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पंजीकृत / REGISTERED

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द्वाराभा.नौ.पो. तानाजी / c/o INS Tanaji  
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NAVPEN/GB/POLICY/MISC

13 Aug 2021

The Chief of the Naval Staff  
(for Directorate of Ex-servicemen Affairs)  
Integrated Headquarters  
Ministry of Defence (N)  
New Delhi - 110 011

POLICY /GUIDELINES FOR ISSUANCE OF NAVPEN ORDERS/ CERTIFICATE

1. The General Branch Section of NAVPEN is responsible for processing requests of ex-servicemen towards endorsement, amendments, verification and issuance of various certificates to ESM for the purpose of availing Ex-servicemen facilities. This section also assists in issuance of NAVPEN Orders and certificate to ex-servicemen/ widows and preserves the record in digital copy(SIRIMS) and hard copy(Docket) simultaneously.
2. The NAVPEN Orders, Certificates, Endorsement letters are being issued by this office as per the policy in vogue. The NAVPEN Orders /certificates which are issued to ESM and have a policy letter /guidelines are placed at Enclosure 1. There are certain Orders / certificates which are issued to ESM however there is no laid down policy or guidelines for the same are placed at Enclosure 2.
3. It is therefore requested that: -
  - (a) The cases /causalities at Enclosure 1 may be validated /updated.
  - (b) Policy guidelines may be laid down for adherence w.r.t Enclosure 2.

(मनोज शर्मा/Manoj Sharma)

कोमोडोर / Commodore

संभारिकी प्रभारी अधिकारी/ Logistics Officer-in-Charge

Encl:- As Above

Copy to:-

The Chief of the Naval Staff  
(for Directorate of Pay & Allowances)  
Integrated Headquarters  
Ministry of Defence (N)  
New Delhi - 110 011

Enclosure 1 to NAVPEN

letter No. NAVPEN/GB/Policy/MISC dated 13 Aug 2021

<u>List of Eventualities /cases that have laid down policy</u>			
<u>Ser</u>	<u>Types of Cases</u>	<u>Authority /Policy</u>	<u>Remarks</u>
(a)	Endorsement of Children (Below 25 Years)	(i) Directorate of Personnel letter No. RP/3312/GEN dated 24 Sep 2003	<u>Documents sought as per policy -</u>  (i) Affidavit stating all facts.  (ii) Proof of Birth – Birth Certificate /Aadhar Card / School Leaving Certificate / PAN Card/Voters card / Passport.
(b)	Change of Name & Date of Birth (Family /Dependents)	(i) IHQ MoD(N) /DPA letter No: PN/8111/Policy/19 dated 08 May 2019.  (ii) IHQ MoD(N)/ DESA letter No. DX/VSF/165/15 dated 18 Feb 2015	<u>Documents sought as per policy -</u>  (i) Copy of Gazette of India /State indicating correct name.  (ii) Copy of Newspaper indicating change of name.  (iii) Affidavit stating all facts.  (iv) Government Issued proof – Aadhar / PAN/ Passport / School Leaving certificate /Birth Certificate / Votes card .
(c)	Change of Date of Birth (ESM)	(i) GOI, DOPT OM No. 19017/1/2014-Estt (A-IV) dated 16 Dec 2014	<u>No Change in Date of Birth of ESM is accepted as per the extant regulation /policy</u>
(d)	Change of Permanent Address of ESM	(i) NHQ letter No. DX/0101/8/P dated 18 Mar 1992  (ii) IHQ MoD(N)/ DESA letter No. DX/VSF/165/15 dated 18 Feb 2015	<u>Documents sought as per policy -</u>  (i) Declaration form vide Army HQ letter No. A/ 00651 / Org-8 (1/R) (a) dated 07 Jul 1988.  (ii) Proof of residence  (iii) Photocopy of Discharge Book / Certificate (Address page only)  (iv) NOC /Affidavit in case of change of state
(e)	Issuance of Duplicate Discharge Book / Certificate	(i) Naval Headquarters /DESA letter No. DX/200 dated 25 Aug 2000	<u>Documents sought as per policy: -</u>  (i) FIR copy for lost cases / Mutilated condition of discharge book.  (ii) Application through their respective ZSB
(f)	Issuance of Service Particular (Widow / NOK)	(i) IHQ MoD(N)/ DESA letter No DX/BWC/ 202 (263) /116499 dated 31 Jan 2011	<u>Documents sought as per policy: -</u>  (i) Death Certificate of ESM submitted through respective ZSB.
(g)	DSC / JCO recruitment	(i) Directorate General of Recruiting Letter No. 62502/RTG B(A) dated 05 Aug 2014	<u>Documents sought as per policy: -</u>  (i) Duly filled in application Form  (ii) Copies of Service Document Pages (01 to 20)

Enclosure 2 to NAVPEN

letter No. NAVPEN/GB/Policy/MISC dated 13 Aug 2021

List of Eventualities /Cases which have no policy /guidelines

<u>Ser</u>	<u>Types of Cases</u>	<u>Remarks</u>
(a)	Endorsement of Spouse (1 <sup>st</sup> marriage)	<p><u>Presently following documents are sought for endorsement: -</u></p> <p>(i) Marriage Certificate from Registrar or Declaration Suit (Legal Heirship Certificate) from competent Authority.</p> <p>(ii) Affidavit stating all facts</p> <p>(iii) Proof of Birth – Birth Certificate /Aadhar Card / School Leaving Certificate / PAN Card/Voters card / Passport.</p>
(b)	Endorsement of Spouse (Re-marriage /Divorce)	<p><u>Presently following documents are sought for updating records: -</u></p> <p>(i) Death Certificate /Divorce deed of 1<sup>st</sup> Spouse.</p> <p>(ii) Marriage Certificate (2<sup>nd</sup> marriage) from Registrar or Declaration Suit (Legal Heirship Certificate) from competent authority post death or divorce with 1<sup>st</sup> Spouse in chronological sequence of occurrence.</p> <p>(iii) Affidavit stating all facts.</p> <p>(iv) Proof of Birth (2<sup>nd</sup> Spouse) – Birth Certificate /Aadhaar Card / School Leaving Certificate / PAN / Passport.</p>
(c)	Family Details Certificate / Relationship Certificate / Pro forma 'C' for higher studies	<p><u>Presently following documents are sought: -</u></p> <p>(i) Application through their respective ZSB.</p>
(d)	Disability Certificate (for Children)	<p><u>Presently following policy is referred for updating records: -</u></p> <p>(i) Central Organization, ECHS vide letter B/49764/AG/ECHS/R dated 15 Feb 2005.</p> <p>(ii) Disability Certificate issued by competent authority /Medical Board.</p>
(e)	Updating Death of ESM and Change in Next of Kin	<p><u>Presently following documents are requested: -</u></p> <p>(i) Death Certificate of ESM submitted through respective ZSB.</p>
(f)	Verification of Character and Antecedents/ Verification of Service Details /certificates by present employer	Verification must be requested by present employer only.
(g)	ACR copy to Present Employer	Copy of previous years ACR are forwarded directly to Present employer on request.



		(ii) DSC SOP 01/2012 & IHQ MoD (Army) letter No. B/10185/DSC/MP-3 dated 20 Jun 2016	(iii) Mark Sheets of SSC /HSC
(h)	Employment Assistance	<p>(i) Ministry of Home Affairs, Dept of Personnel &amp; A.R OM No. 390/6/5/81-Estt(c) dated 21 Feb 1981</p> <p>(ii) IHQ MoD(N)/DCP letter No. CP(NG) /6668/WNC/ Ex-Servicemen/NoK dated 15 May 2019</p>	Documents submitted are verified with service record and Part 'F' of the form is countersigned and forwarded to competent authority.
(k)	Counting of Service (Lower Deck)	<p>(i) Government of India letter No. 52324/Gen/Records/D./411(pension Service) dated 19 Jan 1963.</p> <p>(ii) Army Order 56 /2001</p>	<p><u>Documents sought as per policy</u></p> <p>(i) Duly filled-in Appendix A.</p> <p>(ii) Non Qualifying service certificate</p> <p>(iii) CDA Account NO.</p> <p>(iv) Non- forfeiture of service</p> <p>(v) Gazette of India</p>
(m)	Pay Fixation	<p>(i) Gol letter No. 2(29)/6323/B(Civ-1) dated 08 Aug 1962</p> <p>(ii) Gol Letter No. Corr.2 (22/73/9366/D/Civ-1) dated 19 Aug 1976</p>	<p><u>Documents sought as per policy</u></p> <p>(i) Dully filled-in Appendix B</p>
(n)	Verification of Forms for I-Cards to Dependent of ESM	(i) KSB letter No. 061/Policy/Gen pol/Vol -I dated 14 Jul 2017	Presently verification is carried out by RSB/ ZSB as per the extant policy.
(p)	Sea Service Extract Certificate	(i) Naval Headquarters letter No. DX/0101/8 dated 05 Jan 1993	<p><u>Presently following documents are sought: -</u></p> <p>(i) Copy of Maritime course undergone</p> <p>(ii) Copy of Leave Sheets</p> <p>(iii) Application copy / appointment letter for a maritime job.</p>