

(Twenty Four Pages)

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Directorate of Air Veterans
Subroto Park,
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Air HQ/99797/Pen-Pol/RP/O/DAV

01 May 24

As per Distribution List

**STANDARD OPERATING PROCEDURE FOR POST RETIREMENT OCCURRENCES:
OFFICERS RETIRED WITH PENSIONARY BENEFITS**

References:

1. Gol, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training letter No. 19016/1/87-Estt(A) date 12 Mar 87: for Change of name by Government employees.
2. Gol, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training letter No. 3(2)/2022-P&PW(H)-7942 date 06 Oct 22: for Change of name by family pensioners.
3. AFO 64/2015 for Change of name of air warriors, their spouse and Children.
4. Defence Pension Payment Instructions (DPPI) 2013.
5. Air HQ/21901/3496/PO-2(C) dated 16 Feb 12 regarding issuance of amended CoS by DAV.
6. Air Force Order 41/2015 and 35/2017 regarding issuance of Service Book Officers (SBO).
7. Gol, MoD letter NO. 1(11)/2009-D(Pen/Pol) dated 23 Dec 14: Regarding change of date of birth/age of family pensioners.
8. PCDA(P) Prayagraj Circular No. 535 dated 27 Jan 15: Regarding change of date of birth/age of family pensioners.
9. Air HQ/99796/Policy/DAV dated 13 Mar 24

Appendices:

- | | | |
|---|---|--|
| A | - | Sample Affidavit (For Change of Name of Spouse) |
| B | - | Sample Affidavit (For Change of Name of Adult Child) |
| C | - | Sample Affidavit (For Change of Name of Minor Child) |

- D - Sample Affidavit (For Change of Name of Dependents)
- E - Format for Newspaper Advertisement for Change of Name (Spouse, Adult or Minor child and dependents)
- F - Form for Endorsement of Family Pensioner Entitlement Appendix 'A'
- G - Particulars of Spouse Form
- H - Bank Certificate
- J - Sample Affidavit (For endorsement/correction of DoB of spouse)
- K - Sample Affidavit (For endorsement / correction of DoB of adult child)
- L - Sample Affidavit (For endorsement / correction of DoB of minor child)
- M - Sample Affidavit (For endorsement/correction of DoB of dependents)
- N - Self Declaration for addition of Dependents

INTRODUCTION

1. There are various occurrences after retirement i.e. birth of child, change of NoK due to marriage / re-marriage / divorce / death of spouse, change of name of self / spouse / children, correction of date of birth of self / spouse / children etc, in which necessary amendment to Certificate of Service(CoS) is required to be issued by this Dte/ Dte of PO as per the directions of ACAS (PO) vide letter Air HQ/21901/3496/PO-2(C) dated 16 Feb 12. In addition, for occurrences like change of correspondence / present address, change of Pension Disbursing Authority (PDA), deletion of name of family pensioner in case of death etc, necessary action is required at various agencies for updation of records.

AIM

2. The aim of this SOP is to lay down procedure for actions related to post retirement occurrences as mentioned in Para 1 above in respect of officers and their NoK /dependents.

PROCEDURE

3. There are two types of occurrences post retirement of an officer i.e. occurrences requiring amendment to Certificate of Service (CoS) and occurrences not affecting Certificate of Service. Occurrences affecting CoS are those occurrences in which amendment to CoS is mandatory and is to be issued by concerned authorities. On the other hand, there are some occurrences which do not affect Certificate of Service but updation of the records is required for future reference / action by various agencies.

Occurrences in which Amendment to Certificate Of Service (CoS) to be Issued

4. Amendment to Certificate of Service (CoS) is required to be issued in following cases: -

- (a) Change of name of the retired officer or his/her spouse and children.
- (b) Correction of date of birth of the retired officer or his/her spouse and children.
- (c) Birth / adoption of child.
- (d) Addition / deletion of spouse details on marriage / re-marriage / divorce / death.
- (e) Any other case in which amendment is required in the details mentioned in Certificate of Service issued at the time of retirement.

5. On receipt of information of any post retirement occurrence from the officer / NoK, the following actions will be taken for issue of amended certificate of service: -

- (a) Pensioner/NoK of the Veteran will be required to submit documentary proof in original for the said occurrence.
- (b) Existing details of the pensioner/family members will be checked from the records available with this Dte/Dte of PO.
- (c) If copy of CoS is not available in the records held with this Dte, the same will be sought from Dte of PO.
- (d) Wherever legal implications are involved, Legal opinion will be obtained before issue of amended certificate.
- (e) After due verification of the existing details, the amended CoS will be issued with the approval of Air Cmde AV.

6. On receipt of applications from the retired officer / NoK along with required documents, the case in which amendment / correction / endorsement in CoS is required to be issued, actions will be initiated for issuance of amended CoS. Thereafter, the amended CoS with other necessary documents will be forwarded to Jt CDA (AF) or PCDA (P) Prayagraj, as the case may be, for issuance of PPO / corr PPO, if required.

7. **Correction / Change of name.** The criteria for 'correction in' or 'change of' name for the purpose of this SOP will be as under: -

(a) **Correction of name.** The following actions would be construed as 'Correction of name' for the categories given below: -

(i) **Self.** If the name in the service records of a pensioner is not recorded as in the documents submitted by him/her at the time of joining the service, the same would be construed as an error in the name warranting correction of name. Such corrections may be owing to incorrect filling of forms at the time of joining or wrong annotation by the IAF staff in the records of the individual (AFO 64/2015 refers). In all such cases the name as reflected in the documents then submitted will be relied upon for effecting correction of service records. The same will be corrected by the P-Branch based on documents held. No action by the pensioner other than bringing to notice the said error by way of an application with self-attested matriculation or any other documents produced at the timing of commissioning/enrolment (as applicable) is envisaged.

(ii) **Spouse/dependent.** In respect of spouse/dependent who is also a government pensioner the procedure and documents required would be the same as in the self-category.

(b) **Change of name.** In all cases where the spouse/dependent are other than government employees, changes in any measure or manner will be construed as falling in 'change of name' category. Specifically the following cases would come in the ambit of the 'Change of name' category: -

(i) Inclusion or deletion of a single alphabet or more.

(ii) Inclusion/ deletion of First Name, Middle Name and Surname.

(iii) Inclusion/ deletion of any part of the Name for change in respect of village, father's name, caste etc.

(iv) Change in Name on change of Marital Status.

(v) Split/ merger of any part/ parts (First Name, Middle Name and Surname) of the Name.

(vi) Any changes which alter the first name and/or the middle name and/or the surname in any form and for any purposes.

(vii) Any change that is not as recorded in the documents submitted to the IAF.

(c) **Documents required.** The requirement of documents in respect of 'Self' and 'spouse/ dependent' category would be as given below: -

(i) **Self.** In case of a pensioner the following documents would have to be submitted: -

- (aa) Application from pensioner/retired officer.
- (ab) Self attested copy of Gazette Notification.
- (ac) Advertisement in Newspaper (in English) as per **Appendix 'E'**.
- (ad) Proof like Matriculation certificate/ Aadhaar / PAN card etc.

(ii) **Spouse / Child / dependent.** In case of a spouse/ dependent following documents would have to be submitted:-

- (aa) Application from pensioner/ family pensioner/ retired officer.
- (ab) Self attested copy of Gazette Notification/ Notarised Affidavit (on non-judicial stamp paper of minimum Rs 10/-) as per format given at **Appendix 'A' / 'B' / 'C' / 'D'** (as applicable). Gazette Notification is mandatory in case of spouse is a retired/ released Government Employee.
- (ac) Advertisement in Newspaper (in English) as per **Appendix 'E'**.
- (ad) Matriculation certificate/ Aadhaar / PAN card etc.
- (ae) Latest pension account details (A/c No., IFSC, Bank address).

Note 1. In case of change/ correction of name and DOB/ age both, Gazette Notification is mandatory.

Note 2. DoB of spouse along with change of name will be endorsed in case his/ her DoB has not been endorsed in CoS.

8. **Addition of Children Details on Birth After Retirement.** Following documents are required to be submitted to DAV for addition of details of child on birth after retirement of an officer: -

- (a) Personal application by retired officer.
- (b) Affidavit / declaration on non-judicial stamp paper of minimum Rs 10/- by adult child as per **Appendix 'K'** or by pensioner in case of minor child declaring his/her correct DoB as per **Appendix 'L'**.
- (c) Birth certificate issued by Registrar of Births and Deaths (to be self attested by retired officer in case photocopy is being attached) or Self attested copy of matriculation certificate (containing information regarding date of birth) and Passport/ PAN Card/ ECHS Card/ Driving License (if contains date of birth)/ Election ID Card/ Aadhaar Card.

9. **Addition of Children Details on Adoption After Retirement.** Following documents are required to be submitted to DAV for addition of details of child on adoption after retirement of an officer: -

- (a) Personal application by retired officer.
- (b) Adoption deed in original or Certified True Copy (CTC) of adoption deed from the Hon'ble court where the adoption deed took place.
- (c) Birth certificate of child issued by Registrar of Births and Deaths. To be self attested by retired officer in case photocopy is being attached.

10. **Endorsement / Addition Of Spouse Details On Marriage / Re-Marriage / Divorce / Death.** Following documents are required to be submitted to DAV for endorsement / addition of spouse details on marriage / re-marriage / divorce / death in service records as well as in pension payment order(PPO): -

- (a) Personal application by retired officer. Following details also to be mentioned in the personal application: -

	Self	Spouse
Aadhaar No		
PAN No		
Mobile No		
Email ID		

- (b) Marriage certificate issued by Registrar of Marriage. To be self attested by retired officer in case photocopy is being attached or in old cases where marriage certificate is not available then proof of marriage such as Passport/ Electoral Identity Card/ Succession certificate issued by court/certificate issued by Executive Magistrate.

(c) In case of marriage/re-marriage with widow / widower, death certificate of former spouse issued by Registrar of Births and Deaths. To be self attested by retired officer in case photocopy is being attached.

(d) In case of marriage/re-marriage with divorcee, divorce decree (Absolute) from former spouse in original or self attested copy.

(e) Affidavit (on non-judicial stamp paper of minimum Rs 10/-) by retired officer / spouse as deponent declaring maiden name of spouse, name of his/ her parents, date & place of birth, nationality, date & place of marriage, rites under which marriage was solemnized and marital status before marriage i.e un-married/ widow/ widower/ divorcee and if married, details of children from previous marriage (self as well as spouse) and children whether being adopted or not. If adopted, copy of adoption deed duly attested by issuing court of law is to be submitted.

(f) Endorsement of family pensioner entitlement - Appendix 'A' (**Appendix 'F'**). (in triplicate, all ink signed) duly signed by Bank Manager (where pension account is being operated) in Part-II.

(g) Particulars of spouse (in triplicate, all ink signed) (as per **Appendix 'G'**).

(h) Three joint photographs duly attested by Bank Manager (where pension account is being operated).

(j) Cancelled Cheque/ copy of front page of Passbook/ Bank certificate (as per **Appendix 'H'**).

(k) Self attested copy of proof of DoB of spouse i.e. birth certificate/matriculation certificate/ passport/ PAN/ Aadhaar.

11. **Deletion of Spouse Details on Divorce / Death.** Following documents are required to be submitted to DAV for deletion of details of spouse on divorce or death after retirement of an officer: -

(a) Personal application by retired officer.

(b) Self attested Divorce decree (Absolute) to be attached.

(c) In case of death of spouse, Death certificate issued by Registrar of Births and Deaths. To be self attested by retired officer in case photocopy is being attached.

12. **Corrections/ endorsement of Date of birth (Spouse, Children and Dependents).** Occurrence like correction/ endorsement of date of birth of spouse, children and dependents which is already endorsed in records of the retired officer, following documents are required to be submitted to DAV for the same: -

(a) Personal application by retired officer.

(b) Affidavit / declaration on non-judicial stamp paper of minimum Rs 10/- by **spouse** as deponent declaring his/ her correct DoB (as per **Appendix 'J'**). In case of child, Affidavit by adult child as per **Appendix 'K'**, by pensioner in case of minor child declaring his/her correct DoB as per **Appendix 'L'** and by dependents as per **Appendix 'M'**.

(c) Birth certificate issued by Registrar of Births and Deaths (to be self attested by retired officer in case photocopy is being attached) or Self attested copy of matriculation certificate (containing information regarding date of birth) and Passport/ PAN Card/ ECHS Card/ Driving License (if contains date of birth)/ Election ID Card/ Aadhaar Card.

(d) Latest pension account details (A/c No., IFSC, Bank address).

13. **Addition of Dependents other than Spouse and Children.** Following documents are required to be submitted to DAV for declaring entitled family members i.e. Father / Mother / Sister / Brother as dependents: -

(a) Personal application giving details of dependent and their relationship.

(b) Income certificate stating that their combined monthly income is not more than Rs 9000/month including DR issued by District Revenue authority along with details of moveable and immoveable property.

(c) A Certificate from Tehsildar / Magistrate stating the details of retired officer's family members i.e. Father / Mother / Sister / Brother, their relationship and the fact that they are wholly dependent on Air Veterans and residing with him.

(d) Self Declaration by pensioner as per **Appendix 'N'**.

(e) Copy of proof of Date of birth of dependent (in DD/MM/YYYY format)

Occurrences in which Amendment to Certificate of Service (CoS) not to be Issued

14. Apart from the occurrences mentioned above in Para 7 to 12, there are certain occurrences post retirement of an officer which does not affect Certificate of Service(CoS) but the records held at DAV and Pension Sanctioning Authority (PSA) needs to be changed and updated for future action. Such cases are elaborated in succeeding paragraphs.

15. **Change of Communication Address after Retirement.** DAV only maintains record of address after retirement for the purpose of communication with the officer retired with pensionary benefits. Following documents are required to be submitted to DAV for the same:-

(a) Personal application by the retired officer mentioning complete address including PIN code, Mobile number & E-mail ID.

(b) Proof of address i.e House Property papers / water bill / electricity bill / Aadhaar card / Voter ID card / Passport etc.

16. Change/ Transfer of Pension Account / Bank / Branch after Retirement.

Change/ Transfer of pension account is to be done by the bank on the basis of the request from the account holder in accordance with Defense Pension Payment Instructions 2013 (DPPI) (Para No 93). Further, an intimation for the same is to be sent to DAV for records after the pension account has been changed / transferred to new account / branch and first pension is getting disbursed in the new pension account / bank. Following documents are required for subject intimation for updation of records in respect of officers retired with pensionary benefits:

(a) Personal Application from the retired officer mentioning A/c No., IFSC, Bank address.

(b) Copy of cancelled cheque / passbook of new pension account/bank.

Short Service Commissioned (SSC) Officers

17. Short Service Commissioned (SSC) Officers are non-pensioners and hence there records are not held with AV (Officers) i.e. Service Pension Officers Section at DAV. But, in some cases, there are occurrences post retirement of an SSC officer which are required to be added in service records. Since, Certificate of Service is not issued for SSC officers, a certificate containing the service details as well as family details is being issued by Dte of PO-2(C) in such cases. Further, on request/application from SSC officer, a new certificate is issued by DAV on the basis of certificate issued by DPO-2(C) after endorsing post retirement occurrences. The documents required for endorsement of post retirement occurrences which require issuance of certificate by this Dte/ Dte of PO for SSC officers are same as in case of pensioners.

Issuance Of Service Book Officers(SBO)

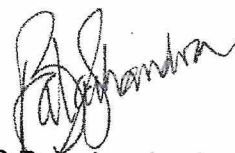
18. IAF officers are being issued with a "Certificate of Service (Booklet)" on Retirement/ Premature Retirement/ Release since 1975. The format of CoS (Booklet) has been revised and it has been renamed as "SERVICE BOOK: OFFICERS (SBO)" vide Air Force Order 41/2015. It is to serve as an authentic record of an officer's service and encapsulates major occurrences of his/ her service, as on the date of retirement/ release from the IAF.

19. Subsequently, as per Air Force Order 35/2017 dated 13 Dec 17, retired officers who are not issued with Service Book Officers (SBO) are to approach any nearest Air Force unit / station for issuance of the same.

CONCLUSION

20. The above procedure will help out in simplification and uniformity of procedures as envisaged by Government of India in this regard. This would facilitate retired officers for smooth and hassle free processing of their cases within stipulated timeframe.

21. This SOP supersedes all the previous procedures issued vide Air HQ/99797/Pen-Pol/RP/O/DAV dated 28 Jun 21 and will come into effect from the date of issuance.



(S Balachandran)
Air Cmde
Air Cmde AV

Distribution List:

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Dy Dir (Coord)	-	For info
Dy Dir- I(A)	-	For info
Dy Dir- I(B)	-	For info

Appendix 'A'

(Refers to Para 7(c) (ii) (ab) of
Air HQ/99797/Pen-Pol/RP/O/DAV
dated 0 / May 24)

SAMPLE OF AFFIDAVIT
(FOR CHANGE OF NAME OF SPOUSE)

I, _____ (existing Name of spouse as per CoS) S/o / D/o _____ is
legally wedded spouse of _____ presently residing at _____ (Address) do
hereby solemnly affirm and state on Oath as follows:-

- (a) That, I have changed my Name from _____ (Name of spouse as per CoS)
to _____ (proposed New Name of spouse) due to _____ (reason for change).
- (b) That, I am producing this Affidavit for the purpose of evidence for my Name.
- (c) That both Names _____ (old name) and
_____ (proposed new name) pertain to one and the same person.
- (d) That, my date of birth is _____ (DD-MM-YYYY). (_____ in words).
- (e) That, I shall at all times hereafter in all records, deeds and writing and in all
proceedings dealing with transactions, private as well as under all occasions what so ever
be known as only _____ (New Name).
- (f) That what is stated above is true and correct to best of my knowledge, information
and belief. Nothing material has been concealed there from.

Finger Print of person whose name is proposed to be changed (Left hand in case of male & Right hand in case of female)				

Self attested
latest passport
size photograph
of person whose
name is proposed
to be changed

Date:

Signature of Deponent

VERIFICATION

I, the deponent above named, do hereby solemnly declare and verify that the contents of
the above Affidavit are true to the best of my knowledge and belief and nothing has been
concealed or suppressed there from.

Signature of Deponent

COUNTERSIGNED BY VETERAN

(TO BE SWORN BEFORE NOTARY)

Appendix 'B'

(Refers to Para 7(c) (ii) (ab) of
Air HQ/99797/Pen-Pol/RP/O/DAV
dated 0/ May 24)

SAMPLE OF AFFIDAVIT
(FOR CHANGE OF NAME OF ADULT CHILD)

I, _____ (Name of child as per CoS) is legal son/ daughter of
_____ (name of pensioner/veteran) residing at _____ (Address) do
hereby solemnly affirm and state on Oath as follows :-

- (a) That, I have changed my Name from _____ (Name of child as per CoS) to
_____ (proposed New Name of child) due to _____ (reason for change).
- (b) That, I am producing this Affidavit for the purpose of evidence for my Name.
- (c) That both names _____ (old name) and _____
(proposed new name) pertain to one and the same person. That my date of birth is
_____ (in DD-MM-YYYY) (_____ in words).
- (d) That, I shall at all times hereafter in all records, deeds and writing and in all
proceedings dealing with transactions, private as well as under all occasions what so ever
be known as only _____ (New Name).
- (e) That what is stated above is true and correct to best of my knowledge, information
and belief. Nothing material has been concealed there from.

Finger Print of person whose name is proposed to be changed (Left hand in case of male & Right hand in case of female)				

Self attested latest passport size photograph of person whose name is proposed to be changed

Date:

Signature of Deponent

VERIFICATION

I, the deponent above named, do hereby solemnly declare and verify that the contents of
the above Affidavit are true to the best of my knowledge and belief and nothing has been
concealed or suppressed there from.

Signature of Deponent

COUNTERSIGNED BY VETERAN

(TO BE SWORN BEFORE NOTARY)

Appendix 'C'

(Refers to Para 7(c) (ii) (ab) of
Air HQ/99797/Pen-Pol/RP/O/DAV
dated 01 May 24)

SAMPLE OF AFFIDAVIT
(FOR CHANGE OF NAME OF MINOR CHILD)

I, _____ (Name of pensioner/veteran) is legal father of _____ (Name of child as per CoS) residing at _____ (Address) do hereby solemnly affirm and state on Oath as follows:-

(a) That, I have changed my _____ (Child Name) from _____ (Name of child as per CoS) to _____ (proposed New Name of child).

(b) That, I am producing this Affidavit for the purpose of evidence for my minor child name.

(c) That both Names _____ (old name) and _____ (new name) pertain to one and the same person. That his/ her date of birth is _____ (in DD-MM-YYYY) (_____ in words).

(d) That, he/ she will at all times hereafter in all records, deeds and writing and in all proceedings dealing with transactions, private as well as under all occasions what so ever be known as only _____ (New Name).

(e) That what is stated above is true and correct to best of my knowledge, information and belief. Nothing material has been concealed there from.

Finger Print of person whose name is proposed to be changed (Left hand in case of male & Right hand in case of female)				

Self attested latest passport size photograph of person whose name is proposed to be changed

Date:

Signature of Deponent

VERIFICATION

I, the deponent above named, do hereby solemnly declare and verify that the contents of the above Affidavit are true to the best of my knowledge and belief and nothing has been concealed or suppressed there from.

Signature of Deponent

COUNTERSIGNED BY VETERAN

(TO BE SWORN BEFORE NOTARY)

Appendix 'D'

(Refers to Para 7(c) (ii) (ab) of
Air HQ/99797/Pen-Pol/RP/O/DAV
dated 01 May 24)

SAMPLE OF AFFIDAVIT
(FOR CHANGE OF NAME OF DEPENDENTS)

I, _____ (existing Name of dependent as per service records/CoS) S/o / D/o _____ is father/mother/sister/brother of _____ (service number, rank and name of the retired officer) presently residing at _____ (Address) do hereby solemnly affirm and state on Oath as follows:-

(a) That, I have changed my Name from _____ (Name of dependent as per service records / CoS) to _____ (proposed New Name of dependent) due to _____ (reason for change).

(b) That, I am producing this Affidavit for the purpose of evidence for my name.

(c) That both Names _____ (old name) and _____ (proposed new name) pertain to one and the same person.

(d) That, my date of birth is _____ (DD-MM-YYYY). (_____ in words).

(e) That, I shall at all times hereafter in all records, deeds and writing and in all proceedings dealing with transactions, private as well as under all occasions what so ever be known as only _____ (New Name).

(f) That what is stated above is true and correct to best of my knowledge, information and belief. Nothing material has been concealed there from.

Finger Print of person whose name is proposed to be changed (Left hand in case of male & Right hand in case of female)				

Self attested latest passport size photograph of person whose name is proposed to be changed

Date:

VERIFICATION

Signature of Deponent

I, the deponent above named, do hereby solemnly declare and verify that the contents of the above Affidavit are true to the best of my knowledge and belief and nothing has been concealed or suppressed there from.

Signature of Deponent

COUNTERSIGNED BY VETERAN

(TO BE SWORN BEFORE NOTARY)

Appendix 'E'

(Refers to Para 7(c) (i) (ac) & (ii) (ac) of
Air HQ/99797/Pen-Pol/RP/O/DAV
dated 01 May 24)

NEWSPAPER ADVERTISEMENT FOR CHANGE OF NAME (SELF)

I, (Existing Name as per CoS), resident of(Address) have changed my Name from(Existing Name as per CoS) to(proposed/ adopted New Name) vide Affidavit dated..... (date of the Affidavit in DDMMYYYY format) at.....(place).

NEWSPAPER ADVERTISEMENT FOR CHANGE OF NAME (SPOUSE)

I,..... (Existing Name of spouse as per CoS), spouse of
(Name of husband) resident of(Address) have changed my Name from (Existing Name of spouse as per CoS) to(proposed/ adopted New Name) vide Affidavit dated(date of the Affidavit in DDMMYYYY format) at (Place).

**NEWSPAPER ADVERTISEMENT FOR CHANGE OF NAME
(ADULT SON/ DAUGHTER)**

I, (Existing Name as per CoS), son/ daughter of
(Existing Name of the Air veteran as per the Service Documents), resident of
(Address) have changed my Name from (Existing Name of son/ daughter as per as per CoS) to (proposed/ adopted New Name) vide Affidavit dated(date of the Affidavit in DDMMYYYY format) at (Name and place of the Court).

**NEWSPAPER ADVERTISEMENT FOR CHANGE OF NAME
(MINOR SON/ DAUGHTER)**

I, (Existing Name of the Air veteran as per the Service Documents),
resident of (Address) have changed my son/ daughter's Name from (Existing Name of son/ daughter as per CoS) to (proposed/ adopted New Name) vide Affidavit dated(date of the Affidavit in DDMMYYYY format) at (Name and place of the Court).

NEWSPAPER ADVERTISEMENT FOR CHANGE OF NAME (DEPENDENT)

I,..... (Existing Name of dependent as per service records / CoS), father / mother / sister / brother of (Name of Air veteran) resident of(Address) have changed my Name from (Existing Name of spouse as per service records / CoS) to(proposed/ adopted New Name) vide Affidavit dated(date of the Affidavit in DDMMYYYY format) at (Place).

Appendix 'F'

(Refers to Para 10(f) of
Air HQ/99797/Pen-Pol/RP/O/DAV
dated 0 / May 24)

Appendix 'A'

(To be submitted in triplicate ink signed copies)

To

Dte of Air Veterans
1st Floor SMC Building
Subroto Park
New Delhi -110010

Affix joint photograph
(passport size) here

Photo to be attested by
bank

Subject: Endorsement of family pension entitlement in the pension payment order of living Armed Forces Pensioners

Sir,

With reference to Ministry of Defence letter No. 1(11)/2014-D(Pen-Pol) dated 15 Jul 16. I hereby apply for endorsement of entitlement of family pension in the PPO.

The requisite particulars are given below:-

1.	Name of pensioner		
2.	Present Address		
3.	Regt No. / IC No.		
4.	TS / PS No.		
5.	(i) Rank Last Held		
	(ii) Rank for Pension		
6.	Date of retirement / discharge		
7.	Name of Record office in the case of Personnel Below Officer Rank		
8.	Original PC/PPO No. & year (in the case of pension circular (PC) quote Pension Circular No. Part and Descriptive SI No.		
9.	Details of Family Pension from other sources		
10.	Name of handicapped children, if any		
11.	Particulars of pension Disbursing Authority	(a) Station	
(b) Treasury/DPDO/PAO			
(c) Bank branch with full address and SB NC No			

12.	Particulars of pay last drawn at the time of retirement						
13.	E-mail ID						
14.	Aadhaar No.						
15.	Mobile No.						
16.	Details of family, eligible for family pension in terms of Pension Regulation						
	Sl No.	Name(s) and address of members of family	Relationship with the pensioner	Date of marriage	Aadhaar No.	Marital status	Date of birth

17. Attested joint photograph of Smt./Shri..... is pasted above (Attestation can be done by any Gazetted Officer, Pension Disbursing Officer such as Manager of Bank, Record Officer, village Sarpanch, S.D.M., Block Development Officer, MLA/MLC etc.)

18. (a) Signature of or thumb impression of spouse:
- (b) Marks of identification :

**Signature or left hand thumb impression of the pensioner
(in case of female right hand thumb)**

19. Name, address & signature of witnesses:-

Name	Full Address	Signature

Part - II

The particulars furnished above have been verified from available records. Column No. could not be verified at out end.

**Signature of PDA
(with office stamp)**

Part - III

The particulars furnished above have been verified with reference to Service records.

**Signature of RO
Service Headquarters**

Part - IV

Ordinary Family Pension @..... p.m. sanctioned vide PCDA(P) Corr PPO No. dated

Signature of AO / RO

Appendix 'G'

(Refers to Para 10(g) of
Air HQ/99797/Pen-Pol/RP/O/DAV
dated 01 May 24)

PARTICULARS OF SPOUSE

Rank _____ Name & Initial _____ Per No. _____

1. Name :
2. Personal marks of identification : (i)
(ii)
3. Specimen Signature: (i)
(ii)
(iii)
4. Right hand thumb and finger impressions (Left hand in case of male):

Middle finger

**Index
Finger**

**Ring
Finger**

Thumb

**Little
Finger**

ATTESTED

(Seal)

Date :

Signature:

Name :

Designation :

Appendix 'H'

(Refers to Para 10(j) of
Air HQ/99797/Pen-Pol/RP/O/DAV
dated 6 May 24)

CERTIFICATE

(To be signed by the Pension Disbursement Bank in triplicate)

1. It is certified that this bank has participation in the Pension Disbursement Scheme of the National Banks for Defence Service Pensioners. The Full Postal address is as under:-

(a) Pension disbursing branch (in which pensioner holds account): -

.....
.....

State: Pin Code:

BSR CODE

RTGS / NEFT/ IFSC :

(b) Full postal address of LINK BRANCH is as under: -

.....
.....

State: Pin Code:

BSR CODE

2. Shri/Smt resident of
..... is holding a pension account
no. on this Bank, which is in their joint names:

1..... 2. (Name and relation).

Date:

(Signature of Manager with Rubber Stamp)

Appendix 'J'

(Refers to Para 12(b) of
Air HQ/99797/Pen-Pol/RP/O/DAV
dated 07 May 24)

SAMPLE AFFIDAVIT
(FOR ENDORSEMENT / DECLARATION OF DOB OF SPOUSE)

1. I, _____ (Name of spouse as per certificate of service)
S/o/D/o _____ is legally wedded spouse of _____
presently residing at _____ (Address) do hereby solemnly affirm and state on
Oath as follows:-

(a) That, I am legally wedded spouse of _____ (full particulars of pensioner).

(b) That, my date of birth has erroneously been recorded in pension records of
my spouse as _____ (DoB).

(c) That my correct date of birth is _____ (DD/MM/YYYY)
(_____) (in words). The same may be endorsed / corrected accordingly.

(d) That what is stated above is true and correct to best of my
knowledge, information and belief. Nothing material has been concealed there
from.

2. I, the Deponent above named, do hereby solemnly declare and verify that
the contents of the above Affidavit are true to the best of my knowledge and belief
and nothing has been concealed or suppressed there from.

Date:

Place:

Signature of Deponent

DULY COUNTERSIGNED BY PENSIONER

(TO BE SWORN BEFORE NOTARY)

Appendix 'K'

(Refers to Para 8(b) & 12(b) of
Air HQ/99797/Pen-Pol/RP/O/DAV
dated 01 May 24)

SAMPLE AFFIDAVIT
(FOR ENDORSEMENT / DECLARATION OF DOB OF ADULT CHILD)

1. I, _____ (Name of child as per certificate of service) S/o/D/o
_____ presently residing at _____ (Address) do hereby
solemnly affirm and state on Oath as follows:-

(a) That, I am son / daughter of _____ (full particulars of pensioner).

(b) That, my date of birth has erroneously been recorded in pension / service
records of my father/mother as _____ (DoB).

(c) That my correct date of birth is _____ (DD/MM/YYYY)
(_____) (in words). The same may be endorsed / corrected accordingly.

(d) That what is stated above is true and correct to best of my
knowledge, information and belief. Nothing material has been concealed there
from.

2. I, the Deponent above named, do hereby solemnly declare and verify that
the contents of the above Affidavit are true to the best of my knowledge and belief
and nothing has been concealed or suppressed there from.

Date:

Place:

Signature of Deponent

DULY COUNTERSIGNED BY PENSIONER

(TO BE SWORN BEFORE NOTARY)

Appendix 'L'

(Refers to Para 8(b) & 12(b) of
Air HQ/99797/Pen-Pol/RP/O/DAV
dated 0 / May 24)

SAMPLE AFFIDAVIT
(FOR ENDORSEMENT / DECLARATION OF DOB OF MINOR CHILD)

1. I, _____ (full particulars pensioner/veteran) is legal father of _____ (Name of child as per CoS) residing at _____ (Address) do hereby solemnly affirm and state on Oath as follows:-

(a) That date of birth of my son / daughter _____ (name of child as per CoS) has erroneously been recorded in my pension / service records as _____ (DoB of child).

(b) That correct date of birth of my son / daughter _____ (name of child as per CoS) is _____ (DD/MM/YYYY) (_____) (in words). The same may be endorsed / corrected accordingly in my service records.

(c) That what is stated above is true and correct to best of my knowledge, information and belief. Nothing material has been concealed there from.

2. I, the Deponent above named, do hereby solemnly declare and verify that the contents of the above Affidavit are true to the best of my knowledge and belief and nothing has been concealed or suppressed there from.

Date:

Place:

Signature of Deponent

(TO BE SWORN BEFORE NOTARY)

Appendix 'M'

(Refers to Para 12(b) of
Air HQ/99797/Pen-Pol/RP/O/DAV
dated 01 May 24)

SAMPLE AFFIDAVIT
(FOR ENDORSEMENT / DECLARATION OF DOB OF DEPENDENT)

1. I, _____ (Name of dependent as per service records/CoS) S/o / D/o _____ is father/mother/sister/brother of _____ (service number, rank and name of the retired officer) presently residing at _____ (Address) do hereby solemnly affirm and state on Oath as follows:-

(a) That, I am dependent father/mother/sister/brother of _____ (full particulars of pensioner).

(b) That, my date of birth has erroneously been recorded in pension records of my son/daughter/brother/sister as _____ (DoB).

(c) That my correct date of birth is _____ (DD/MM/YYYY) (_____) (in words). The same may be endorsed / corrected accordingly.

(d) That what is stated above is true and correct to best of my knowledge, information and belief. Nothing material has been concealed there from.

2. I, the Deponent above named, do hereby solemnly declare and verify that the contents of the above Affidavit are true to the best of my knowledge and belief and nothing has been concealed or suppressed there from.

Date:

Place:

Signature of Deponent

DULY COUNTERSIGNED BY PENSIONER

(TO BE SWORN BEFORE NOTARY)

Appendix 'N'

(Refers to Para 14(d) of
Air HQ/99797/Pen-Pol/RP/O/DAV
dated 01 May 24)

SELF DECLARATION

(The written declaration by Air Veteran/pensioner as given hereunder will be submitted along with the application for adding dependent)

I, _____ (name of Air Veteran/pensioner) Son/Daughter/ Spouse of
_____ Age _____ Years Resident of _____
_____ (address) District _____ State _____ hereby declare that
the information given in application, affidavit and other documents enclosed is true to
the best of my knowledge and belief and nothing has been concealed therein. I am well
aware of the fact that if the information given by me is proved false/not true, I will
have to face the punishment as per law. Also, all the benefits availed by me shall be
summarily withdrawn.

The details of Ex-Servicemen is Service No. _____ Rank _____
Name _____ (In block capital letter), Branch _____

Place: _____

Signature of Air Veteran/Pensioner

Date: _____

Mobile No: _____