year to the President NWWA, NWWA Central Office, Room No.1B, 'A' Block Hutments, IHQ/MOD(N), New Delhi – 110 011. Separate forms are to be used for children studying in different schools/institutions.

(b) **Financial Assistance to the Destitute Naval Families/Widows.** On extreme compassionate ground is also considered on merit of each case subject to availability of funds. Application form, at **Appendix "AB"**, duly filled is to be forwarded to the President NWWA, NWWA Central Office, Room No.1B, 'A' Block Hutments, IHQ/MOD(N), New Delhi – 110 011.

1114. **Additional Assistance by Local Branches.** While the Naval Wives Welfare Association (Central) offers assistance, as stated above, all the NWWA branches also locally offer monetary assistance or help in kind. For this purpose, individuals are advised to contact the Secretary of local NWWA branch.

1115. **Tata Defence Welfare Corpus for Scholarship for Higher Education.** Tatas have deposited a corpus of Rs. 11.50 crores with the Army Central Welfare Fund. The interest on the corpus will be utilised for providing scholarship to the need based and meritorious children who have completed 10+2 examination of the Army, Navy and Air Force personnel. The Naval share of the interest is Rs. 4.80 lakhs per annum. All interested personnel are to forward application on plain paper with the proof of their request by 15th July of each year to Director of Ex-Servicemen Affairs at Naval Headquarters.

CHAPTER XII**TRAVEL ENTITLEMENT**

1201. **Entitlements.** Sailors at the time of retirement are entitled to conveyance for self, family and baggage including Scooter/Motor cycle/Motor Car on the same line as their entitlement on permanent will be from last duty station to Release Centre and from Release Centre to his Home/Selected Place of Residence. In case of family and baggage, the entitlement is from last duty station to his Home/Selected Place of Residence by direct route.

1202. **Lien Period for Moves on Retirement.** The lien period for moves on retirement is upto 1 year from the date of retirement extendable upto 18 months in special cases by the competent authority.

1203. **Advance of TA/DA.** Since a part of the move is performed by sailors after the actual date of retirement, payment of advance of TA/DA is not admissible.

1204. **Procedure for claiming TA/DA.** The travel allowance claims are to be preferred on a contingent bill in the same manner as in the case of permanent duty moves. These claims are to be forwarded to Officer-in-Charge, Release Centre for countersignature and onward transmission to PCDA (Navy) for pre-audit and authorisation of payment through Officer-in-Charge, Release Centre.

CHAPTER XIII

RE-SETTLEMENT IN CIVIL LIFE

1301. Government has given a number of concessions/relaxation in educational qualifications, age and also laid reservations in group "C" and "D" posts for the re-employment for the ex-servicemen. With a view to ensure that the reserved vacancies do not lapse by default, the vacancies reserved for ex-servicemen can now be carried forward in Central Government departments for 1 year, with an overall provision that the reservation does not exceed 50% in any particular year. Various concessions, relaxation in educational qualifications and the avenues available for re-settlement in respect of ex-servicemen are enumerated in the succeeding paragraphs.

1302. **Definition of Ex-servicemen.** An Ex-servicemen means a person, who has served in any rank whether as a combatant or non combatant in the regular Army, Navy and Air Force of the Indian Union and: -

- (a) Who retired from such service after earning his/her pension, or
- (b) Who has been released from such service on medical ground attributable to military service or circumstances beyond his control and awarded medical or other disability pension.
- (c) Who has been released, otherwise than on his own request, from such service as a result of reduction in establishment.
- (d) Who has been released from such service after completing the specific period of engagement, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity, and includes personnel of the Territorial Army of the following categories, namely:-
 - (i) Pension holders for continuous embodied service.
 - (ii) Persons with disability attributable to military service.
 - (iii) Gallantry award winners.

Note: Sailors discharged from service prematurely or on compassionate grounds during their subsequent re-engagement period, after completion of the initial engagement, shall be treated as "Ex-Servicemen".

1303. **Amplification Notes.** The definition of Ex-servicemen further amplified by Government of India vide letter 119/KSB/B/RMDF/GL/09 dated 02 Apr 09 is as follows:-

- (a) **Permanent Disqualification to Become an ESM.** Released from service by way of dismissal or discharge on account of misconduct or inefficiency.
- (b) **Those released before 01 Jul 68.** Any person who has served in any rank in the Armed Forces of Union (no stipulation of duration of service).
- (c) **Those Released on or After 01 Jul 68 but Before 01 Jul 79.** Any person who has served in any rank in the Armed Forces of Union for a continuous period of not less than six months after attestation.

(d) Those Released on or After 01 Jul 79 but Before 01 Jul 87.

- (i) Any person who has served in any rank in the Armed Forces of Union for a continuous period of not less than six months after attestation and has been released, otherwise than at his own request.
- (ii) Persons from Assam Rifles, DSC, GREF, Lok Sahayak Sena and TA have been excluded from the definition of Armed Forces of Union.
- (iii) Any person, who has completed five years service in the Armed Forces of the Union and has been released on his own request is an ESM.

(e) Those Released on or After 01 Jul 87.

- (i) An ESM means a person who has earned his pension/disability pension.
- (ii) A person who has been released, otherwise than on his own request, from such service as result of reduction in establishment.
- (iii) A person who has been released after completing the specific period of engagement and earned gratuity.
- (iv) Includes pensioner/disability pensioners/gallantry Award winners from TA.

1304. **Reservations.** The Government of India has granted reservations for employment of ex-servicemen in civil posts as under: -

- (a) 10% of vacancies in Group "C" and 20% in group "D" posts.
- (b) 14 ½ % and 24 ½ % in group "C" and "D" posts respectively in the public sector undertaking and banks.
- (c) As far as group "A" and "B" posts are concerned there is a reservation of 10% of the posts of Assistant Commandants in the Para Military Forces only.

1305. **Reservation by State Governments.** Certain percentage of vacancies in class A, B, C and D posts of State Governments/Union Territories have been reserved for ex-servicemen. The details can be obtained from the respective Zila Sainik Boards/Rajya Sainik Boards.

Age Relaxation.

1306. The GOI have provided relaxation in the age limits in favour of ex-servicemen for employment in civil posts. The age relaxation has also been extended for appointment to all posts in the public sector undertakings and banks. State Governments and Union Territories have also extended the age relaxation. The details are as under: -

- (a) For appointment to reserved as well as unreserved vacancies in Group "C" and "D" posts, the upper age limits shall be relaxed for ex-servicemen by the length of military service increased by three years.
- (b) For appointment to Group "A" and "B" posts/services filled by direct recruitment and not on the basis of an open All India Competitive Examination conducted by the

Union Public Service Commission, the upper age limit shall be relaxed for an ex-servicemen candidate by the length of military service increased by three years.

(c) For appointment to any vacancies in group "A" and "B" posts/services filled by direct recruitment on the results of an All India Competitive Examination conducted by the Union Public Service Commission, ex-servicemen who have rendered at least five years of military service and have been released on completion of assignment (including those whose assignment is due to be completed within six months) otherwise than by dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on invalidment, shall be allowed maximum relaxation of five years in the upper age limit.

Educational Relaxations

1307. Relaxation in educational qualifications has been granted by the GOI to ex-servicemen for appointments to various posts. These are as under: -

(a) For Group "D" reserved posts, wherever a minimum educational qualification is laid down, this is fully exempted in the case of ex-servicemen who have put in a minimum of three years services.

(b) In such Group "C" reserved posts where the education qualification is a middle school pass or lower, this is relaxable at the discretion of the appointing authority for ex-servicemen with a minimum of three years service.

(c) For reserved group "C" posts. Partly filled by recruitment and partly by promotion or transfer, an ex-serviceman shall be deemed to satisfy the prescribed educational and technical qualifications provided he: -

(i) Satisfies the educational/technical qualifications prescribed for direct recruitment to the post from which promotion or transfer to the posts in question is allowed.

(ii) Has identical experience of work in a similar discipline and for the same number of years in the Armed Forces as prescribed for promotees or transferees.

(d) In case of reserved posts in Nationalised banks relaxation is as under :-

<u>Prescribed Qualifications</u>	<u>Relaxation</u>
Graduate II nd Division	Graduate (Pass)
Intermediate/Matric I st Division	Intermediate/Matric II nd Division
Higher Secondary II nd Division	Higher Secondary III rd division

1308. **Re-Settlement Training.** In order to equip ex-servicemen suitable for securing jobs after retirement and for their self employment the Directorate General Re-settlement conducts a number of training courses for sailors in the following categories: -

(a) Agricultural and Farm based Training.

(b) Technical Training.

(c) General Courses/Non-Technical Training.

- (d) On Job Training.
- (e) Banking courses.
- (f) Special Training for Ex-Servicemen.
- (g) Preparing Ex-Servicemen for self-employment.

1309. For Pre-release training the sailors are treated as on duty and they are not required to bear the cost of training, which is fully borne by the Govt.

1310. **Roll of Sainik Boards**. With effect from 01 Aug 85 employment exchanges have been given sponsoring powers along with Rajya/Zila Sainik Boards, for sponsoring ex-servicemen against vacancies reserved for them in civil posts in various Central/State Government department, Public Sector undertaking, Nationalised banks etc. For this purpose Zila Sainik Boards will send a copy of Employment Index Card submitted by sailors to their nearest employment exchange.

1311. **Re-employment in Para Military Forces**. 10% reservation in group "C" and 20% in group "D" posts for ex-servicemen in Para military forces besides 10% for the post of Assistant Commandant.

1312. **Re-employment in Defence Security Corps**. All personnel desirous of joining DSC are to register themselves with CABS by 15 Jul and 15 Dec. CABS will scrutinize the application and forward the same to Commanding Officer, INS Agrani with its comments endorsing copy to IHQ MOD(N)/DPS. Interviews for JCOs and recruitment for ORs will be conducted in Sep and Mar respectively. Serving sailors can submit their application, not more than six months prior to their date of retirement, through Commanding Officer to CABS mentioning date of retirement (Authority IHQ, MOD(N) letter PS/2534/1 dated 23 Oct 07. Application for recruitment in DSC is placed at **Appendix 'AG'**.

1313. **Other Avenues**. Other avenues for re-settlement of Ex-naval sailors include the fast expanding Shipping Industry, a large network of Nationalised Banks, Railways and the Staff Selection Commission examination etc. These vacancies are advertised in leading newspapers as well as in the employment news.

1314. **Fixation of Pay on Re-employment**. The initial fixation of pay and other benefits on re-employment of Ex-servicemen pensioners will be governed by the Central Civil Services (Fixation of pay and Re-employed pensioners) orders of 1999 as promulgated vide GOI, Ministry of Personnel PG and Pension (Department of Personnel and Training) Office Memorandum No. 45/73/97-P & PW (a) dated 02 Jul 99 and MOD letter 7 (1) 95 D (Pension/Services) 99 dated 06 Oct 99.

1315. Full Service Pension of sailors, who retire before attaining the age of 55 years, has been exempted while fixing pay on re-employment in civil posts/services in Central Government. Some States Govt. have also extended similar concessions.

1316. Fixation of pay and other matters relating to reservation of vacancies, recognition of service qualification and provision of loan facilities by the Insurance Companies (LIC and GIC) are governed under GOI, MOF, Department of Economic Affairs, Insurance Division letter No.105(10/INS-IV/80) dated 09 May 88.

1317. **Equation of Educational Examination with the civil equivalents**. The following Naval Educational Examinations have been equated with the civil equivalents as mentioned against each: -

<u>Examination</u>	<u>Civil Equivalent</u>	<u>Authority</u>
Passing out examination Boys Training Establishment	Higher Secondary	Govt. of India cabinet Sectt.(Adm reforms) Office memo.6/2/73-Estt (d) dated 09 Nov 73.
Higher Educational Test	Matric	Para 10(b) of NO 03/09 and GOI, MOD letter 854-GS/D(GS II)/88 dated 06 Dec 88.
Educational Test One	Nil	Nil (ET1)

1318. **Equation of Service Qualification to Graduation**. GOI, Ministry of Personnel, Public Grievances, and pension (Department of Personnel and training) letter No. 15012/8/82 Estt (D) dated 12 Feb 1986 and the Gazette of India No.9 dated 01 Mar 1986 is reproduced below: -

(a) CSR in exercise of the powers conferred by the provision to article 309 of the Constitution, the President hereby makes the following rules further to amend the ex-servicemen (Re-employment in Central Civil Services and Posts) rules 1979, namely :-

(b) These rules may be called the ex-servicemen (Re-employment in central civil services and posts) amendment rules 1986.

(c) In Rule 6 of the Ex-servicemen (Re-employment in Central Civil Services and Post) Rules, 1979 (hereinafter referred to as the said rules) after sub-rules (3) the following shall be inserted namely :-

(i) For appointment to any reserved vacancy in group "C" posts, a matriculate Ex-servicemen (which) term includes an Ex-servicemen who has obtained the Indian Army Special Certificate of Education or the corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service in the armed forces of the union may be considered eligible for appointment to the posts for which the essential educational qualification prescribed is graduation and where;

(ii) Work experience of technical or professional nature is not essential. or

(iii) Through Non-technical professional work experience is prescribed as essential yet the appointing authority is satisfied that the Ex-servicemen is expected to perform the duties of the post by undergoing on the job training for short duration.

(iv) For appointment to any reserved vacancy in group "C" and Group "D" posts where the prescribed minimum educational qualification is matriculation, the appointing authority may at his discretion relax the minimum educational qualification in favour of an Ex-servicemen who has passed the Indian Army Class I Examination or equivalent examination in the Navy or the Air Force, and who has put in at least 15 years of service in the Armed Forces of the Union and is otherwise considered fit it to hold the post, in view of his experience and other qualifications.

1319. **Equation of Technical Qualification with Diploma for Civil Employment.** The Government of India has recognised the following Technical Courses conducted by Indian Navy for the purpose of civil/employment under the central government for subordinate posts :-

S.No	Name of the Institution	Name of the Course	Name of Diploma approved by AICTE
(a)	INS Shivaji	Artificer Trg. (E/R)	Diploma in Marine Engg & Systems
(b)	-"-	Mechanician Trg. (E/R)	Diploma in Marine Engg & Systems
(c)	-"-	Direct Entry Diploma Holder (DEDH) Sailor Course	Advanced Diploma in Marine Engg & Systems
(d)	INS Valsura	Artificer Trg. (Electrical)	Diploma in Electrical Engg.
(e)	-"-	Artificer Trg. (Electronics)	Diploma in Electronics Engg.
(f)	-"-	Mechanician Trg. (Electrical)	Diploma in Electrical Engg
(g)	-"-	Mechanician Trg. (Electronics)	Diploma in Electronics Engg
(h)	-"-	Direct Entry Diploma Holder (DEDH) Sailor Course (Electrical)	Advanced Diploma in Electrical Power Systems
(j)	INS Valsura	Direct Entry Diploma Holder (DEDH) Sailor Course (Electronics)	Advanced Diploma in Electronic Systems
(k)	NIAT	Air Artificer Trg.	Diploma in Mechanical Engg
(l)	-"-	Air Artificer (Weapon) Trg.	Diploma in Mechanical Engg
(m)	-"-	Air Mechanician	Diploma in Mechanical Engg
(n)	-"-	Air Mechanician (Weapon)	Diploma in Mechanical Engg
(p)	-"-	Air Electrical Artificer	Diploma in Electrical Engg
(q)	-"-	Air Electrical Mechanician	Diploma in Electrical Engg
(r)	-"-	Air Electrical Artificer Radio (Electronics)	Diploma in Electronics Engg
(s)	-"-	Air Radio Mechanician (Electronics)	Diploma in Electronics Engg
(t)		Direct Entry Diploma Holder (DEDH) Sailor Course (Air Electrical)	Advanced Diploma in Electrical Engg
(u)	-"-	Direct Entry Diploma Holder (DEDH) Sailor Course (Air Radio Electronics)	Advanced Diploma in Electronics Engg

1320. **Equation of Naval Trades with Civil Trades.** Various Naval Trades have been equated with their civil equivalents. These have been published by GOI, Ministry of Labour (DGE & T) New Delhi letter No. DGETC 30018 (22)/85-EE-1, dated Nov 1985 which is available with Rajya Sainik Boards/Zila Sainik Boards for reference. It is under revision by Director General Resettlement (DGR).

1321. **SEMEX Scheme.** The Director General Re-Settlement in collaboration with the Nationalised Bank for Agriculture and Rural Development has launched a scheme for Self Employment for Ex-servicemen. The scheme aims at promotion of self-employment ventures in the field of Agriculture, Agro based Industries and Cottage and village Industries by providing financial assistance to Ex-servicemen. Under this scheme the bank provides credit facilities to Ex-servicemen and widows of Ex-servicemen for self-employment. The details of this scheme can be obtained from Rajya Sainik Boards/Zila Sainik Boards.

1322. **Concessions and Benefits Extended by State Governments.** Various state governments extend concessions and benefits of following nature to retired and serving Defence Personnel. To avail this concessions and benefits, ex-sailors are advised to contact their respective Zila Sainik Boards/Rajya Sainik Board/State Government: -

- (a) Reservation of seats in educational institutions
- (b) Exemption from payment of examination Fee
- (c) Cash Awards to winners of Gallantry Awards
- (d) Ex-Gratia Grants
- (e) Stipend
- (f) Allotment of land/House/Industrial Plots
- (g) Medical Facilities
- (h) Employment opportunities/schemes
- (j) Re-settlement Training
- (k) Fixation of pay of re-employment
- (l) Free legal Aid
- (m) Financial Assistance to families
- (n) Allotment of cement Quota
- (p) War Jagir Allowance
- (q) Protection of land under land tenancy Act
- (r) Sales tax exemption
- (s) Interest subsidy of bank loans
- (t) Allotment of Petrol pump

1323. **Indian Naval Placement Agency.** The Indian Naval Placement Agency (INPA) has been established on 28 Feb 06 under the aegis of Directorate of Ex-Servicemen Affairs, at PC – ii, 'A' Block Hutments, New Delhi – 110 011. The goal of INPA is to provide second career options to officers and sailors. INPA would tie up with a professional agency eg. Timesjob.com, registration of applicants – Officers/PBOR/Widows, interact with local Chamber of Commerce and Industry and organise jobs fairs/events at Commands followed by arranging interviews for short listed candidates. Command Placement Cells would work under Command Welfare Officer. The area of responsibility for registration for each cell is as follows:-

- (a) INPA - Northern Zone IHQ (MOD) Navy, 011-24121687
6th Floor, Chankya Bhavan
Chankya Puri,
New Delhi - 110011

- | | | | | |
|-----|----------------------|---------------|--|--------------|
| (b) | ENC Placement Cell - | Eastern Zone | INCS Complex
Naval Base
Visakhapatnam – 530014 | 0891-2752771 |
| (c) | SNC Placement Cell - | Southern Zone | HQSNC,
Naval Base,
Kochi - 682004 | 0484-2662435 |
| (d) | CABS Placement Cell- | Mumbai | Release Centre
Bureau of Sailors
Cheetah Camp, Mankhurd
Mumbai - 400088 | 022-25075448 |

1324. All PBORs, personnel boarded out of service on medical ground and Widows/Next of Kin are eligible for registration with INPA and the Placement Cells. All personnel are required to fill in their relevant registration forms. An email ID would be allotted to them on registration. One time non-refundable registration amount as mentioned below will be applicable and will have to be paid by A/C payee DD payable to "INPA Account, New Delhi":-

- | | | | |
|-----|-------------------------------|---|-----------|
| (a) | Sailors & families/dependents | - | Rs. 100/- |
| (b) | Widow/Next of Kin | - | Nil |

1325. Procedure for registration with INPA is available on INPA website www.inpa.net.in.

1326. **ESM helpline.** Contact No. of ESM of various agencies for any assistance/queries is placed at **Appendix 'AH'**.

CHAPTER XIV

VETERAN SAILOR'S FORUM

1401. With a view to espouse the cause of retired sailors, widows & NOKs and also to promote awareness about Indian Navy in the country, Veteran Sailor's Forum (VSF) has been set up on 10 Apr 08 at Delhi. The same has been registered under Societies Registration Act XXI 1860 vide registration no S/62103/2008 on 05 May 08. VSF is secular & non-political. The cardinal objectives of VSF are as follows:-

- (a) To provide focused attention to ex-sailors/widows/dependents of ex-sailors on welfare related issues, namely, children's education, post retirement benefits, rehabilitation, vocational training/ courses, entitlements from Central and State Govt etc.
- (b) To assist in resettlement and provide assistance to the needy and help them in their ventures for charitable, social and philanthropic causes.
- (c) To provide an interface with IHQ/ MoD (N), viz, DESA, INBA, NWWA, DGR, CABS, NPO etc towards availing various benefits earmarked for ex-servicemen under various schemes promulgated from time to time.
- (d) To provide a platform for sharing/ dissemination of information related to opportunities/ difficulties faced by the ex-sailors and widows/ NOKs.
- (e) Furtherance of naval image in the civil world through measures such as highlighting values of honesty & integrity to the nation, projecting achievements of the naval community to the society etc.

1402. **Membership.** All ex-sailors can become lifetime members of VSF by filling up membership form and paying one time subscription as follows:-

- (a) Hon LTs/ Hon SLTs/ MCPOs/ CPOs - Rs 300/-
- (b) Petty Officers & below - Rs 200/-
- (c) Widows are offered honorary membership free of cost. They will, however, have to fill up the VSF membership form.

1403. The subscription can be forwarded in cash/bank draft/local cheque drawn in favour of "VSF FUND" payable at New Delhi/ Mumbai/ Vizag/ Kochi.

1404. **Postal Address.** Joint Director (VSF)
Directorate of Ex-Servicemen's Affairs
Room No. 401, Fourth Floor
Chanakya Bhawan, Chanakya Puri
New Delhi- 110021

1405. **E mail.** - vsfdelhi@yahoo.com
Phone: 011-2410 2305 Fax- 011-26880943

1406. **Membership Form.** The membership forms for VSF can be collected from the nearest VSF office or Bureau of Sailors. The detailed information on VSF and membership form can also be downloaded from website www.irfc-nausena.nic.in (VSF Page).

CHAPTER XV

FAMILY PENSION

1501. Family pension is admissible to the widow/other eligible family members of a deceased sailor in continuous service terms or; a pensioner who is in receipt of Service Pension or Service Element of Disability Pension. Name of the spouse and other eligible members may be notified in the PPO.

1502. **Ordinary Family Pension.** When a sailor dies while in service or after having retired with a Pension, on account of a cause neither attributable to nor aggravated by Naval Service, the widow is entitled to the Ordinary Family Pension. In the absence of widow, eldest eligible child is granted Ordinary Family Pension.

1503. **Rate of Ordinary Family Pension.** The rate of Ordinary Family Pension is 30% of the pay last drawn by the deceased individual. The minimum Family Pension is however, Rs. 9000.00 per month.

1504. **Enhanced Rate of Ordinary Family Pension.** The Enhanced Rate of Ordinary Family Pension shall be payable for a period of 10 years, without any upper age limit from the date following the date of death of the sailor, to the family pension of a sailor who dies while in service. In case of the demise of a pensioner, Enhanced Rate of Ordinary Family Pension shall be payable to the family pensioner for 7 years from the date of death, or till attaining the age of 67, whichever is earlier.

1505. **Actions to be Taken When the Individual Dies in Service.** On occurrence of death of a sailor, CABS sends Form IAFA – 366 as per specimen placed at **Appendix “AC”** to the widow. The widow should open a single bank account for drawal of pension. She is required to fill up, in triplicate, Form IAFA – 366 after attestation from any prescribed authorities listed at the end of the Form and indicating therein the details of her Bankers and return it to Bureau of Sailors. On receipt of IAFA-366 duly filled by the widow and connected documents of the deceased individual, PCDA(N), Mumbai grants Ordinary or Special Family Pension to the widow. The Pension Payment Order is sent to the Bureau of Sailors who further forwards the same to her Bankers for releasing payments and she is also given a Pension Book.

1506. **Actions to Be Taken When Individual Dies After Retirement.** Pension Payment Order (PPO) issued to the sailor on retirement has an endorsement regarding Family Pension admissible to the wife in case of his death. In such cases, the widow has only to intimate the death of her husband to Pension Disbursing Authority (PDA), with a copy of the death certificate. She should open a separate Bank Account in which her Pension will be deposited every month if she is already not having a joint account with the pension account of her deceased husband. However, where endorsement in the PPO does not exist, the widow has to submit application for Family Pension as per specimen placed at **Appendix “AD”** to the Bureau of Sailors after attestation by any of the prescribed person listed at the end of this form, which should be filled in triplicate, to enable them to submit claim to PCDA(Navy), Mumbai for sanction of Family Pension.

1507. **Eligibility of Children & Parents of the deceased.** If the deceased is survived by child/children, only the Family Pension is payable to the eligible child in order of seniority. Son will remain eligible till attains the age of 25 or starts earning above Rs. 3500.00 per month, whichever is earlier; and unmarried daughter including widowed/divorced is eligible for till her marriage/re-marriage or starts earning above Rs. 3500.00 per month whichever is earlier. Dependent parents are eligible for Ordinary Family Pension only where the deceased has left behind neither a widow nor a child subject to the conditions that they are wholly depended on the deceased and their earning is less than Rs. 3500.00 per month.

1508. **Grant of Family Pension for Life to Handicapped Children.** In the event of death/disqualification of the widow, and disqualification of child/children in the seniority, the son/daughter who is suffering from a physical/mental infirmity so as to render him/her incapable of earning livelihood even after crossing the prescribed maximum age for family pension, shall be granted family pension for life. The payment shall however, be subject to the following conditions:-

- (a) The disability should have manifested itself before the retirement or, death of the sailor while in service and the claim should be supported by a certificate from a Medical Officer of the rank of Brigadier or above.
- (b) Such a son / daughter shall become ineligible from the date she gets married.
- (c) Such a son/daughter shall become ineligible once he/she starts earning his/her livelihood.
- (d) The guardian shall be required to furnish a certificate to the effect that the child in question has not started earning the livelihood and in addition in the case of a female child, that she has not yet got married.

Note:-The guardian should forward details of handicapped child to the Commodore Bureau of Sailors, Cheetah Camp, Mankhurd, Mumbai – 400 088, who after verification of details will forward it to PCDA (Pensions), Allahabad and the same will be acknowledged by PCDA(P) indicating that the details of handicapped child have been taken on records. The acknowledgement will be forwarded to the guardian who should preserve it for production at the time of consideration of claim of Family Pension to handicapped child.

1509. **Division of Ordinary Family Pension.** The Ordinary Family Pension may be divided as under:-

- (a) **In Case of More than One Eligible Widow.**
 - (i) Where a deceased is survived by more than one eligible widow, the Ordinary Family Pension shall be paid to them in equal shares.
 - (ii) On the death of a widow, her share of Ordinary Family Pension shall become payable to her eligible child/children.
- (b) If a widow is not survived by any child, her share of Family Pension on her death shall be payable to the other widow in full. Where a deceased is survived by

a widow and has also left behind eligible child/children from another wife/divorced wife, the child/children shall be entitled to the share of Ordinary Family Pension.

1510. **Family Pension in Case of Missing Sailors/Pensioners**. In the case of serving sailors who are missing for over a year payment of family pension shall commence on expiry of one year from the date of missing subject to the following conditions: -

(a) Lodging of report with the police authorities and their certifying that the individual is untraced despite all efforts.

(b) Rendering of an indemnity bond with two solvent sureties to the effect that in case the pensioner re-appear at subsequent date the amount of Family Pension would be recovered from the service pension that would become due.

1511. In case of a pensioner is missing, an FIR is required to be filed and his spouse/the eligible family member may claim family pension from his PDA duly rendering an Indemnity Bond.

1512. **Reckonable Emoluments**. Unless The term 'Reckonable Emoluments' shall mean, Pay in the pay band, Grade Pay, MSP, "X" Group Pay and classification allowance, stagnation increment, if any, last drawn by the individual.

1513. **Pensionary Benefits on Death/Disability in Attributable/Aggravated Cases**. For determining the pensionary benefits for death or disability under different circumstances due to attributable/aggravated causes, the cases will be broadly categorized as follows:-

(a) **Category A**. A death or disability due to natural causes neither attributable to nor aggravated by Naval Service as determined by the competent medical authorities. Examples would be ailments of nature of constitutional diseases as assessed by medical authorities, chronic ailments like heart and renal diseases, prolonged illness, accidents while not on duty.

(b) **Category B**. Death or disability due to causes which are accepted as attributable to or aggravated by Naval Service as determined by the competent medical authorities. Disease contracted because of continued exposure to a hostile work environment, subject to extreme weather conditions or occupational hazards resulting in death or disability would be examples.

(c) **Category C**. Death or disability due to accidents in the performance of duties such as:-

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(i) Accidents while traveling on duty in Government Vehicles or public/private transport.

(ii) Accidents during air journeys.

(iii) Mishaps at Sea while on duty.

(iv) Electrocutation while on duty, etc.

(v) Accidents during participation in organised sports events/ adventure

activities/expeditions/training.

(d) **Category D.** Death or disability due to acts of violence/attack by terrorists, anti-social elements, etc whether on duty other than operational duty or even when not on duty. Bomb blasts in public places or transport, indiscriminate shooting, incidents in public, etc. would be covered under this category, besides death/disability occurring while employed in the aid of civil power in dealing with natural calamities.

(e) **Category E.** Death or disability arising as a result of:-

- (i) Enemy action in international war.
- (ii) Action during deployment with a peacekeeping mission abroad.
- (iii) Border skirmishes.
- (iv) During laying or clearance of mines including enemy mines as also minesweeping operations.

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(v) On account of accidental explosions of mines while laying operationally oriented mine-field or lifting or negotiating mine-field laid by the enemy or own forces in operational areas near international borders or the line of control.

(vi) War like situations, including cases which are attributable to/aggravated by:-

- (aa) Extremist acts, exploding mines etc., while on way to an operational area.
- (ab) Battle inoculation training exercises or demonstration with live ammunition.
- (ac) Kidnapping by extremists while on operational duty.

(vii) An act of violence /attack by extremists, anti-social elements etc. while on operational duty.

(viii) Action against extremists, anti-social elements, etc. Death/disability while employed in the aid of civil power in quelling agitation, riots or revolt by demonstrators will be covered under this category.

(ix) Operations specially notified by the Government from time to time.

1514. Cases covered under category 'A' would be dealt with in accordance with the provisions contained in the Ministry of Defence letter No. letter 17(4)/2008(2)D(Pen/Pol) dated 12 Nov 2008 and cases under category 'B' to 'E' will be dealt with under the provisions of GOI, MOD letter No. 1(2)/97/0 (Pen-C) dated 31 Jan 01 and 16(6)/2008(2)/D(Pension/Policy) dated 05 May 2009.

Notes: -

(a) The illustrations given in each category are not exhaustive. Cases not covered under these categories will be dealt with as per Entitlement Rules to Casualty Pensionary Awards in vogue.

(b) The question whether a death/disability is attributable to or aggravated by Naval Service will be determined as per provisions of the Pension Regulations for the Navy and the Entitlement Rules in vogue as amended from time to time.

(c) In case of death while in service which is not accepted as attributable to or aggravated by Naval service or death after retirement/discharge/invalidment, Ordinary Family Pension shall be admissible as specified in MOD letter No. I (6)/98/0 (Pens/Services) dated 03 Feb 98 as modified vide MOD letter No. I (1)/99/D(Pen/Ser) dated 07 Jun 99.

Special Family Pension (SFP)

1515. In case of death of a Sailor under the circumstances mentioned in category 'B' or 'C' of Para 1515 above. Special Family Pension shall continue to be admissible to the families of such personnel under the same conditions as in force hitherto fore. There shall be no condition of minimum service on the date of death for grant of Special Family Pension.

1516. The Special Family Pension shall be calculated at the uniform rate of 60% of Reckonable Emoluments, subject to a minimum of Rs.7000.00, irrespective of whether widow has child(ren) or not. There shall be no maximum ceiling on Special Family Pension. Ministry of Defence order No. FPC 1(2)/ 97/D(Pen-G) dated 22 Sep 99 stands amended accordingly.

1517. In case the children become the beneficiary the Special Family Pension at same rate (i.e., 60% of Reckonable Emoluments) shall be admissible subject to the conditions of Paras 1507 and 1508 above. If an eligible child disqualifies, Special Family Pension shall pass on to next eligible child.

Notes: -

(a) Unmarried/Widowed/divorced daughters shall be remain eligible till marriage/re-marriage or starts earning above Rs. 9000.00 whichever is earlier is also be included in the definition of family for the purpose of Special family Pension.

(b) In case the eligible child is physically or mentally handicapped and unable to earn a livelihood, the Special Family Pension would be admissible for life to such a child subject to same conditions as in force hitherto fore.

1518. In cases of Sailors, the existing provisions of nominating anyone from the eligible members of the family (except dependent brothers/sisters) for the first life award of Special Family Pension and of transferring the same in full to the widow regardless of her financial

position in the event of death of parents, where/they were nominated as the original awardees, shall continue.

Notes: -

(a) Conditions laid down in Para 1519 above regarding age limit and marriage shall equally apply to dependant brothers/sisters for grant of Dependent Pension which shall be paid to the senior most eligible brother/sister at a time.

(b) The condition regarding 'means limit' was dispensed with vide MOD letter No.1 (5)/ 87/D (pen/Ser) dated 30 Oct 87. Status-quo ante will continue.

1519. **Second Life Award in Respect of Sailor.** Second Life Awards (Special Family Pension) shall be admissible to the parent(s) of deceased irrespective of single or both and in the absence of the parents, to the eligible brothers and sisters of the deceased, at the rates equal to 50% of notional Special Family Pension and as per notes above.

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1520. **Special Family Pension on Re-marriage of Widow.** Special family Pension on remarriage of widow shall be regulated as follows: -

(a) **If she has child(ren).**

(i) If she continues to support : Full Special Family Pension to continue
children after re-marriage. to widow.

(ii) If she does not support : Ordinary Family Pension equal to 30%
children after re-marriage of emoluments last drawn to the re-
married widow:
50% of Special Family Pension to the
eligible children.

(b) **If widow has no children.** Full Special Family Pension to continue
to widow.

(c) **Where first life Award is Sanctioned to Parents.**

(i) If widow continues to support: 50% of Special Family Pension to
after re-marriage or has no issues parents and 50% to widow.

(ii) If widow does not support: Full Special Family Pension to parents.
children after re-marriage but Ordinary Family Pension to the parents.
the Children are supported by parents

(iii) If children are, not supported: 50% of SFP to parents.
either by the re-married widow 50% SFP to eligible children
or the Parents. Ordinary Family Pension to widow.

(iv) On death or disqualification of: Full Special Family Pension to
parents and the widow supports widow.
the children or has no issues.

- (v) On death or disqualification: Full Special Family Pension to eligible children.
 of parents and the widow
 does not support the children. Ordinary Family Pension to widow.

Liberalized Family Pension (LFP).

1521. In case of death of a Sailor under the circumstances mentioned in category "D" & "E" of Para 1515 above, the eligible member of the family shall be entitled to Liberalised Family Pension equal to reckonable emoluments last drawn as defined in Para 1513 above. Liberalised Family Pension at this rate shall be admissible to the nominated heir of Sailors until death or disqualification.

1522. If the Sailor is not survived by widow but is survived by child/children only, all children together shall be eligible for Liberalised Family Pension at the rate equal to 60% reckonable emoluments as defined in Para 1513. Liberalized Family Pension shall be payable to the child/children for the period during which they would have been eligible as in the case of Special 72 Family Pension. The Liberalised Family Pension shall be paid to the senior most eligible child at

a time. On his/her death/disqualification it will pass on to next eligible child. The provision of Para 1519 (except rates) will be applicable here also.

Note: - In view of the rationalization of Liberalised Family Pension and provisions on re- marriage of widow, children allowance will not be payable in addition to Liberalised Family Pension.

1523. **Second life Award (Liberalised Family Pension) in Respect of Sailors.** Second life award in respect Sailor who dies under the circumstances mentioned in Para 1515 "D" & "E" above shall be regulated as under: -

(a) If the first recipient (other than the parents) of the family pensionary award dies/is disqualified earlier than 7 years (counting from the date of casualty), the award will be continued at the same rate to the parents as second life award, if still alive, for the balance of 7 years without any reduction. After the initial period of 7 years, the second life award will be continued at the rate of 60% of the Liberalised Family Pension.

(b) Where the first life award was given to a parent and the widow remarries, the Liberalised Family Pension shall be regulated depending upon the period of widow's remarriage follows: -

(i) Widow continues to support the Children or has no Children. Widow will get Family Pension equal to Special Family Pension (i.e. 60% of Liberalized Pension or

reckonable emoluments) from the date of remarriage and the parents will also get Family Pension at the rate of 60% of Liberalized Family Pension for the balance of 7 years if the remarriage of widow takes place during 7 years of casualty. After the period of seven years or where remarriage of widow took place after seven years, widow will get Family Pension @ 60% Liberalized Family Pension and parents will get Family Pension at the rate of 30% of Liberalized Family Pension. On death or disqualification of parents, widow will get Family Pension equal to the Liberalized Family Pension for life.

(ii) Widow Does Not Support the Children. Widow will get Ordinary Family Pension (i.e.30% of reckonable emoluments) for life from the date of remarriage and the parents will continue to get first life award at the same

rate (i.e. full Liberalized Family Pension) for balance of seven years where remarriage takes place within 7 years of casualty, provided they support the children. Otherwise, the entitlement of parents will be equally divided between the parents and children. After the period of 7 years or where remarriage of widow takes place after seven years of casualty, parents will get Family Pension at the rate of 60% of Liberalized Family Pension provided they support the children, otherwise it will be divided equally between the parents and the children. On death/disqualification of parents of deceased service personnel, the senior most eligible child will get family pension at the rate of 60% of Liberalised Family Pension.

Note: - Wherever children become beneficiary the award will be continued for a period and subject to conditions as applicable for grant of Special Family Pension.

1524. **Liberalised Family Pension on Re-marriage of Widow.** Liberalised Family Pension on re-marriage of widow shall be regulated as follows: -

(a) **If she has children:** -

(i) If she continues to support : Full Liberalised Family Pension to continue to

children after re-marriage. Widow.

(ii) If she does not support : Ordinary Family Pension at 30% to widow.

children after re-marriage. Special Family Pension at 60% to eligible Children.

(b) **If widow has no children.** : Full Liberalised Family Pension to continue to widow.

(c) **Where First Life Award is Sanctioned to Parents.** The admissibility of Liberalised Family Pension in such cases would be regulated as mentioned in Para 1522 above.

Procedure for Sanction of Family Pensionary Award

1525. **If Death Occurs Whilst in Service.** CABS (Pension Section) will forward blank application forms for claiming family pension to the widow or any other Next of Kin (as applicable) for completion and return. After verification of the forms and ascertaining the legal heir, CABS will authorise Pending Enquiry Award (in the case of widow and minor children only) equal to the ordinary family pension entitled.

1526. The amount of Pending Enquiry Award will be remitted every month to the widow/next of kin of the deceased by money order by CABS (Release Centre). Simultaneously the pension forms will be processed and forwarded to PCDA (Navy), Mumbai with all relevant documents including Board of Enquiry proceedings and fatal documents, where applicable. Depending upon the attributability of the case PCDA (Navy), Mumbai sanctions Special Family Pension or Ordinary Family Pension, as the case may be. The pension payment order and pension book will be sent to the concerned Bank/DPDO/Treasury under intimation to the widow. The amount of Pending Enquiry Award paid will be deducted from the arrears amount of Special /Ordinary family pension.

1527. **If Death Occurs after Retirement**

(a) **When the joint notification has been endorsed on the Pension Book.** In case of death of a Pensioner sailor, the widow may approach the PDA (Bank/DPDO/Treasury etc.) from whom the deceased has been drawing his service pension, alongwith a copy of his death certificate. The PDA will stop

payment of service pension as on date of death and will grant family pension at the prescribed rate to the widow from the following date.

(b) Where there is No Joint Notification. Based on the information received, CABS (Pension Section) will forward blank application forms, for claiming family pension, to the widow for completion and return. The claim will be processed and forwarded to PCDA (Navy), Mumbai, for award of Special/Ordinary Family Pension.

1528. **Marriage After Retirement.** If marriage is solemnized after retirement, pensioner is required to forward his application to Bureau of Sailors for endorsement in the records as well as Joint Notification of Family Pension entitlements in their PPO's, enclosing there-with registration details of their marriage with Registrar of the Marriage or other competent authority under the relevant law. The claim for joint notification will be forwarded to PCDA (Navy), Mumbai and the Corr. PPO will be dispatched to the PDA on receipt.

1529. **Division of Special Family Pension.** The Competent Authority (CABS/PCDA (P)) may, on the basis of verification/ investigation report rendered by the Sainik Boards or the Recruiting organizations, order division of Special Family Pension, if it is found that the recipient heir refuses to contribute to the support of the other eligible heirs, and does not live a communal life with them.

If such cases could not be arbitrated by the Competent Authority, a civil court may be approached for adjudication.

CHAPTER XVI

SCHEME FOR COMPASSIONATE APPOINTMENT - NOK

EMPLOYMENT ASSISTANCE - NEXT-OF-KIN

1601. The government provides employment to one dependent of serving persons disabled, died in harness on priority basis in-group "C" and "D" posts. The dependents are classified into two types: -

- (a) Where death/disability is attributable to Naval Service
- (b) Where it is not.

1602. So far as the dependents of the second category are concerned, they will be eligible for the benefit of compassionate appointment in Navy if the family is in need of such assistance. As regards the cases falling in the first category of Priority I is accorded in case of disabled ex-servicemen and Priority II in the same of two members each of the families of sailors killed in service or severely disabled. Dependents are required to fill up an application form. The attributability is certified by CCDA (Pension) Allahabad/CABS, Mumbai. For wives of sailors killed in war or peace time, the upper age limit for purpose of appointment to Group "C" and "D" posts under the Central Government is 35 years (upto 40 year for SC/ST). This age limit may be relaxed in very exceptional cases.

1603. **Mode of Applying.** Dependents of sailors whose death/disability is attributable to Naval Service should forward the application to NAVPEN (GB Section) as per **Appendix "AD"**. Dependents of peace time deceased/severely disabled ex-servicemen with over 50% disability attributable to Naval Service should forward the application form to the Director General Employment and Training, Ministry of Labour (Ex-Servicemen Cell) New Delhi, through their respective Zila/Rajya Sainik Board after verifying from CABS (GB Section).

1604. **Scheme for Compassionate Appointment.** The terms and conditions for compassionate appointment under vide Govt. of India Ministry of Personnel, Public Grievances and Pension (Department of Personnel & Training) letter No. 14014/6/94-Estt(i) dated 09 Oct 1998 are as follows: -

- (a) **Object.** The object of the scheme is to grant appointment on compassionate grounds to a dependent family member of a Government servant dying in harness or who is retired on medical grounds, thereby leaving his family in penury and without any means of livelihood, to relieve the family of the Government servant concerned from financial destitution and to help it get over the emergency.
- (b) **Eligibility.** Dependent family member of the Armed Forces who:-
 - (i) Dies during service.
 - (ii) Is died in action.
 - (iii) Is medically boarded out and is unfit for civil employment.

Note:- Dependent family member means Spouse or son (including adopted son) or daughter (including adopted daughter) or brother or sister in the case of unmarried Govt. Servant who was wholly dependent on the Government servant/member of the Armed Forces at the time of his death in harness or retirement on medical grounds, as the case may be.

(c) **Authority Competent to Make Compassionate Appointment.**

- (i) Joint Secretary, in-charge of administrative in the Ministry/Department concerned.
- (ii) Head of the Department under the Supplementary Rule 2 (10) in the case of attached and subordinate offices.
- (iii) Secretary in the Ministry/Department concerned in special types of cases.
- (iv) Appointments can be made to the posts Group 'C' and Group 'D' against the direct recruitment quota.

(d) **Eligibility.** The family is indigent and deserves immediate assistance for relief from financial destitution and applicant should be eligible and suitable for the post in all respects under the provisions of the relevant Recruitment Rules.

(e) **Exemptions.** Compassionate appointments are exempted from observance of the following requirements:-

- (i) Recruitment procedure i.e. without the agency of the staff selection commission or the employment exchange.
- (ii) Clearance from the surplus cell of the Department of Personnel and Training/Directorate General of Employment and Training.
- (iii) The ban orders on filling up of posts issued by the Ministry of Finance. (Department of Expenditure).

(f) **Relaxations.** Upper age limit should be relaxed wherever found to be necessary. The lower age limit should, however, in no case be relaxed below 18 yrs of age.

Note I: - Age eligibility shall be determined with reference to the date of application and not the date of appointment.

Note II: - Authority competent to take a final decision for making compassionate appointment in a case shall be competent to grant relaxation of upper age limit also for making such appointment.

1605. Secretary in the Ministry/Department concerned is competent to relax temporarily educational qualifications as prescribed in the relevant recruitment rules in the case of appointment at the lowest level e.g. Group 'D' or Lower Division Clerk post, in exceptional circumstances where the condition of the family is very hard provided there is no vacancy meant for compassionate appointment in a post for which the dependent family member in question is educationally qualified. Such relaxation will be permitted upto a period of two years beyond which no relaxation of educational qualifications will be admissible and the services of the person concerned, if still qualified, are liable to be terminated.

Note:- In the case of an attached/subordinate office, the Secretary in the concerned administrative Ministry/Department shall be the competent authority for this purpose. In this matter of exemption from the requirement of passing the typing test those appointed on compassionate grounds to the post of Lower Division Clerk will be governed by the general orders issued in this regard: -

- (i) By the CS Division of the Dept. of Personnel and Training if the post is included in the Central Secretariat Clerical Service or
- (ii) By the Establishment Division of the Department of Personnel and Training if the post is not included in the Central Secretariat Clerical Service.

Where a widow is appointed on compassionate ground to a Group 'D' post she will be exempted from the requirement of possessing the educational qualifications prescribed in the relevant rules provided the duties of the post can be satisfactorily performed by her without possessing such educational qualifications.

1606. Appointment on compassionate grounds made only on regular basis and that too only if regular vacancies meant for that purposes are available. Compassionate appointment can be made upto a maximum of 5% of vacancies falling under direct recruitment quota in any Group 'C' or 'D' post. Employment under the scheme is not confined to the Ministry/Department/Office in which deceased /medically retired govt. servant had been working. Such an appointment can be given anywhere under the Govt. of India depending upon availability of suitable vacancy meant for the purpose of compassionate appointment. A widow appointed on compassionate grounds will be allowed to continue in service even after re-marriage.

(a) **Missing Government Servant.** Missing Govt. servants are also covered under the scheme. Compassionate appointment can be made after a lapse of at least 2 yrs from the date from which the Govt. servant has been missing, provided that an FIR to this effect has been lodged with police, the missing person is not traceable and the competent authority feels that the case is genuine. This benefit will not applicable to those who had less than two years to retire on the date from which he has been missing or who is subjected to have committed fraud, or suspected to have joined any terrorist organisation or suspected to have gone abroad.

(b) **Procedure.** The Welfare Officer from the concerned office will meet the members of the family of the deceased Govt. servant immediately to advise and assist them in getting appointment on compassionate grounds. The proforma as per **Appendix "AD"** to be filled up and forwarded to concerned ZSB for verification. After verification ZSB will forward to NAVPEN (GB Section). After scrutinizing NAVPEN will forward the proforma to Headquarters (CSO (P&A) for consideration of the case.

1607. **Undertaking for maintenance of the family of the deceased employee.** A person appointed on compassionate grounds under the scheme should give an undertaking in writing (as in annexure) that he/ she will maintain properly the other family members who were dependent on the Government / member of the Armed Forces in question and in case it is provide subsequently properly by him/ her. His/ her appointment may be terminated forthwith. The question of its legal enforceability has been examined in consultation with the Ministry of Law (Department of Legal Affairs) and it has been decided that it should be incorporated as one of the additional conditions in the offer of the appointment applicable only in the case of appointment on compassionate grounds (O.M.No. 14014/16/1999 – Estt.(D) dated 20.12.1999).

1608. **Request for change in post/ person.** When a person has been appointed on compassionate grounds to a particular post, the set of circumstances, which led to such appointment, should be deemed to have ceased to exist. Therefore:-

(a) He/ she should strive in his/ her career like his/ her colleagues for future advancement should invariably be rejected.

(b) An appointment made on compassionate grounds cannot be transferred to any other person and any request for the same on compassionate should be invariably be rejected.

1609. **Termination of service.** The compassionate appointment can be terminated on the ground of non-compliance of any condition stated in the offer of appointment after providing an opportunity to the compassionate appointee by the way of issue of show cause notice asking him/ her to explain why his/ her services should not be terminated for non-compliance of the condition(s) in the offer of appointment and it is not necessary to follow the procedure prescribed in the Disciplinary rules/ Temporary Service Rules for his purpose.

In order to check its misuse, it has also been decided that this power of termination of services for non-compliance of the condition(s) in the offer of compassionate appointment should vest only with the secretary in the concerned administrative ministry/ department not only in respect of persons working in the ministry/ department proper but also in respect of attached/ Sub-ordinate offices under that ministry/ department (O.M.No. 14014/19/2000– Estt.(D) dated 20.12.2000).

1610. **General.**

(a) Appointments made on grounds of compassionate should be done in such a way that persons appointed to the post do have the essential educational and technical qualifications and experience required for the post consistent with the requirement of maintenance of efficiency of administration.

(b) It is not the intention to restrict employment of a family member of the deceased or medically retired (erstwhile) Group “D” Government servant to an erstwhile group ‘D’ post only. as such a family member of such erstwhile Group “D” Government servant can be appointed to a Group “C” post for which he/ she is educationally qualified, provided a vacancy in Group “C” post for which he/ she is educationally qualified, provided a vacancy in Group “C” post exists for this purpose.

(c) The scheme of compassionate appointments was conceived as far back as 1958. Since then a number of welfare measures have been introduced by the Government which have made a significant difference in the financial position of the families of the Government servants dying in harness/ retired on medical grounds. An application for compassionate appointment should however not be rejected merely on the grounds that various welfare scheme. While considering a request for appointment on compassionate ground a balanced and objective assessment of the financial condition of the family has to be made taking into account its assets and liabilities (including the benefits received under the various welfare schemes mentioned above) and all relevant factors such as the presence of an earning member, size of the family, ages of the children and the essential needs of the family, etc.

(d) Compassionate appointment should not be denied or delayed merely on the ground that there is reorganization in the Ministry/ Department/ Office. It should be made available to the person concerned if there is vacancy meant for compassionate appointment and he or she is found eligible and suitable under the scheme.

(e) Requests for compassionate appointment consequent on death or retirement on medical grounds or erstwhile Group “D” staff may be considered with greater sympathy by applying relaxed standards depending on the facts and circumstances of the case.

(f) Compassionate appointment will have precedence over absorption of surplus employees and regularisation of daily wage/ casual workers with/ without temporary status.

(g) Any request to increase the upper age-limit of 55 years for retirement on medical grounds prescribed in Para 2 (a) (b) and (c) above in respect of Group "A"/"B"/"C" Government servants and to bring it at par with the upper age limit of 57 years prescribe therein for erstwhile Group "D" Government servants on the ground that the age of retirement has recently (May, 1998) been raised from 58 years to 60 years for Group "A"/"B"/"C" Government servants (Which is at par with the age of retirement of 60 years applicable to erstwhile Group "D" Government servants) or on any other ground should invariably be rejected so as to ensure that the benefit of compassionate appointment available under the scheme is not misused by seeking retirement on medical grounds at the fag end of one's career and also keeping in view the fact that the higher upper age limit of 57 years has been prescribe therein for the erstwhile Group "D" Government servants for the reason that they are low paid Government servants who get meager.

CHAPTER XVII

CONCESSIONS - NEXT-OF-KIN

Education

1701. **Children of Battle Casualties.** The Children of battle casualties/disabled during 1962, 1965, 1971 war, and PKF/Meghdoot Operations in Sri Lanka and Siachin are given following concessions by Central Government :-

- (a) Complete exemption from tuition and other fees levied by the educational institutions concerned (including charges levied for the school bus maintained by the school and actual fares paid for railway pass for students or bus fares certified by the Head of Institution).
- (b) Grants to meet hostel charges in full for those studying in boarding schools and colleges.
- (c) Full cost of books and stationery; and
- (d) Full cost of uniform, where this is compulsory.

1702. **Ministry of Defence Scholarships for Children of Sailors Killed or disabled in action or in Aid of Civil Power.** A number of scholarships are sanctioned by Ministry of Defence for study at Lawrence/Military/Sainik and other recognised public schools which provides for: -

- (a) Complete exemption from tuition, boarding and other fees levied by the institution concerned.
- (b) Full cost of books and stationery and
- (c) Full cost of uniform, where this is compulsory.

1703. **Reservation in Medical College by Central Government.** Approximately twenty seats are reserved for wives/widows/wards of deceased/disabled/serving and ex-service personnel in Medical and Dental colleges. They get admission as Government of India nominees. The application is to be forwarded to Kendriya Sainik Board, on a prescribed form which can be obtained at any time after 15 April every year from the respective Rajya/Zila Sainik Boards. The form has to reach Kendriya Sainik Board by 30 June unless otherwise notified.

1704. **Concession by State Government/Union Territories.** Education being state subject, each state has its own rules in respect of ex-servicemen and their wards. Some of the concessions are as follows:-

- (a) **Exemption from Payment of Tuition Fees.** Depends on the income of the family.
- (b) **Reservation of Seats.** Each state has its own rule in respect of educational concession. For detailed information Zila Sainik Board/Rajya Sainik Board concerned is to be contacted. The reservations are generally in the following institutions: -
 - (i) Medical and Dental College
 - (ii) Engineering and Polytechnic colleges

- (iii) ITI's
- (iv) B.Ed. Training colleges
- (v) Veterinary and Agricultural colleges.

Travel Concessions

1705. **Concession by Railways.** The railways have granted 75% concession in rail fare by Second class for war widows with effect from 01 Apr 87.

1706. **Concession by Indian Airlines.** Fifty percent concession in fare is permitted by Air Lines for war widows.

1707. For above concessions Identity Card is issued by KSB (DGR). Application for card is to be submitted through ZSB and Director, Ex-Servicemen Affairs, Naval Headquarters, New Delhi through CABS (GB Section)

Housing

1708. Air Force Naval Housing Board (AFNHB). Widows can join AFNHB schemes subject to the following eligibility criteria: -

- (a) Widow of a person who dies in service should have applied for registration in any of AFNHB schemes within 5 years of her becoming widow or one year of launching of schemes in her or her husband's state.
- (b) Widow of retired person who dies within five years of his retirement and is in receipt of pension will also be eligible to register her name. This eligibility will be valid for a maximum period of one year after death of her husband or one year from the date of launching of any scheme which ever earlier. Further details may be obtained from Director General, Air Force Naval Housing Board, Air Force Stations Race Course, New Delhi- 110 003.
- (c) Priority is given to widows for allotment of flats.

1709. **State Government/Union Territories.** Certain percentage of residential plots and houses are reserved for ex-servicemen/next-of-kin. The details may be obtained from Rajya/Zila Sainik Board.

Appendix "A"
(Refers to Article 0101(d), 0204 & 0219(c))

MANUSCRIPT RECORD SHEET RELEASE SAILORS

1. Name _____
Rank _____ Number _____
 2. Release Serial No. and Date _____
 3. Date of Enrolment _____
 4. Date of Release/Retirement _____
 5. Details of leave granted after forwarding the original leave sheets to CABS

<u>S.No.</u>	<u>No. of days</u>	<u>wef</u>	<u>Gx.No</u>
_____	_____	_____	_____
_____	_____	_____	_____
 6. GCB Awarded/Deprived/Restored _____
 7. Promotion details if any _____
 8. Annual assessment of the last two years and as on the date of transfer to Release Centre

Year	Character Efficiency
31 Dec _____	_____
31 Dec _____	_____
Date of Transfer _____	_____
 9. Punishment Awarded, if any With dates _____
 10. Transfer Gx. and date (to release centre) _____
 11. Total Service from _____ to _____ Total _____
 12. Non Qualifying Service (if any) from _____ to _____ Total _____
 13. Total Nos of days leave accumulated year wise with authority _____
- Ship/Estb : _____
Date : _____

for Commanding Officer

Forwarded to :-

The Officer-in-Charge
Release Centre : along with service
Bureau of Sailors documents
Cheetah Camp, Mankhurd
Mumbai - 400 088

Appendix "B"
(Refer to Article 0101(d)(I))

INSTRUCTION FOR FILLING UP THE PENSION FORM

1. On receipt of Release Serial, you have to ensure that following documents are forwarded to the Naval Pension Office as per the time frame mentioned against each for timely sanction of pension.

- (a) Pension Forms : Should reach NAVPEN 11 months prior to discharge date
- (b) Service Documents : Should reach NAPEN 11 months prior to discharge duly audited by the NLAO.

- (c) RMB of all sailors : Should be conducted 08 months in advance and forwarded immediately to NAVPEN through Command Head Quarters

- (d) Counting of former Service as MER etc : In the case of DEDH sailors, the case is to be taken up prior to submission of pension forms

- (e) Recommendation for condonation in deficiency in Service : To be forwarded along with audited SDs and Pension Forms
- (f) Monetary allowance on Gallantry Awards : To be mentioned separately along with copy of Bureau Order Honours and Awards / Gazette Notification.

2. While completing the IN 245 you are requested to note the following points for easy completion :

- (a) In column 2, you are required to write your name as per Matriculation certificate and a copy of the same is to be enclosed for reference.
- (b) In column 11, you are required to write only last rank held by you and effecting date.
- (c) In column 09 & 24, 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) In Column 18 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/PCDA(Pension), Allahabad for Defence Pension. Additionally, it is also given on the website of PCDA (Pension), Allahabad.
- (e) Name and Date of Birth proof of spouse (Copies of Matriculation Certificate & Aadhar Card) is to be enclosed.

3. All sailors having handicapped/ mentally retarded child/Children are required to indicate particulars of such child/ children in Annexure A (Details of Family) which is being forwarded to NAVPEN alongwith pension forms. The following documents may also be forwarded to NAVPEN as documentary evidence.

- (a) Two copies of medical certificate issued by the Specialist Medical Officer and photograph of the child to be pasted on each certificate and the same is to be attested by the Commanding Officer/ Officer-in-Charge. The medical certificate must indicate the **percentage of disability alongwith ability/inability to earn livelihood.**

(b) Xerox copies of original birth certificate duly attested by the Commanding Officer/ Officer-in-Charge.

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) Details of Family(Annexure A) : One photograph(to be pasted)

(ii) Page No. 6 of Descriptive roll : One photograph(to be pasted)

(iii) Pension Book of the sailor : One photograph } duly attested by DO

(iv) Office record of Pension Book : One photograph } on back side

(v) Photographs of PRDIES-1982 : Joint photographs of self wife and children in case of married sailors and joint photographs of self and the first nominee in case of unmarried/widower/divorcee is to be pasted.

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

(a) In case of widower death certificate duly attested by the Commanding Officer/Officer-in-charge.

(b) In case of Divorce, Court Decree regarding Divorce

6. In case of discrepancies, the pension forms will not be processed further. Therefore you are advised to check to pension forms thoroughly before forwarding the same to NAVPEN, so that unwarranted delay can be avoided.

7. IT IS TO BE NOTED THAT ISSUE OF PENSION PAYMENT ORDER TO THE SAILOR ON THE LAST DATE OF THEIR SERVICE WILL DEPEND UPON THE CORRECT AND TIMELY SUBMISSION OF PENSION FORMS, SERVICE DOCUMENT AND RELEASE MEDICAL BOARD PROCEEDINGS TO THIS OFFICE. THEREFORE ALL SAILORS ARE ADVISED TO ADHERE TO THE TIME FRAMES AS MENTIONED.

NOTE : PLEASE DETACH THIS INSTRUCTIONS FROM THE PENSION FORM SET AND KEEP AS A GUIDELINE FOR RELEASE FORMALITIES.

The Logistics Officer-in-Charge
Naval Pension Office
C/o INS Tanaji
Sion-Trombay Road
Mankhurd, Mumbai – 88

E-mail : navpen-navy@nic.in
Toll free No : 1800-220-560
Phone : 022-25075600/5455
Fax : 022-25075621/25575605

CERTIFICATE

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 : _____ (Mandatory)
 Paying Branch _____
 Address of Bank : _____

 Post Office _____
 District _____
 State _____ Pin: _____
 Bank E-mail ID(If available) _____

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 (mandatory) is _____

_____ (Address, including Pin Code)

(Seal)
 Date _____

Manager
 _____ **Bank**

ROLL OF A SAILOR PROPOSED TO BE DISCHARGED
AFTER _____ YEARS OF SERVICE
(TO BE PREPARED IN DUPLICATE)

- 1) Number : _____
- 2) Name & Rank (in Block Letter) : _____
- 3) Ship/Established in which last employed : _____
- 4) Date of Birth : _____
- 5) Age on Enrolment : _____
- 6) Date of Enrolment : _____
- 7) Gallantry Award if any attach copy of Authority : - NA -
- 8) Height on Discharge : _____
- 9) Correct address on being discharged with Pin Code No. : _____
- 10) Identification mark : _____
- 11) Details of Promotion : Vide 'BOP'Number _____
w.e.f _____
- 12) Rate of pay last admitted Rs. _____
- 13) (i) Date of discharge Vide Release Serial Number _____
(ii) Service on date of discharge in case of ordinary retirement : _____
- 14) Period not counting as service for Pension : _____
- 15) Any Previous IN, IAF of Army service Counting towards pension. Gratuity as verified by the CDA (Navy) (counting authority) (Proof to be enclosed) : _____
- 16) Character :
- 17) Prominent occurrence during life or service : NA
(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 : _____
- (i) Name of Bank : _____
- (ii) A/C No. (Single / Joint) : _____
- (iii) Place of Bank : _____
- (iv) District : _____
- (v) State : _____
- 19) Pension for which recommended : Service Pension @ Rs. _____

(Rupees) _____
w.e.f _____

20) Other allowances to which entitled :
when pensioned.

21) Cause of discharge vide article 2520 : TRANSFERRED TO PENSION
(ii) Part / Regs. For Indian Navy ESTABLISHMENT

22) Whether he was granted any Pension : NIL
Previously, if so the number and date of
pension. Circular notify pension should
be quoted

23) If recommended for reduction : NIL
of pension and reasons

24) Name, relationship to the pensioner and : _____
full address with PIN Code and Aadhar No. of _____
the persons are to be paid on the Pensioner's _____
demise _____

THREE Signatures of _____ (Name, Rank & Number)

(1)

(2)

(3)

I

ATTESTED

Station _____

Date _____

for Commanding Officer

II

I certify that the particulars given are correct as far as can be ascertained from the record of the Bureau of Sailors and recommend that full Pension admissible under rules may be sanctioned (see Rules 5, 8, 69 and 80 navy (Pensioners).

For Logistics Officer-in-charge

III

Recommended and Discharge Sanctioned

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

Date : _____

For Logistics-Officer-in-Charge

ANNEXURE 'A'
DETAILS OF FAMILY

Name _____ Service No. _____ Rank _____

E-mail ID _____ Mobile No. _____

Date of Retirement / Discharge / Invalidment _____

Details of the Members of my family as on _____

<u>S.No</u>	<u>Name of the Members of Family</u>	<u>Date of Birth (dd-mm-yy)</u>	<u>Relationship with the individual</u>	<u>Aadhar Card No</u>	<u>Whether the Children Physically Handicapped or Mentally retarded (Yes/No)</u>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

I hereby undertake to keep the above particulars upto date by notifying to record office any addition or alteration

Date : _____

Signature of Sailor

Place : _____

COUNTERSIGNED

Date : _____

COMMANDING OFFICER

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

Note:

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

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

Photo is to be affixed duly attested by the Commanding Officer 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 Commanding Officer / Officer-in-Charge

ANNEXURE 'A' TO MINISTRY OF DEFENCE LETTER
NO. 05612/A1-P (PG) 653 AID (Pension Services)
DATED THE 6th MAY 1983

FORM OF APPLICATION FOR COMMUTATION OF A PORTION OF PENSION

(To Form Part of IAFY 1948 A OR AFNSF-16)

To
 The Logistics Officer-in-charge
 Naval Pension Office

Sub :- COMMUTATION OF A PORTION OF PENSION

Sir,

I desire to commute fraction of my pension vide particulars furnished below:-

- 1) Number, Rank and : _____
 Name of the Applicant : _____
- 2) Date of Birth : _____
- 3) Residential Address : _____

- 4) Aadhar Card No : _____
- 5) Amount / Percentage of : _____
 Pension desired commuted: _____

(Restricted to maximum of 50%)

In case opt for not to Commute Pension, a Separate Certificate, indicating reason, duly Signed and Countersigned by co/ Oi/c to be enclosed with pension form in duplicate.

Unit :

Date:

 Signature of Sailor

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. _____

Aadhar Card 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 understood 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 fomet communal trouble or indulgence in activities which promote class hatred"

Signature _____
 Rank _____
 P.No. _____
 Date _____

DECLARATION FOR RECOVERY OF GOVERNMENT DUES

I (Name Rank & No) _____
 _____ agree to recover of Government dues
 detected hereafter being effected from pension.

Signature _____

ATTESTED

Mumbai
 Dated _____

Staff Officer (Pension)

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 (this can be learnt from experience) and then lightly and carefully rolled on paper on which the print is to taken, in such to side is clearly impressed on it. It must be specially borne in mind that any side movement, either at the of Applying or removing the thumb will cause a smudge or spoil the impression.
2. The impression on page 2 is required for permanent record in the audit office than on page 5 is detached and retained by the **Pension Disbursing Officer**. In the case of Family Pensioner not with the unit with the impression on the duplicate copy of **I.A.F.A,- 366 or A-368** will be removed there from and pasted in the space proved 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 Crops		Fathers Name	Aadhar 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	Months	Complexion	Face	Figure
City or Village		Tehsil	District	State	Religion	Class or Tribe	For What period granted for Life Time				Country of Family Residence		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

Aadhar No

1. _____ 2. _____ 3. _____

Three specimen signatures of his Wife

1. _____ 2. _____ 3. _____

The period of service in each crops and rank in which such Service was performed must be separately entered.

INS : _____

Date : _____

ATTESTED**COMMANDING OFFICER**

In the event of an extension, the period of extension with number and date of the pension circular 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, alleges 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 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 to whom he is known as the individual of the Pension List				
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 _____
 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 named of the person to whom he wishes 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 of purpose of payment loan any arrears of pension due to the etate 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 1st 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.

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 Commanding Officer as per note

Note : Photo affixed here is required to be countersigned by the Commanding Officer / Officer-in-charge

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 Dispatched to The Logistics Officer-in-charge, Naval Pension Office on the above address

PARTICULARS OF RETIRING SAILOR
(To be filled in CAPITAL LETTERS)

NAME _____ RANK _____ P.NO. _____	
MOBILE NO :	
AADHAR NO :	
<u>WIFE'S PARTICULARS</u>	
AS PER SD / ANNEXURE 'A'	Name: _____ DOB: / /
AS PER FINAL KINDRED ROLL	Name: _____ DOB: / /
AADHAR NO:	_____
*NOTE: Copy of <u>DOCUMENTARY PROOF</u> for name and date of birth e.g. Birth Certificate/Passport/Voter ID/Aadhar Card to be enclosed alongwith this. No changes will be accepted after submission of pension forms or on reporting for release formalities. Attach copy of Aadhar Card for self and wife.	
PERMANENT ADDRESS ON DISCHARGE	_____

	DIST: _____ PIN: _____
	STATE: _____ MOB NO - _____
<u>BANK PARTICULARS</u>	
NAME OF THE BANK	_____
ACCOUNT NO.	_____
ADDRESS OF THE BANK	BRANCH NAME: _____

	DIST: _____ PIN: _____
	STATE: _____
LINK BANK ADDRESS (To be completed by Pension Section)	_____

	DIST: _____ PIN: _____
	STATE: _____
PERCENTAGE OF PENSION DESIRED COMMUTED (MAX 50%)	_____
DETAILS OF NON QUALIFYING SERVICE, IF ANY (i.e. period undergone in DQ / Cell / Imprisonment, as per Page 11 of SDs)	____ Years ____ Months ____ days (From ____/____/____ to ____/____/____)
<u>PARTICULARS OF HANDICAPPED CHILD, IF ANY</u>	
NAME AND RELATION	_____
DATE OF BIRTH	_____

Date: _____

Sailor's Signature _____

COUNTERSIGNED
for Commanding Officer

(To be filled in Duplicate)

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 shown in column of the form should be filled in. 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 all other Release Formalities.

(c) The form is to be prepared in duplicate, ink signed with 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 of persons to whom estate should be made over on behalf of heir.</u>	<u>Percentage</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 _____

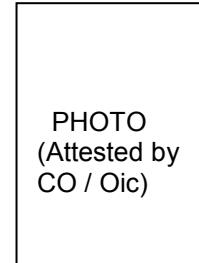
Countersigned

Divisional Officer/HOD/CO _____
 Rank, Name & Number _____
 INS : _____
 Dated : _____

Appendix "C"
(Refers to Article 0101 (d) (iv) & 0206)

APPLICATION FOR ISSUE OF NOC TO OBTAIN CIVIL PASSPORT

1. Full Name :
2. Rank & P.No :
3. Date of Commission/Enrollment :
4. Date of retirement :
5. Ship/Establishment :
6. Appointment :
7. I Card No. :
8. Name of Father :
9. Present Residential Address :
10. Permanent Home Address :
11. Particulars of NOK and address :
12. Are you already in possession of a passport? If so, give particulars :



Certified that

- (a) The above particulars are correct to the best of my knowledge.
- (b) I shall forward a copy of the passport once obtained, to HQWNC(CIO), IHQ of MOD Navy (DOP and DNI) and CABS.
- (c) I have not been convicted by any courts in India for any offence, in the last five years and no criminal proceedings nor warrant for summons for appearance are pending against me in any court in India.
- (d) Two copies of latest photographs attached.
- (e) My date of Birth is _____

Divisional Officer's Sign

Date :

Place : Mumbai

Signature of the applicant

||

COUNTERSIGNED

I have personally interviewed the applicant and I am convinced that his requirement of passport is genuine. Certified that I have read the provisions of Section (2) of the Indian Passport Act 1967 and certify that these are not applicable to the above applicant.

Date :

Place :

Commanding officer

||

APPROVED

Date :

Approving Authority

Appendix "D"
(Refers to Article 0206)

Bureau of Sailors
Cheetah Camp
Mankhurd
Mumbai – 400 088

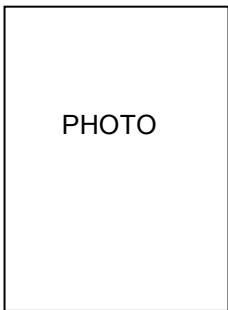
File : ADM/0101/NOC(P)/

Date:

NO OBJECTION CERTIFICATE FOR ISSUE OF PASSPORT

1. Certified that _____ S/o _____ is a sailor of the Indian Navy since _____ and is presently serving at _____. The Integrated Headquarters of the Ministry of Defence (Navy) has no objection to his acquiring Indian Passport. The undersigned is duly authorised to sign this Identity Certificate.

2. I have read the provision of section 6(2) of the Passport Act, 1967 and certify that these are not attracted in case of this applicant. I recommend issue of an Indian Passport to him. It is certified that this is a Central Government organization under the Ministry of Defence. The Identity Card Number of _____ is _____.



for Commodore Bureau of Sailors

Appendix "E"
(Refers to Article 0101 (d) (v) & 0206)

APPLICATION FOR ISSUE OF NO OBJECTION CERTIFICATE
FOR CIVIL EMPLOYMENT

PART I

1. Full Name with aliases, if any : _____
2. Rank and Number : _____
3. Number and date of release
 Serial in which the sailors
 Name has been published : _____

4. I hereby declare that I am NOT WILLING TO sign for further service and wish to be released from the service on completion of my present engagement. I fully understand that this declaration is final. Any subsequent application for re-engagement will not be entertained and I will not be selected for any course in future.

Signature :
 Name :
 Rank & Number

PART II

Forwarded duly Recommended

No. :
 Date :
 Ship :

(Commanding Officer)

Forwarded to :-

The Commodore
 Bureau of Sailors
 Cheetah Camp, Mankhurd
 Mumbai - 400 088

NO OBJECTION CERTIFICATE FOR CIVIL EMPLOYMENT

1. This is to certify that Name : _____ Rank : _____ No. _____ is due to be released from service from the Indian Navy on _____. He is eligible to take up civil employment after this date.

2. This Office has no objection to the registration of the sailors name with the Employment Exchange.

Staff Officer (Admin)
For Commodore Bureau of Sailors

Date :

RAKSHA MANTRALAYA (PUNARVAS MAHANIDESHALAYA)**EMPLOYMENT INDEX CARD**

1. State : _____
2. District : _____
3. Rank : _____
4. Trade : _____
5. Regiment/Corps: _____
6. Date of enrolment: _____
7. Date of Discharge: _____
8. Reason of Discharge : _____
9. Med. Category : _____
10. Character: _____
11. Height : _____
12. Disability, if any with % : _____
13. Schedule Caste Yes/No
Schedule tribe Yes/No
14. Whether willing to serve
- (a) Anywhere in India Yes/No
(b) In home state only Yes/No
(c) In para military force Yes/No
(d) In foreign countries Yes/No
- *15. Registration No. : _____
- *16 Date of Registration: _____
- *17 Recommended Occupation _____
- *18. NCO : _____
19. Personal No. : _____
20. Name : _____
21. Father's Name : _____
22. Address : _____
23. Date of Birth : _____
24. General Educational Qualification :
- | Exams | Year | Institute | Subject | Div | % |
|-------|------|-----------|---------|-----|---|
| | | | | | |

*Not to be filled by applicant

25. Technical Educational Qualification : _____
26. Special Qualification course attended : _____
27. Record of employment (other than military) : _____

28. Record of Submission

Date	Employer	Ref.No.	N.C.O	Remarks/Result

29. Minimum salary expected : Local _____ Outside _____
30. Emoluments last drawn : _____

31. Job Preference :

- 1. _____
- 2. _____
- 3. _____

	Language	READ	SPEAK	WRITE
32. Knowledge of Languages (tick√) :	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

33. Pension drawn :

34. Marital Status (tick√) :

Married : _____

Single : _____ Widower : _____

35. Regn. No. and Name of the employment exchange : _____

The information recorded above certified to be true

Signature of Applicant

Countersignature of Commanding Officer

For official use only

Transfer to non-active register

Date :

Appendix "H"
(Refers to Article 0216 (a))

Telephone :

File No. :

Date :

The Logistics Officer-in-Charge
Naval Pay Office
Mumbai - 400 001

NO DEMAND CERTIFICATE

Name _____ Rank _____ No. _____ certified that in respect of the above mentioned sailor :-

- (a) There are no demands outstanding while borne on the books of this ship/Establishment.
- (b) The sailor is un-married.
- (c) The sailor is married but not in occupation of Government Accommodation whilst borne in the books of this ship/Establishment.
- (d) The sailor is married and was in occupation of Government Married Accommodation from _____ to _____ at _____. The MES authorities have been approached for forwarding of No Demand Certificate vide this Office letter No. _____ dated _____.

(Delete whichever is not applicable)

Commanding Officer

**APPLICATION FOR POST RETIREMENT
DEATH INSURANCE EXTENTION SCHEME – 1982**

1. Name _____ 2. Rank _____ 3. P.NO. _____

Last Ship / Estab _____

Reason for Retirement _____

(a) Date of Birth _____ (b) Date of Commission / Enrolment: _____

(c) Date of Retirement / Discharge _____

(d) Age on Retirement _____ Medical Category _____

(e) Percentage of disability awarded if any _____

(f) Whether you were / are a member of Additional Naval Group Insurance Schemes for Aviators / Submariners and if so, period of membership as aviator / submariner
From _____ to _____

(g) Service rendered in lower deck from _____ to _____

4. Permanent home address (in capital letters) _____

_____ pin _____

5. Name, relationship & full address of the nominee(s) for extended insurance scheme (in capital letters)

Name/Address of	Relationship with	DOB & Age of the nominee/ nominees on the date of release	Amount payable to each in percent	Name, Address and relationship of person in any, to whom the right conferred in the event the nominee predeceasing the individual or the nominee dying after the death of the individual but before receiving	Amount payable in

Date _____ Signature of member _____

Certified that the service particulars furnished by the above named _____ are correct.

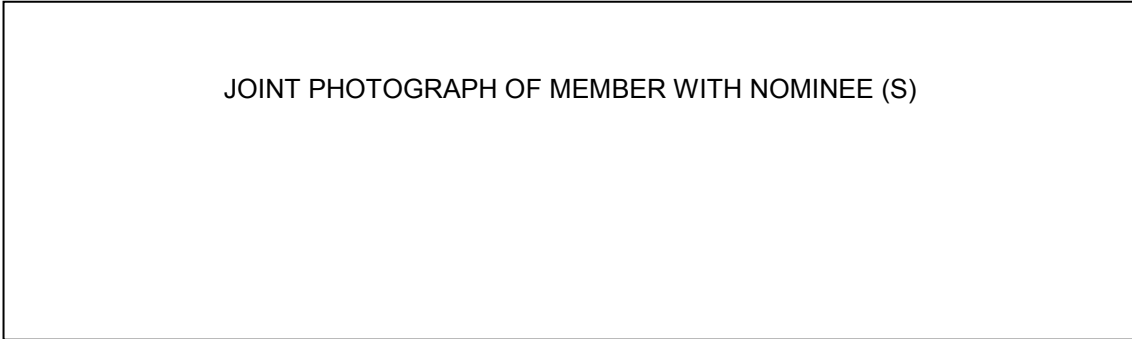
Place _____ CO / Head of Department

INS _____

**ANNEXURE TO APPLICATION FOR THE POST RETIREMENT
DEATH INSURANCE EXTESION SCHEME – 1982**

**JOINT PHOTOGRAPH OF MEMBER WITH NOMINEE (S) AND
SPECIMEN SIGNATURE OF NOMINEE (S) OF**

1. No _____ 2. Rank _____ 3. Name _____



Three specimen signatures of nominee(s)

Name	Specimen Signatures		
(a) _____	(1) _____	(2) _____	(3) _____
(b) _____	(1) _____	(2) _____	(3) _____
(c) _____	(1) _____	(2) _____	(3) _____
(d) _____	(1) _____	(2) _____	(3) _____
(e) _____	(1) _____	(2) _____	(3) _____

Place _____

Date _____ Signature of member _____

FOR USE OF GIS SECTION

Amount recovered for extended insurance Rs. _____

Date of recovery made _____

Certificate NO. allotted _____

Period of Insurance From _____ to _____

NOTE REGARDING CALCULATION OF PENSION & COMMUTATION

1. Option for commutation should be any value from 0 to 50% (fractional amount will not be permitted).
2. Restoration of commutation will be on completion of **15 years**.
3. Capitalised value can be calculated by using formula given below and age value to be taken as per age at next birthday from table given below :-

COMMUTATION VALUE FOR A PENSION OF Rs. 1 PER ANNUM (VIDE GOD, MOD LETTER NO. 17(4)/2008(2)/D(OEB/POL) DT. 12 NOV 2008

Age next birthday	Commutation value expressed as number of years purchased	Age next birthday	Commutation value expressed as number of years purchased	Age next birthday	Commutation value expressed as number of years purchased
20	9.188	41	9.075	62	8.093
21	9.187	42	9.069	63	7.982
22	9.186	43	9.040	64	7.862
23	9.186	44	9.019	65	7.731
24	9.184	45	8.996	66	7.591
25	9.183	46	8.971	67	7.431
26	9.182	47	8.943	68	7.262
27	9.180	48	8.913	69	7.083
28	9.178	49	8.881	70	6.897
29	9.176	50	8.846	71	6.703
30	9.173	51	8.808	72	6.502
31	9.169	52	8.768	73	6.296
32	9.164	53	8.724	74	6.086
33	9.159	54	8.678	75	5.872
34	9.152	55	8.627	76	5.657
35	9.146	56	8.572	77	5.443
36	9.136	57	8.512	78	5.229
37	9.126	58	8.446	79	5.018
38	9.116	59	8.371	80	4.812
39	9.103	60	8.287	81	4.611
40	9.090	61	8.194	82	

Calculation of Pension, Commutation and Capitalized Value (Commuted amount) –
Basic Pension = $\frac{\text{Last Basic Pay} + \text{Grade Pay} + \text{MSP} + \text{X GP Pay}}{2}$

2

Commuted Value = Percentage of Basic Pension (as opted)

Net Pension = Basic Pension + DA on Basic Pension – Commuted Value

Capitalized Value = Commuted Value x Age Value x 12

Appendix "L"
(Refers to Article 0808)

**DECLARATION FOR DRAWAL OF CONSTANT ATTENDANCE ALLOWANCE BY COMMISSIONED OFFICERS
AND PERSONNEL BELOW OFFICERS RANK ALONG WITH
THEIR DISABILITY PENSION/WAR INJURY PAY**

1. Name of Pensioner : _____
2. Personal/Regiment No. : _____
3. Rank : _____
4. Regiment/Corps/Unit : _____
5. CDA PC/PPO No. : _____
6. Date : _____
7. Rate of constant attendance allowance : _____
8. Particulars of any period as an inmate or an in-patient of a Govt. Hospital or institution since the allowance was last drawn.
 - (a) Date of admission to hospital/institution _____
 - (b) Date of discharge from hospital/institution _____
 - (c) Address of the Hospital/Institution _____

I hereby declare that I am the pensioner described above that the particulars given on this form are true and that for the period viz _____ to _____ for which I now claim C.A.A _____.

- (a) I was not an inmate or an in-patient of a Government Hospital/institution.
- (b) I actually employed Shri _____ son of Shri _____ as a paid attendant to look after me, such attendance having been necessitated by the disability/disabilities for which I am drawing the disability pension/War Injury Pay.
- (c) Shri _____ is not related to me in any way.

Place : _____ (Pensioner's signature)
Date : _____
Full Address: _____

I certify to the best of my knowledge and belief that the above declaration is correct.

Place : _____ (Signature of a responsible
Date : _____ Officer or well known person)
Designation : _____

APPLICATION FOR SCHOLARSHIP FROM INBA FOR THE YEAR _____

1. Category Serving/Pensioner/Deceased
2. Award Renewal/Fresh
3. Name of the Child _____
4. Name of Father, Rank & No. _____
5. Ship/Establishment _____
6. Station (for demand draft) _____
7. Boarder or Day Scholar _____
8. Details of Course of Study of last qualifying examination:-
 - (a) Name of the Course _____
 - (b) Year of Examination _____
 - (c) Total Marks _____
 - (d) Marks obtained _____
 - (e) % age of marks scored _____
9. Details of previous scholarships received from INBA, if any :-

S. No.	Course of Study	Year	Amount Rs.
(i)	_____	_____	_____
(ii)	_____	_____	_____
(iii)	_____	_____	_____
(iv)	_____	_____	_____

Amount Received Where from
10. Is the child in receipt of any other financial assistance/ scholarship/fellowship from Government or Private, if yes, indicate:- _____
11. Present Course of Study (attach Bonafide Studentship Certificate) _____
12. Whether Graduation/Post Graduation/Vocational/ Diploma Course _____
13. Duration of the Course _____
14. Course Commenced From _____

15. Name of the College/institution _____
16. University to which affiliated _____
17. Is the course recognised, if yes attach a copy of recognition _____

18. In case of a pensioner/re-employed or died whilst in service or after retirement, furnish the following:-

- (a) Date of retirement/death _____
- (b) In case of deceased name of Guardian _____
- (c) Full Postal address of Father/Guardian _____
- (d) Nearest Syndicate Bank branch for demand draft _____

19. Furnish particulars of all children in order of seniority: -

<u>S. No.</u>	<u>Name of the Child</u>	<u>Date of birth duly Supported by document</u>
(a)	_____	_____
(b)	_____	_____
(c)	_____	_____
(d)	_____	_____

Certified that the particulars given in the application are correct and any false statement made by me will disqualify my ward for award of scholarship from INBA besides appropriate disciplinary action.

(Signature of parent/guardian)

Place: _____

Date: _____

CHECK LIST FOR DOCUMENTS ENCLOSED:-

- | | | |
|----|--|-----------|
| 1. | Attested copy of marks sheet of 10+2 | YES/NO |
| 2. | If boarder, Boarder Certificate | YES/NO/NA |
| 3. | Bonafide Studentship Certificate | YES/NO |
| 4. | A Copy of P.P.O. | YES/NO |
| 5. | Pre-Receipt-cum-Declaration | YES/NO |
| 6. | Minimum Entry Qualification | YES/NO |
| 7. | Copy of Birth Certificate/Document | YES/NO |
| 8. | Any other document / 1 st or 2 nd year of Mark sheet for Renewal | YES/NO |

PART III

(To be completed by Ship/Establishment/DSSA Board)

Certified that the particulars of family and other statement in part I of the application form by the parent/guardian of the child are correct.

(Signature of the CO/XO/Secy, DSSAB/HOD of PSU with Name Designation and office stamp)

OFFICE SEAL

Place:

Date:

(In cases of renewal of pensioners above requirement is optional)

INSTRUCTIONS

1. All columns of the application form are to be completed in all respects.
2. If the marks are expressed in grades, their equivalent in %age (100 point scale) duly certified by the principal must be furnished.
3. Since the scholarships from INBA is restricted to FIRST two children only therefore particulars of all children should be indicated in appropriate column.
4. Applications are to be submitted to the Secretary INBA so as to reach Naval Headquarters latest by 01 Nov every year. Applications received after the due date will not be accepted.

DECLARATION-CUM-PRE-RECEIPT

1. Received from the Secretary, Indian Naval Benevolent Association, Naval Headquarters, New Delhi, a sum of Rs. (Rupees _____ only) being the amount of scholarship awarded to my child from INBA for the academic year _____ as detailed below:-

Name of the Child _____

Course of Study _____

Institution _____

2. I do solemnly declare that my above child is not in receipt of any scholarship for the course of study mentioned above from other source(s).

3. I certify that the above information is correct and nothing has been concealed there from.

4. The scholarship of the child has not been claimed by my wife/husband for the academic year _____

5. I undertake to refund the amount of scholarship to IN Benevolent Association, Naval Head quarters, New Delhi, if my above child is found getting any other scholarship or granted other scholarship for the aforesaid course of study at a subsequent date.

(to be signed over one rupee revenue stamp)

Name _____

Rank _____ No. _____

Ship/Establishment _____

Station _____

Date _____

COUNTERSIGNED

(CO/XO/GAZETTED OFFICER/SECY DSSA BOARD WITH NAME DESIGNATION AND SEAL)

OFFICE STAMP

Place: _____ Date: _____

Appendix "N"
(Refers to Article 1110)

The Secretary
 Indian Naval Benevolent Association
 Naval Headquarters
 A -124, Sena Bhawan
 New Delhi -110011

REQUEST FOR FINANCIAL ASSISTANCE FROM INBA

Dear Sir,

1. I submit for the consideration of the Indian Naval Benevolent Association, a request for financial assistance in the form of a grant in order to meet an emergent requirement, which I am presently not in a position to meet from my own resources.

2. Details of my financial status and nature of my requirement are submitted in Parts I and II of the application form.

Yours faithfully

Place: _____

Date: _____

Application form for Grant from INBA
(FOR USE BY EX-NAVAL PERSONNEL/THEIR DEPENDENTS)

1. **PARTICULARS OF APPLICANT**

- (a) Name of the Applicant : _____
- (b) Age : _____
- (c) Address : _____
- (d) Quantum of Assistance : _____
- (e) Nature of Requirement : _____

2. **DETAILS OF EX-SERVICEMAN OR APPLICANT**

- (a) Name in Full : _____
- (b) Rank : _____
- (c) Relationship with Applicant : _____
- (d) Date of Commission/Enrolment : _____
- (e) Date of Retirement/Discharge : _____
- (f) Date and cause of Disability/Death : _____
- (g) Is Disability/Death attributable or aggravated to service : Yes/No
- (h) Physical Condition of the Applicant: : _____

3. **DETAILS OF FAMILY/DEPENDENTS**

<u>S.No.</u>	<u>Name</u>	<u>Age</u>	<u>Sex</u>	<u>Relationship</u>	<u>Profession & Income</u>	<u>School Individual Class Studying</u>	<u>College</u>
--------------	-------------	------------	------------	---------------------	--------------------------------	---	----------------

PART -II**PRESENT FINANCIAL STATE OF APPLICANT**4. **MONTHLY INCOME FROM ALL SOURCES**

(a) Rate of Monthly Service/Family Pension including Relief : _____

(b) Income from Business/Commercial activity, if any : _____

(c) Income from rented Property House/Farm etc : _____

(d) If currently Employed : _____

<u>NAME & ADDRESS OF EMPLOYER</u>	<u>CAPACITY IN WHICH EMPLOYED</u>	<u>TOTAL EMOLUMENTS INCLUDING ALLOWANCES</u>
---------------------------------------	-----------------------------------	--

5. Previous Loans/Grants from INBA : _____

I certify that to the best of my knowledge and belief all the answers I have given to the above questions are true and my application is in every way a genuine and bonafide one.

Place: _____

Date: _____

Signature of Applicant

CAUTION

Any wrong declaration or concealment of facts may adversely affect consideration of application and may debar you from any further assistance/financial help. In your own interest please fill details correctly.

CHECK LIST:

Kindly enclose certified true copy of the following certificate/documents as applicable :-

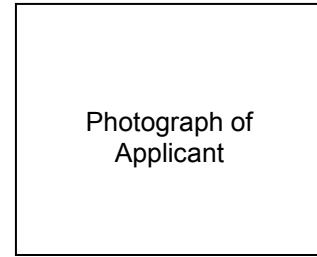
- Pension Pay Order
- Discharge Certificate
- Medical Bills (in original if not claimed from Kendriya Sainik Board) for specialised medical treatment facilities for which are not available in service hospitals and a copy of referral of service hospital.
- Death Certificate of Pensioner
- Wedding card as proof of marriage of children of deceased pensioner.
- Bonafide Studentship Certificate for assistance for handicapped children.

Appendix 'AA'
(Refer Article 1113 (a) (v))

APPLICATION FORM FOR AWARD OF EDUCATIONAL SCHOLARSHIP FROM NAVY WIVES WELFARE ASSOCIATION (CENTRAL) NEW DELHI TO THE CHILDREN OF DECEASED NAVAL PERSONNEL

PART -I
PARTICULARS OF SERVICE

1. Name of the widow/Applicant _____
2. Relationship with the deceased _____
3. Name, Rank and number of late sailor _____
4. Ship /Establishment last served _____
5. Date of Release/discharge/Death _____



PART II
DETAILS OF DEPENDENTS

- | <u>S.No.</u> | <u>Name</u> | <u>Age</u> | <u>Relationship</u> |
|---------------------|--------------------|-------------------|----------------------------|
| (a) | _____ | _____ | _____ |
| (b) | _____ | _____ | _____ |
| (c) | _____ | _____ | _____ |
| (d) | _____ | _____ | _____ |
| (e) | _____ | _____ | _____ |
6. Rate of family pension/children allowance per month _____
 7. Total monthly income of the family, including income from land/house property _____
 8. Any other source of income, indicate amount per month (if employed, give the place of duty and pay per month) _____
 9. Whether any other member of the family earning (give monthly income) _____

PART III
EDUCATIONAL PARTICULARS

10. Number of school/college going children _____
11. Number of boarders/day scholars _____
12. Particulars of the children:-

Sl.	Name of the child	Date of birth	Name of school/college	Class in which studying	Date of admission	Period of academic year
(a)	_____	_____	_____	_____	_____	_____
(b)	_____	_____	_____	_____	_____	_____
(c)	_____	_____	_____	_____	_____	_____
(d)	_____	_____	_____	_____	_____	_____

13. Yearly approximate expenditure on

- | | | |
|-----|------------|-------|
| (a) | Books | _____ |
| (b) | Stationery | _____ |
| (c) | Uniform | _____ |
| (d) | Fees | _____ |
| | Total | _____ |

14. Whether any child is in receipt of scholarship from INBA or any other source, give particulars of scholarship and the amount of the scholarship per annum.

15. Whether the child has been granted fee remission or fee concession by the institution and amount of fees paid per month.

PART IV
CERTIFICATE FROM THE APPLICANT

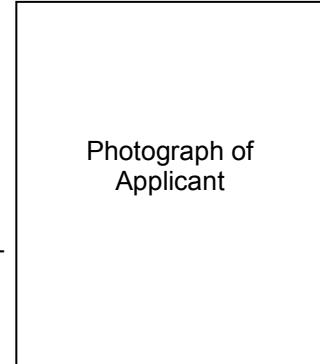
Certified that the above particulars are correct and any false statement by me will render me ineligible for a scholarship.
Date : _____ Signature of the applicant _____

PART V
SCHOOL/COLLEGE ATTESTATION

Certified that the facts given in part III above are correct as per school/college records.
Stamp of the School/College with date _____ Signature of Head of the School/College _____

NAVY WIVES WELFARE ASSOCIATION (CENTRAL) NAVAL HEADQUARTERS, NEW DELHI
APPLICATION FOR FINANCIAL AID**PART - I**

1. (a) Name of deceased sailor _____
(in block capitals)
- (b) Rank of sailor at the time of his death _____
- (c) Personal Number of deceased sailor _____
- (d) Name of applicant (widow) _____
2. Unit last served by the deceased sailor _____
3. Date of his death _____
4. Circumstances of his death (briefly) _____
5. Whether in receipt of ordinary family Pension/Special family pension _____
6. (a) PPO No. _____
(b) Treasury to which pension remitted _____
7. In case widow has re-married
State the place and date of re-marriage _____
8. Present postal address (with PIN code) _____
9. Bank/Post Office account, if any (with complete address and PIN code) (Payment would be made only cross cheques /Bank drafts. Post office / Bank account would be necessary)

**PART - II**

10. Details of financial Assistance received by the widow in the past :-
(a) Naval Headquarters : _____
(b) Other state/Central Government Sources : _____
11. Were your children provided any out of turn employment by Government/Navy ?
12. Do you have any serving sons in the Navy, Army, Air Force ? if so, give details of name, rank, number and address in the present unit. _____

PART - III

13. Certified that information given above are completed and correct to the best of my knowledge.

Signature _____

Verification of signature/Thumb Impression by Sarpanch/Class I Gazetted Officer.

Date : _____

Signature in my presence

Signature _____

Name/Desig. _____

PART IV

14. The facts given above by the applicant are correct to the best of my knowledge.

Date :

Signature of serving Naval
Officer or Secy, Zila Sainik Board

PART – I

CLAIM FOR FAMILY PENSION & CHILDREN ALLOWANCE

(To be completed in triplicate by the claimant to family pension and returned to the Commodore Bureau of Sailors, Mumbai after attestation by any of the prescribed persons listed on page 5).

1. No., Name & Rank of deceased : _____
2. Name of claimant in full : _____
(in block letters)
3. Ship/Estb in which last served : _____
4. Relationship of claimant with deceased : _____
5. Mark of identification (in the case of a female claimant only one or two permanent marks of blemished on the apparent parts of the body such as hands, feet etc be records. : _____
6. Date of birth or age of claimant : _____
7. Occupation of claimant : _____
8. (a) If claimant is already in receipt of remuneration from public revenues such as pays pension provident fund, compensation etc give nature & details of employment or number & date of pension payment order notifying the award or amount of provident fund or compensation received, as the case may be. : _____
- (b) Has the claimant applied for the grant to another pension or allowance if so, give particulars of that claim : _____
9. Name of other members of the family and their relations to the deceased.

10. Is the claimant living a communal life with the other heirs of the deceased and is willing to contribute towards their support, if the answer is in the negative state reasons.

11. Further particular regarding eligibility:-
(a) If the claimant is widow:-
(i) Whether she was married to the deceased by a lawful and valid ceremony according to recognized customs state also the date of marriage.
(ii) Date of Marriage

(b) If the deceased has left behind more than one widow, state their names and dates of marriage with the deceased.

(c) If the claimant is father:-

(i) Whether he is real as distinct from step or foster father of the deceased.

(ii) Whether he is a cripple or otherwise physically or mentally unable to support himself (the information is not necessary if the father is above 50 years of age)

(iii) Whether the widow and mother of the deceased are/is also alive (this information should be furnished if the father is below 50 years of age)

(d) If the claimant is mother:-

(i) Whether she is real as dissident from step foster mother of the deceased Whether she was remarried since the death of her son, if so give the date of re-marriage

(e) If the claimant is son or daughter:-

(i) Whether he/she is the illegitimate and real child of the deceased

(ii) In the case of daughter, whether she is married, if so the date of her marriage

12. (a) Particulars of children eligible for the grant of children allowance:-

S.No.	Dt of Birth	Son or Daughter	Whether legitimate & real or adapted/step	Whether married or unmarried give date of marriage	Residence	Name & Relationship of guardian to whom the allowance should be disbursed	Name & address of the person to whom arrears of children allowance should be paid on demise of the child
1.							
2.							
3.							
4.							
5.							

(b) Are any of the children in receipt of remuneration, from public revenue such a pay, pension etc, if any, give details of employment or the P.O.No _____

13. Place at which payment of pension is desired (it should be a pension paying treasury or DPDO or Bank Name, Address & account No. as the cases may be specifically mentioned should also be made of the names and Sub/Head treasury or Sub/Head Post Master as the case may be

14. Place of residence of the claimants: -

Village _____ Dist _____ PO _____
 State _____ The _____ Pin _____

15. Name and particulars of the pension to whom the claimant desires the arrears to be paid on the claimant's.
 Name _____
 Relationship _____
 Signature and thumb and finger impressions of the persons.

Thumb and finger impressions of children

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Thumb & Finger Impressions of the claimant also signature if possible

THUMB & FINGER IMPRESSIONS OF THE GUARDIAN
 (Where the guardian is not the claimant)

Thumb & finger impressions
 Signature

16. In the case of male children/claimants/guardian left hand thumb and finger impressions and in the case of female children/claimants/guardian right hand thumb impressions and finger impressions should be fixed.
 Certified that to the best of my knowledge and belief the particulars given in respect of _____ widow/father/mother/son/daughter of late _____ are true.

Station _____
 Date _____

Signature _____
 Name, Desig & Address

COUNTERSIGNED

No. _____

Date _____

This attestation may be completed by any one of the following. The attesting authority should not be relative to the claimant.

- (a) Sarpanch of village.
- (b) Any serving or retired Gazetted Officer, Civil or Military not below the rank of JCO/WO/MCPO.
- (c) Sub Post Master
- (d) Qaungo or Patwari
- (e) Sub Inspector of Pokice.
- (f) A member of Municipal corporation or committee or Dist.Board/Zilla Parishad.
- (g) Panchayat President/Village Munsif/Patel/Village Officer/Panchayat Executive Officer.
- (h) Member of Parliament/ Member of Legislative Assembly, Member of Legislative council.
- (j) Oath Commissioner/Notary Public
- (k) Diplomatic or counselor representatives of Govt. of India in cases where claimants are residing outside India.

FOR USE OF DEFENCE ACCOUNTS DEPARTMENT TO RECORD PARTICULARS OF AWARD GRANTED AS SHOWN BELOW

Special Family Pension at @ Rs. _____ p.m. sanctioned
 Ordinary with effect from _____ to _____ for life till re-marriage
 Till the age of _____ vide PPO No. _____

CHILDREN ALLOWANCE SANCTIONED VIDE PENSION PAYMENT
ORDER NO. N/F/ _____

S.No.	Name of the Allowance	Rate of Children allowance	Date of commencement	Period for which granted

Place _____

Date _____

Accounts Officer (Pension)

PART – II
CERTIFICATE OF HIGHEST RANKING ELIGIBLE MEMBER

Statement of the highest-ranking eligible member of the Family of the deceased _____

Regn. No. _____ Rank _____ Name _____

Date of death of the deceased _____

1. Name of highest eligible member : _____
2. Relationship with the deceased : _____
3. Age : _____
4. Date of birth : _____
5. (a) Whether unmarried/married/
widow (if the person is daughter/
step daughter foster/step sister). : _____
- (b) If, answer of (a) is married
widow date of marriage/widowhood : _____
6. Name, age relationship etc of other
members of the family of the deceased
eligible (list at the end) for DCRG : _____

S.No.	Name	Relationship with the deceased	Date of birth	In the case of daughter and sister	
				Whether unmarried or widow	If married or widow date of marriage widowhood

Date _____

Signature of claimant
RHT (In*case of female)

Witnessed by
Name & Address

Signature

1. _____

2. _____

Attestation

Certified that to the best of my knowledge and belief the particulars given are correct.

Station

Signature

Date

Name & designation and
Address**COUNTERSIGNED**

*This attestation may be completed by any of the following. The attesting authority should not be related to the person making this statement.

1. Surpanch of the village.
2. Any serving or retired Gazetted Officer Civil or Military including JCO.
3. Sub Post Master
4. Qanungo or Putwari.
5. Sub Inspector of Police.
6. A member of Municipal Corporation or committee or of Zilla Parishad/Dist. Board.
7. Panchayat President/Village Munsif/Patel/Village Officer/Panchayat Executive Officer.
8. Member of Parliament.
9. Oath Commissioner/Notary Public.

Auth: - Appendix 'B' to Min of Def letter No. PN/4787 Pen 'C' dated 09 Jul 73

PART – III

FORM TO BE COMPLETED FOR THE GRANT OF DEATH-CUM-RETIREMENT GRATUITY/RESIDUAL GRATUITY OF THE FAMILY OF

P.No. _____ Rank _____
Name of the deceased sailor (In Block Letters) _____
Unit _____

1. Name of the claimant _____
 2. Relationship with the deceased sailor _____
 3. Marks of identification (in the case of female claimant only one or two permanent marks or blemishes on the apparent parts of the body such as hand, feet etc may be recorded).
 4. Age _____
 5. Name of the Treasury (Sub Treasury/Post Officer/Sub Post Office) at which payment is desired.
 6. Full address of the claimant showing village/Tehsil, District and State (in block letters)
-

7. Left/right hand thumb and fingers impression of the claimant.

8. If the claimant is minor Name and relationship of the guardian.

Name _____

Relationship _____

Left/Right* hand thumb and fingers
Impression of the guardian

Station _____

Date _____

Signature/Left/Right* hand
Thumb impression of the claimant.

*in the case of female claimant.

Witnessed by

Name & address (In Block Letter)

Signature

1. _____

2. _____

ATTESTATION

Certified that to the best of my knowledge and belief the particulars given above in respect of _____ (here give the name of the claimant and his/her relationship to the deceased are correct.

Station _____

Date _____

Signature
(Name, Designation & Address)

COUNTERSIGNED

Station _____

Date _____

Officer-in-Charge

This attestation may be completed by any of the following. The attesting authority/should not be related to the claimant.

1. Surpanch of the village.
2. Any serving or retired Gazetted Officer
3. Civil or Military including JCO.
4. Sub Post Master
5. Qanungo or Putwari.
6. Sub Post Master.
7. A member of Municipal Corporation or committee or Zilla Sainik Parishad/Dist.Board.
8. Panchayat President/Village Munsif/Patel / village Officer/Panchayat Executive Officer.
9. Member of Parliament/MLA/MLC.
10. Oath Commissioner/Notary Public.

PART IV

For use by Defence Accounts Dept to record particulars of award granted as shown below:-

DCR Gratuity amounting to Rs. _____ (Rupees _____)

Sanctioned vide authority No. _____ dated _____.

Accounts Officer (Pen)

TO BE COMPLETED IF THE DECEASED WAS MARRIED

Number _____ late _____ of _____.

1. Whether the deceased married one woman or more than one woman _____
2. If the deceased married more than one woman _____
 - (a) Their name and dates of marriage to the deceased _____
 - (b) Particulars of the wives of the deceased who are alive on the date of death of the (sailor)

No.	Name	Whether married to the deceased by a lawful & valid ceremony according to recognized customs	Dt. of marriage	Whether remarried since the death of her deceased husband	Whether is remarried with the real brother (both of the same) parents of her deceased husband	If she has remarried Date of Marriage & name of the Husband	Remarks

3. Particulars of all the children of the deceased who are alive on the date of death of the sailor.

S.No.	Name of Child	Name of his/her mother	Whether male or female	Dt. of Birth (to be supported by birth certificate)	If female whether married/date of marriage	Remarks (if legally adopted the fact may be stated herewith date of adoption)

Place _____

Date _____

Address & sign of witnesses

1. _____

2. _____

Signature _____

Thumb impression of the claimant
(in case of female claimant)

AFFIDAVIT (ON RS. 10/- NON JUDICIAL STAMP PAPER)

DEPENDENCY CERTIFICATE

I _____(Name of the applicant) _____ wife/husband/son of
Shri _____ aged _____ years, resident of _____ do hereby
solemnly affirm and declare as under:-

The deceased _____ (Name of the deceased service personnel) was my son / daughter.

I was wholly dependent upon my late son/daughter mentioned above, for pecuniary needs and other basic necessities for my bare existence.

DEPONENT

VERIFICATION

I, the above said _____ (Name of applicant), do hereby solemnly affirm and declare that the facts mentioned above are true to the best of my knowledge and belief and nothing has been concealed thereof.

PLACE:

DEPONENT

DATE:

TO WHOM SO EVER IT MAY CONCERN

CERTIFICATE OF INCOME OF FATHER

This is to certify that Shri _____ son of Shri _____
 _____ Village _____ Post Office _____
 Tehsil _____ Telegraph Office _____ Distt _____ Station _____
 _____ is the father of late _____ Rank _____ No _____ and
 permanently residing in the given address and were wholly dependent on late sailor. His monthly income from following
 sources is as follows:-

	<u>Rs.</u>	<u>Ps.</u>
(a) Service	_____	_____
(b) Pension	_____	_____
(c) Agricultural Income	_____	_____
(d) Cattle Income	_____	_____
(e) Income from Fruit bearing trees	_____	_____
(f) Miscellaneous Income	_____	_____
Total =	_____	_____

Rs. _____ (Rupees _____ only) per month.

Office seal

Date:

Signature and particulars of

Assessing Officer

File Reference No. _____

TO WHOM SO EVER IT MAY CONCERN**CERTIFICATE OF INCOME OF MOTHER**

This is to certify that Smt _____ wife of Shri _____
 _____ Village _____ Post Office _____
 Tehsil _____ Telegraph Office _____ Distt _____ Station _____
 _____ is the mother of late _____ Rank _____ No _____ and
 permanently residing in the given address and were wholly dependent on late sailor. Her monthly income from following
 sources is as follows:-

	Rs.	Ps.
(a) Service	_____	_____
(b) Pension	_____	_____
(c) Agricultural Income	_____	_____
(d) Cattle Income	_____	_____
(e) Income from Fruit bearing trees	_____	_____
(f) Miscellaneous Income	_____	_____
Total =	_____	_____

Rs. _____ (Rupees _____ only) per month.

Office seal

Date:

File Reference No. _____

Signature and particulars of

Assessing Officer

INSTRUCTIONS FOR COMPLETION OF APPENDIX 'AD'
(PART I - FAMILY PENSION FORMS)

- Item 2 : In case of married sailor, wife's name should be shown as claimant. In case of unmarried sailor, father will be the claimant. If father is not alive mother's name is to be shown as the claimant. The death certificate of ex-sailor and father should be forwarded alongwith the claim, if mother is the claimant.
- Item 7 : If the claimant is serving , the full particulars of his service is to be shown against this item.
- Item 9 : Name of widow, father, mother, legitimate son and daughter of late sailor are to be shown against this in the sequence indicated.
- Item 10 : If the claimant is not staying together with or willing to support the other heir, their reasons to be given. If willing to support indicate so.
- Item 13 : The name of treasury officer, DPDO or bank with bank address and account no. at which the claimant desires payment of pension should be mentioned clearly. Joint account number is not acceptable.
- Item 14 : Full address with pin code no. of the claimant is required to be given at this time. Check with nearest post office for details.
- Item 15 : Name of the eligible family member is to be shown at this item. Left (in case of male) or right (in case of female) thumb and all fingers impressions of the claimant and eligible family member should be fixed properly and clearly in the places provided for this purpose.

INSTRUCTIONS FOR COMPLETION OF CERTIFICATE OF HIGHEST RANKING ELIGIBLE MEMBER –
PART II

- Item 1 : In case of married sailor, wife's name is to be shown as highest eligible member. In case of unmarried sailor, father or mother will be the highest eligible member.
- Item 6 : Names of the other family members shown at item 9 of the Part I are to be reproduced against this item with their required information.

INSTRUCTION FOR COMPLETION OF CERTIFICATE OF DCRG – Part III

- Item 1 : The highest eligible member shown in the item in Part II is to be shown as name of the claimant.
- Item 5 : Full particulars as per item No. 9 of appendix 'G'.
- Item 6 : Full address with pin code of the claimant is to be shown.
- Item 7 : Left (in case of male) right (in case of female) thumb and all fingers impressions of the claimant should be fixed properly and clearly at this item.

GUIDELINES OF EMPLOYMENT ASSISTANCE
AND LIST OF DOCUMENTS FOR PROCESSING EA CASES
(Documents should be forwarded in quadruplicate – 1 original & 3 duly attested)

- (a) (i) A set of Revised Form for employment assistance is enclosed herewith. You are requested to prepare four sets of forms and submit the same to this NAVPEN along with following additional documents through your Zila Sainik Welfare Office at an early date
- (ii) One set of Employment Assistance case should be in original and remaining three xerox copies should be duly attested.
- (iii) Revised Proforma Part 'A' and 'B' filled in correctly in respect by the applicant checked by the forwarding Authority (Zila Sainik Board) with the pension payment order after the 6th Pay Commission.
- (b) Death Certificate in respect of the deceased employee/ Medical Invalidation report in respect of the ex-employee from the concerned authority.
- (c) CE List notifying the death casualty of the deceased employee/ the ex-employee medically boarded out from the service.
- (d) Representation from the ex- employee for providing employment or the application in the Navy under the Employment Assistance Scheme.
- (e) Representation from W/O the deceased employee for providing employment for herself/ applicant in the Navy under the Employment Assistance Scheme.
- (f) Representation from the applicant for providing employment for himself/herself in the Navy under the Employment Assistance Scheme.
- (g) No Objection Certificate from all the major dependents in favour of the Applicant.
- (h) Moveable/immovable property certificate indicating present market value and income drawn from the property and also income if any dependent family member is working in respect of the deceased's/ex-employee's family duly certified by the Civil Authorities(Tahsildar/BDO of the concerned district) Tahsildar's Certificate duly signed and stamped by the Tahsildar regarding property and income is mandatory.
- (j) Police verification certificate regarding Character of the applicant and present occupation/activity of all the dependent.
- (k) An Undertaking from the applicant that he/she will look after/support the family after getting the job.
- (l) An affidavit on Rs. 100/- stamp paper executed by the ex-employee /W/o the deceased employee/applicant regarding moveable/immovable property whether the family possess any moveable/immovable property if yes market value of the said property and also if any income from the said property.
- (m) Attested copies of School Leaving Certificate and other certificate in respect of the applicant in support of Date of Birth/Age and educational qualification. Birth certificate /School leaving certificate(if candidate education is below 10th Std) / SSC Board(10th) certificate (if candidate passed 10th and above) is mandatory.
- (n) Willingness Certificate from the applicant to accept the post of _____ under the Employment Assistance Scheme and work anywhere in India.

(o) An affidavit executed by the Widow of the deceased employee if she is applied for CAC regarding change of name after her marriage.

(p) Pension Payment Order (after 6th Pay Commission) and Photocopy of bank pass book updated till-to-date.

(q) Caste certificate in specific govt. format in respect of the Candidate if the candidate belongs to SC/ST/OBC.

(r) Photocopy of Ration card, Photo copy documents indicating Leave Encashment amount and GPF balance duly attested is required.

(s) Family particulars with relations, Date of Birth of all members (Birth certificate of minor children).

2. You are requested to complete the Employment proforma and submit the same together with additional documents mentioned in Para 1 (a) to (p) above in quadruplicate one in original remaining in xerox duly attested by the concerned authority through your Zila Sainik Welfare Officer at an early date.

**PROFORMA REGARDING EMPLOYMENT OF DEPENDENTS OF GOVT SERVANTS DYING WHILE IN SERVICE
(RETIRED ON INVALID PENSION)**

PART – A

- I (a) Name of the Govt. servant deceased/
Retired on medical grounds :
- (b) Designation of the Govt. servant :
- (c) Whether it is Gp 'D' or not :
- (d) Date of birth of Govt servant :
- (e) Date of death/retirement on medical grounds :
- (f) Total length of service rendered :
- (g) Whether permanent or temporary :
- (h) Whether belonging to SC/ST/OBC :
- II (a) Name of the candidate for appointment :
- (b) His/her relationship with the Govt Servant :
- (c) Date of birth of applicant :
- (d) Educational qualification :
- (e) Whether any other dependent family member
has been appointed on compassionate grounds :
- III Particulars of total assets left including amount of :-
- (a) Family pension :
- (b) DCR Gratuity :
- (c) GPF Balance :
- (d) LIC Policies (including PLI) :
- (e) Movable and immovable properties and
annual income earned there from by the family :
- (f) CGE/NGIF Insurance amount :
- (g) Encashment of leave :
- (h) Any other assets :
- Total (b) to (h) :
- Brief particulars of liabilities, if any :

V Particulars of all dependent family members of the government Servant (if some employed, their income and whether they are living together or separately).

Sr. No.	Name	Relationship with the Govt Servant	Date of Birth & Age	Address	Employed or not (if employed, particulars of employment and emoluments)
1					
2					
3					
4					

DECLARATION/UNDERTAKING

1. I hereby declare that the facts given by me above are to the best of my knowledge correct if any of the facts here mentioned is found to be incorrect or false at a future date, my services may be terminate.

2. I hereby also declare that I shall maintain properly the other family members who were dependent on the Government Servant/member of the Armed Forces mentioned against 1(a) of Part-A of this form and in case it is proved at any time that the said family members are being neglected or not being properly maintained by me my appointment may be terminated.

Date: _____

Signature of the candidate
Name _____
Address _____

Sh/Smt/Kum _____ is known to me and the facts mentioned by him/her are correct.

Date: _____

Signature of permanent Govt Servant
Name _____
Address _____

I have verified that the facts mentioned above by the candidate are correct.

Date : _____

Signature of the Welfare CE Section Officer
Name : _____
Address : _____

(TO BE FILLED BY OFFICE BY WHICH EMPLOYMENT IS PROPOSED)
(To be filled by individual para 1 sub para (a to d) and para 3)

PART – B

- I (a) Name of the candidate for appointment _____
- (b) His/her relationship with the Govt. servant _____
- (c) Age (Date of birth), educational qualification and experience, if any _____
- (d) Particulars of employment proposed & whether it is Group 'C' or 'D' _____
- (e) Whether there is vacancy of that post within the ceiling of 5% prescribed under the scheme of compassionate appointment _____
- (f) Whether the post to be filled is included in the Central Secretariat Clerical Service or not _____
- (g) Whether relevant Recruitment Rules provide for direct recruitment _____
- (h) Apart from waiver of Employment Exchange/Staff Selection Commission procedure what other relaxations are to be given _____
- II Whether the facts mentioned in Part A have been verified by the office and if so, indicate the records _____
- III If the Government servant died/retired on medical grounds more than 05 years back why the case was not sponsored earlier _____
- IV Personnel recommendation of the Head of the Department in the Ministry/Department/ Office (with signature and office stamp/ seal) _____

Signature of the Officer

Date

COUNTERSIGNED

135
INFORMATION SHEET

1. Name of the Candidate applying for job :
2. Relationship with the deceased :
3. Name, rank and Number of the deceased :
4. Unit :
5. Date of Death :

-
1. Present Family Pension received : Rs.
 2. Terminal benefits : Rs.
 - (a) DCRG : Rs.
 - (b) CGEIS : Rs.
 - (c) ENCASHMENT OF LEAVE : Rs.
 - (d) GP Fund : Rs.
 - (e) LIC Policies : Rs.
 - TOTAL : Rs.
 3. Monthly income other than pension : Rs.
 4. Movable /immovable property : Rs.
 5. No. of dependents :
 6. No. of unmarried daughters :
 7. No. of minor children :
 8. Left over service :

It is certified that above facts have been verified from records and are correct.

(Signature & stamp of officer forwarding the case)

(To be submitted by the applicant who is seeking for Employment under
Employment Assistance Scheme)

WILLINGNESS CERTIFICATE

I, Shri/Smt./Kum. _____ wife/son/daughter of
Late _____ Rank _____ hereby declare that I am willing to take any Group
'C/'D' post if offered to me under Employment Assistance Scheme.

Signature _____

Name _____

w/o Late _____

Rank _____

Service No. _____

Station: _____

Date: _____

COUNTERSIGNED

Signature & Stamp

(To be signed/submitted by the other family members
of the deceased Govt. employee)

NO OBJECTION CERTIFICATE

We, the undersigned hereby declare that we are under the guardianship of Shri/Smt./Kum. _____ and we have "NO OBJECTION" for provision of employment to Shri/Smt./Kum. _____ in Navy under Employment Assistance Scheme.

<u>Sl. No.</u>	<u>Name</u>	<u>Relation</u>	<u>Signature</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Station:

Date:

COUNTERSIGNED

Signature & Stamp

UNDERTAKING

I, the undersigned Shri/Smt./Kum. _____ hereby undertake that in the event of the provision of the employment to me. I shall look after the family members who were dependent on the deceased employee. Particulars are mentioned below in terms of DOP&T OM No. 140/4/16/99-ESH(D) dated 20 Dec 1999.

S. No.	Name	Relation ship	Date of Birth &Age	Address	Un- employed
--------	------	------------------	--------------------------	---------	-----------------

In case if it is proved subsequently (at any time) that the family members are being neglected or not being maintained properly by me, my appointment may be terminated forth while as per the existing rules.

Signature of the candidate

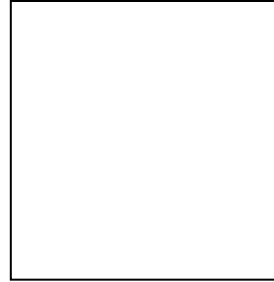
Name _____

Address _____

(To be filled/submitted by the applicant who has requested for Employment
under EA Scheme)

**APPLICATION FORM FROM THE APPLICANT FOR PROVIDING
EMPLOYMENT FOR HIMSELF/HERSELF IN THE NAVY UNDER THE EMPLOYMENT ASSISTANCE
SCHEME**

(Through Proper Channel)



Subject : **REQUEST FOR EMPLOYMENT UNDER EMPLOYMENT ASSISTANCE
SCHEME – W/o, S/o, D/o LATE**

Sir,

I, _____ W/o/S/o/D/o _____ request to consider myself for providing employment under Employment Assistance Scheme to avoid financial distress due to sudden demise of the earning member of the family.

2. The details of educational qualifications are as follows:-

S.No.	Level of examination	Remarks
1.	8 th Standard	
2.	9 th Standard	
3.	10 th Standard	
4.	Intermediate	
5.	Degree	
6.	Any technical qualifications/ Training in Trade	

3. I, undertake to look after the family members of the deceased Govt. servant and a declaration is enclosed to this effect (enclosed or not)

4. My Date of Birth as per records is

5. My current residential address

Thanking you,

Yours faithfully,

Signature _____

Name _____

(To be filled /Submitted by the wife of the deceased Govt. employee/applicant)

**APPLICATION FORM FROM THE WIFE OF THE DECEASED EMPLOYEE FOR PROVIDING EMPLOYMENT FOR
HERSELF/APPLICANT IN THE NAVY UNDER THE EMPLOYMENT
ASSISTANCE SCHEME**

To

The _____

(Through Proper Channel)

Subject :- **REQUEST FO EMPLOYMENT ASSISTANCE TO SHRI/SMT/KUM _____ (SELF
/SON/DAUGHTER/BROTHER/ SISTER
OF LATE**

(NAME)	(DESIGNATION)	(T. NO.)	(UNIT)
--------	---------------	----------	--------

I, _____ w/o late _____

Desgn _____ T. No. _____ Unit _____

Submit that my husband expired on _____ leaving behind us.

The details of the family members is as under.

(a) Particulars of Children./Sons and daughters with ages, Marital and social status

<u>Sl. No.</u>	<u>Name</u>	<u>Relationship</u>	<u>Age</u>	<u>Marital Status</u>	<u>Social Status</u>
----------------	-------------	---------------------	------------	---------------------------	--------------------------

(b) We reside in our own / rented house (strike out which is not applicable)

2. Properties: Movable _____
 Immovable _____
 Market value (Approx) _____
 Monthly income other than pension Rs. _____

3. I request your goodself to consider me/Shri/ Kum. _____
 to provide any Group 'C'/Group'D' employment under Employment Assistance Scheme.

Thanking you,

Yours faithfully,

Signature _____
 Name _____

Place _____
 Date _____

VERIFICATION REPORT OF THE POLICE AUTHORITIES

1) Police Station :

2) Name and Designation of the deceased Govt. Servant:

3) Name of the candidate seeking employment assistance:

4) Character and behaviour of the candidate :

5) Particulars of movable and immovable properties at :
Native place and any were in India.

	Movable	Immovable
--	---------	-----------

a) Nature of the property

b) Location

c) Income from the property

6) Name of the owner of the house occupied :
By the family of the Govt. servant.

7) Particulars of all Dependents/family members of the Govt. servant. (If some are employed the family and whether they living together or separately)

S.No.	Name	Relation with the Govt. and age	Whether employed or not	Whether living together or separately
-------	------	---------------------------------	-------------------------	---------------------------------------

- a) Particulars of the employment :
- b) Emolument from employment :
- c) Monthly income of the family :
- d) Source of income of the family :
- e) Recommendation of the Police :
Station.

Signature of Sr. Inspector of Police

Place: _____

Date: _____

Seal of the Office

(To be submitted by the Unit concerned)
 (In case delay is more than 01 year from the date of casualty)

DELAY REPORT IN CHRONOLOGICAL ORDER FOR EMPLOYMENT ASSISTANCE

1. Name of the applicant _____
2. Name of the deceased _____ Rank _____
 No. _____ Unit _____

<u>Sl.No.</u>	<u>Date</u>	<u>Event of Action</u>
		Casualty (Death) _____
		Received an application from the applicant seeking Employment assistance in favour of herself/son/daughter
		Letter to MRO/Tahasildar has been sent to intimate the social status/legal heirship and other related family particulars and financial position of the deceased employee
		Requisite information as been received from MRO
		The relevant documents received from deceased employees family members with a request for provision of employment under Employment Assistance Scheme to self/son/daughter
		Case submitted to _____

Reasons for delay:

Signature of the dept. officer
of the Unit concerned

APPENDIX "AF"
(Refers to Article 1312)

Reference IHQ MoD(N)/DPS
Letter PS/2534/1 dated 23 Oct 07

FORM OF APPLICATION FOR RECRUITMENT AS OR IN DSC
SECTION 'A'

(To be completed by the candidate)

1. Name in full (in Block Capital) : _____
2. Father's name : _____
3. Personal number with rank
(for Ex-servicemen only) : _____
4. (a) Are you a citizen of India,
if so whether by birth of descent or
registration of naturalization or
otherwise : 4(a) _____
- (b) If you are not a citizen of
India to what place do you claim
to belong : 4(b) _____
5. (a) Are you married : 5(a) _____
- (b) If so, have you more than
one wife living : 5(b) _____
6. Medical Category at the time of release: _____
7. House address in full : _____

8. Details of Warrant Punishments :
awarded with offence in brief.
9. Character and Efficiency at the time of release:
10. Exact Date of Birth/age(In Christian era):
11. Particulars of educational qualification
(a) Civil :
(b) Military :
12. Particulars of previous service:-

Rank/Capacity	Unit/Office	Period

13. Do you desire your former service in the Indian :
 Armed Forces to recon towards pension, gratuity,
 increments of pay, if such are admissible and agree
 to recovery being affected of any gratuity, you may
 have received on or since discharged in the manner
 as prescribed in the rules.

14. Are you willing to be vaccinated or revaccinated :

15 (a) Are you willing to go wherever ordered by :
 land, sea or air and not to allow any caste
 usage to interfere with your military duty?

(b) You will like to be employed for :
 serving anywhere within India if this
 is permissible under the rules?

16. Are you aware that during your service you :
 are not permitted to or to subscribe in aid
 of any political association or movement?

17. Are you free from debt? :
 Answer 'Yes' or 'No'.

18. Give a list of the documents as proof age, :
 educational and trade qualification.

19. Contact Telephone Number with STD code :

Declaration to be signed by the candidate

I declare that the statements made in this form are true to the best of my knowledge and belief and I am willing to serve in the Armed Forces for so long as my services are required.

Signature of Witness

Signature of the applicant

Designation

Dated:

SECTION B

(To be completed by Recruiting Officer/Medical Officer)

Description on Recruitment

Height _____ Cm

Weight _____ Kg

Chest Measurement: - Minimum _____ Cm

Maximum _____ Cm

I consider _____ medically fit in
 category _____/unfit for the* _____

Identification Marks

- 1.
- 2.

*Cause of unfitness

Place :

Date :

Signature of Medical Officer

_____ is considered suitable for enrolment in DSC

Place :

Date :

Signature of Commanding Officer

(To be completed by the Appointing Authority only)

Certified that _____ is eligible for enrolment in DSC virtue of his age, educational qualification and medical fitness. It is further certified that the date of birth / age as shown in question No. 10 of Section A namely _____ has been duly verified from the documents detailed below:-

I recommended / do not recommended him for the grant of such a commission for the reason given below:
 (Delete inapplicable portion)

Date :

Signature
 Rank
 Designation
 Unit

FORM OF APPLICATION FOR GRANT OF JCO COMMISSION

(Section 'A' to be completed by the candidate)

1. Name in full (in Block Capital) : 1. _____
2. Father's name : 2. _____
3. Army/personal number with rank
(for Ex-servicemen only) : 3. _____
4. (a) Are you a citizen of India,
if so whether by birth of descent or
registration of naturalization or otherwise : 4(a) _____
- (b) If you are not a citizen of
India to what place do you claim
to belong : 4(b) _____
5. (a) Are you married : 5(a) _____
- (b) If so, have you more than : 5(b) _____
one wife living
6. What is your religion class or sub : _____
Class (if a member of Scheduled
Cast/Scheduled Tribe)
7. House address in full : _____
Village/Town
House No./House Name : _____
Lane/Street/Lane : _____
Thana : _____
PO : _____
Pargabah/Tehsil : _____
Dist/State : _____
8. Details of punishment : _____
- (a) Imprisonment : _____
- (b) Red Ink Entries : _____

9. Do you belong to Indian Armed forces, the Reserve, The TA, the Nepalese's Army or to any police Forces? _____

10. Exact Date of Birth/age(In Christian era): (10) _____

11. Particulars of educational qualification

(a) Civil : 11(a) _____
 (b) Military 11(b) _____

12. Particulars of previous service:-

Rank/Capacity	Unit/Office	Period	
		From	To

13. Do you desire your former service in the Indian Armed Forces to recon towards pension, gratuity, Increment of pay, if such are admissible and agree to recovery being affected of any gratuity, you may have received on or since discharged in the manner as prescribed in the rules. 13 _____

14. Are you willing to be commissioned as a JCO? @ : 14 _____

15. Are you willing to be vaccinated or revaccinated : 15 _____

16 (a) Are you willing to go wherever ordered by land, sea or air and not to allow any caste usage to interfere with your military duty? : 16(a) _____

(b) You will like to be employed for serving anywhere within India if this is permissible under the rules? : 16(b) _____

17. Are you aware that during your service you are not permitted to or to subscribe in aid of any political association or movement? : 17 _____

18. Are you free from debt? Answer 'Yes' or 'No'. : 18 _____

19. Give a list of the documents as proof age, educational and trade qualification. : 19(a) _____
 19(b) _____

19(c) _____

@ Mention rank, i.e. Sub Maj/Ris Mej, Sub/Ris or Nb Sub/ Nb Ris

Declaration to be signed by the candidate

I declare that the statements made in these form are true to the best of my knowledge and belief and I am willing to serve in the Armed Forces for so long as my services are required.

Signature of Witness

Signature of the applicant

Designation

Dated:

SECTION B

(To be completed by Recruiting Officer/Medical Officer)

Description on Recruitment

Height _____ Cm

Weight _____ Kg

Chest Measurement: - Minimum _____ Cm
Maximum _____ Cm

JC _____ is considered suitable for employment/re-employment as a JCO in the _____ .

Place :

Date :

Signature of Commanding Officer

I consider _____ medically fit in category _____ /unfit for the* _____

Identification Marks

- 1.
- 2.

*Cause of unfitness _____ .

Place :

Date :

Signature of Medical Officer

(To be completed by the Appointing Authority only)

Certified that _____ is eligible for grant of a commission as a JCO _____ in the _____ by virtue of his age, educational qualification and medical fitness. It is further certified that the date of birth / age as shown in question No. 10 of Section A namely _____ has been duly verified from the documents detailed below:-

I recommended / do not recommended him for the grant of such a commission for the reason given below:
(Delete inapplicable portion)

Date :

Signature
Rank
Designation
Unit

Mention rank for which considered suitable for commission

*Mention the Arm of service ie Army/DSC/NCC whichever is applicable

APPENDIX "AG"
(Refers to Article 0101(h))

Street _____
Village _____
Post _____
Dist _____
Pin _____
State _____
Date _____

The Logistics Officer-in-Charge
Naval Pension Office
C/o INS Tanaji
Sion Trombay Road
Mankhurd
Mumbai 400088

ISSUE OF DEPENDENT IDENTITY CARD
MRS/MASTER/MISS
W/O, S/O, D/O

Sir,

1. I retired from the Naval Service on completion of _____ years pensionable service and my P.P.O No. is _____ (copy enclosed).
2. I apply for the issue of dependents identity card for my wife/son/daughter, whose particulars are given on reverse (Part I to III duly completed).
3. It is requested that the proforma be duly verified/signed and returned to me further processing of issue of dependent identity card to my wife/son/daughter. Two additional copies of passport size photographs of the dependent are enclosed herewith.

Thanking you

Yours faithfully,

Signature _____

Name _____

Ex-Rank _____

No. _____

PART-I

PARTICULAR OF EX-SERVICEMEN (OFFICERS/SAILORS)
(In Capital letters)

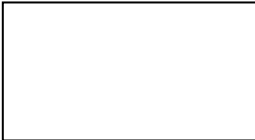
Affix Passport size photograph of dependent duly attested

- 1. Rank _____ 2. Name _____ 3.No. _____
- 4. Date of Birth _____ 5. Date of joined Service _____
- 6. Date of Retirement : _____ 7. PPO No. _____
- 8. Permanent Home Address: _____
- 9. Present Address _____
- 10. Contact No. _____ / _____

PART II

PARTICULAR OF DEPENDENT

- 1. Name _____ 2. Sex: _____ 3. D.O.B _____
- 4. Relationship: _____ 5. Identification Mark _____
- 6. Signature of Dependent _____ 7. Left thumb impression of dependent



PART III

I hereby declare that the particulars given above are true to the best of my knowledge

Place:

Date :

Signature of Ex-servicemen _____

PART IV
COUNTERSIGNED

It is certified that the particulars mentioned above are correct as per the record held.

Date:

Staff Officer (GB)
for Logistics Officer-in-Charge

PART V

Dependent Identity Card No.....Valid up to

Issued on

Unit/INS

(Signature)
Issuing Authority

INSTRUCTION

- 1. Application form duly completed, photo to be pasted on form and attested and countersigned by NHQ/NAVPEN for officers/sailors respectively.
- 2. Xerox copy of Pension Payment Order.
- 3. Photograph additional 01 each.
- 4. Affidavit and photo ID Proof are required, if dependent cards not made at the time of retirement

APPENDIX 'B' GOVT.OF INDIA MINISTRY OF DEFENCE MEMORANDUM NO.2 (29)/6323/B-(CIV-1)
DATED 08 AUG 62 AS AMENDED BY CORR.2 (2)/73/9366/D/(CIV-1) DATED 19 AUG 1976

- | | | | |
|-----|--|--------------------|--|
| 1. | NAME: _____ | RANK: _____ | NO. _____ |
| 2. | Designation and scale of pay of post in which re-employment | | : |
| 3. | Date of re-employment | | : |
| 4. | Date of birth (in words) | | : |
| 5. | Date of Enrolment | | : |
| 6. | Date of release from Mil. Service | | : |
| 7. | Transferred to Fleet Reserve | | : NA |
| 8. | Active rank with period if any held at the time of release and details of pay drawn during the period it was held duly verified by PAO | : | |
| 9. | Details of service rendered before release in the post not lower than in which re-employed along with the rate/scale of pay. | : | |
| 10. | Substantive rank held at the time of release and the details of pay drawn in rank | : | |
| 11. | Details of service rendered as combatant clerk/store men including service as recruit. | : | |
| 12. | Amount and nature of pension indicating the service disability elements of the pension separately Commuted value : duly verified by the CDA (P) Allahabad. | : | Service Pension : elements and
Capitalized Value:
Residual Value : |
| 13. | Amount of DCRG duly verified by the CDA(P) or PAO as the case may be, and its pension equivalent. | : DCRG : | PEG : |
| 14. | Amount of Disability pension if any | : | |
| 15. | Whether the person concerned disclosed the fact of his being re-employment. | : | |
| 16. | In case the claim was not initiated gets pay fixed within two months from the date of re-employment. | : | |
| 17. | Reason for delay | : | |
| 18. | Additional remarks, if any | : | |

“ Certified that serials 4 to 7 and 11 to 14 has been verified”

for Logistics Officer-in-Charge

COUNTER SIGNED
“Columns 8 to 10 verified”

Pay Account Officer
 Naval Pay Office

PERSONAL APPLICATION

The Secretary
Kendriya Sainik Board

1. I am a pensioner / non-pensioner ESM / widow. I request for education grant out of RMDF.

2. (a) Pension (Basic pm for pensioner) Rs.

--	--	--	--	--	--

(b) Monthly income for non-pensioners: Rs.
(from other sources)

--	--	--	--	--	--

3. If re-employed, income there from : Rs.

4. Details of financial Assistance received in past from KSB/RSB/ZSB
(Name of grant Amount year)

Declaration

5. I understand that this is a grant meant for education assistance of Rs. 1,00/- pm for boy & girl child Respectively (Maximum two children) and not a tuition fee reimbursement scheme .I have no legal right on the amount requested for .

6. I hereby declare that the information furnished in personal application cum financial condition report is correct to the best of my knowledge.

Name & Relationship

(Signature /Thumb impression of the applicant)

RECOMNDATION BY ZSW OFFICER

7. Following original documents of ESM/Widow/ orphan have been personally checked by ZSW Officer

(Photocopies attested by ZSWO are attached):-

(a) Complete Discharge Certificate /Book.

(b) Certificate from school/collage giving date of birth and mark sheet of successful Candidates

8. It is certified that the applicant has not been provided any financial assistance from the sate Govt. or any other source.

9. I hereby declare that the information furnished above is correct as per the original documents of the applicant. Hence, case is recommended

Date:

Signature

Office Seal:

Designation

CONTACT NUMBERS FOR EX-SERVICEMEN

1.	Release Centre Tele No.	:	022-25075615 / 5616
	e-mail ID	:	releasecentre@gmail.com
	Fax No.	:	022-25564823
2.	CABS Exchange	:	022-25075400
	Fax No.	:	022-25563323
3.	Bureau Placement Cell (BPC)	:	022-25075448
	E-mail ID	:	bpccareers@gmail.com
	Fax No.	:	022-25564823
4.	Pension Tele No.	:	022-25075455 / 25075600
	e-mail ID	:	navpen-navy@nic.in
	Fax No.	:	022-25075621
5.	GB Section	:	022-25075620
	e-mail ID	:	navpen-navy@nic.in
	Fax No.	:	022-25575605
6.	ECHS Section	:	022-25075457
	Fax No.	:	022-25075653
7.	NPO Demob	:	022-22751062
	e-mail ID	:	sdemob@navpay.com
	Fax No.	:	022-22751168
8.	NPO IRLA	:	022-22751242
	CDA (Pension) Mumbai	:	022-22751181
9.	PCDA (Pension) Allahabad	:	0532-2421880
	website	:	www.pcdapension.nic.in
10.	Indian Navy Information website	:	www.irfc.-nausena.gov.in
11.	CGDA, New Delhi website	:	http://cgda.nic.in
12.	DGR	:	011-26192352
	email ID	:	dgremployment@yahoo.com
	website	:	www.dgrindia.com
13.	DESA	:	011-24121068
	e-mail ID	:	desa@vsnl.com
	website	:	www.dgrindia.com
14.	Veteran Sailors' Forum (VSF)	:	011-24121068
	e-mail ID	:	vsfdelhi@yahoo.com
15.	Kendriya Sainik Board (KSB)	:	011-26715250
	website	:	www.dgrindia.com
16.	PCDA(N), Mumbai	:	022-22882166
	Fax	:	022--22020772
	website	:	www.pcdanavy.nic.in
	e-mail ID	:	cda-bom@nic.in

17. HQECHS Mumbai Upnagar : 022-25075448
 Email ID : hqechsupnagar@gmail.com
18. CRSO (North) : Off: 011-24121429
 Mob : 813055888/ 09868174466
 Fax : 011-24121430
 Email : crsonorth.navy@gmail.com
19. CRSO (Central) : 011-24121429
 Mob : 9650693980
 Fax : 011-24121430
 Email : crsonorth.navy@gmail.com
20. CRSO (East) : 0891-2813067
 Fax : 0891-2510275
 Email : crsoeast.navy@gmail.com
21. CRSO (NE) : 033-22221436
 Mob : 9874699709
 Fax : 033-22314965
 Email : crsonortheast.navy@gmail.com
22. CRSO (West) : 022-22751998
 Mob : 9867274965
 Fax : 022-22698393
 Email : crsowest.navy@gmail.com
23. CRSO (South) : 0484-2873333, 0484-2873334
 Mob : 9446028261
 Fax : 0484-2667398
 Email : crsosouth.navy@gmail.com
24. CRSO (A & N) : 03192-248294
 Mob : 9531856044
 Fax : 03192-232829
 Email : crso.an@gmail.com
25. INS Agrani (DSC/Recruitment) : 0422-2315531 Extn-932
26. Navy Info Website : www.irfc-nausena.gov.in

LIST OF PENSION DISBURSING AUTHORITY

- 1 STATE BANK OF INDIA
- 2 PUNJAB NATIONAL BANK
- 3 ALLAHABAD BANK
- 4 ANDHRA BANK
- 5 BANK OF INDIA
- 6 BANK OF MAHARASHTRA
- 7 CANARA BANK
- 8 CENTRAL BANK OF INDIA
- 9 CORPORATION BANK
- 10 INDIAN BANK
- 11 INDIAN OVERSEAS BANK
- 12 STATE BANK OF BIKANER & JAIPUR
- 13 STATE BANK OF HYDERABAD
- 14 STATE BANK OF MYSORE
- 15 STATE BANK OF PATIALA
- 16 STATE BANK OF TRAVANCORE
- 17 SYNDICATE BANK
- 18 UCO BANK
- 19 UNION BANK OF INDIA
- 20 UNITED BANK OF INDIA
- 21 BANK OF BARODA
- 22 DENA BANK
- 23 ORIENTAL BANK OF COMMERCE
- 24 NEW BANK OF INDIA
- 25 PUNJAB SIND BANK
- 26 STATE BANK OF INDORE

- 27 STATE BANK OF SAURASHTRA
- 28 VIJAYA BANK
- 29 AXIS BANK
- 30 ICICI BANK
- 31 HDFC
- 32 IDBI