

Telephone:

REGISTERED

Unit Address

Personnel File No.

Mar 18

The Logistics Officer-in-Charge
Naval Pension Office
C/o INS Tanaji
Sion Trombay Road, Mankhurd
Mumbai- 400088

FORWARDING OF PENSION DOCUMENTS
RANK NAME P.NO

1. Refer to IHQ MoD (Navy)/DOP letter _____ dated _____.
2. The following documents of above named officer, who is retiring from Naval Service w.e.f _____ are forwarded herewith for necessary action as mentioned against :-

<u>SER</u>	<u>NAME OF DOCUMENTS</u>	<u>FWD TO</u>
(a)	Appendix 'B' – Application for retiring pension (Post retirement address at serial No. 7 may include contact details, Email ID, Aadhaar No and copies of Self, Wife & dependent Aadhaar Card in duplicate) PAN card copies of Self and Wife	NAVPEN – 02 DPA - 01
(b)	Annexure to Appendix 'B' – Declaration for Anticipatory /Provisional Pension	NAVPEN – 02 DPA - 01
(c)	Appendix 'C'- Application for commutation of pension (Part I) & Part II – Form of Declaration	NAVPEN – 02 DPA - 01
(d)	Appendix 'K' – Nomination form 'A'	NAVPEN -03 DPA - 01
(e)	Joint photographs with wife only duly attested overleaf	NAVPEN – 03 DPA - 01
(f)	Copy of cancelled cheque	NAVPEN – 02 DPA - 01
(g)	Appendix'A' – Information to be furnished by the officer to OC of unit 8 months prior to his retirement in triplicate	NAVPEN – 03 DPA - 01
(h)	Undertaking by the pensioner	NAVPEN – 03
(j)	NOK Forms – Declaration of Family Particulars along with Family Photograph and Self Photograph in uniform.	IHQ MoD(N)/DOP (OA&R/OPF)

()
Commander
Staff Officer

Encl:- As above

Copy to:- IHQ MoD(N)/DPA

Appendix 'B'
APPLICATION FORM FOR RETIRING PENSION

From:

To
The Logistics Officer-in-Charge
Naval Pension Office
c/o INS Tanaji
Sion Trombay Road
mankhurd
Mumbai 400088

Sir,

1. Please refer to Integrated Headquarters, Ministry of Defence (Navy) letter _____ dated _____ placing me on the retired list with effect from _____.

2. I would request that I may please be granted anticipatory Pension for which the following information/documents are forwarded herewith:-

- (a) Declaration for anticipatory pension in duplicate.
- (b) Three copies of passport size photograph with wife duly attested by Commissioned Officer other than myself.

3. The particulars of my family members are given below:

	<u>Names</u>	<u>Relationships</u>	<u>Date of Birth</u>	<u>Date of Marriage</u>
a)	_____	_____	_____	_____
b)	_____	_____	_____	_____
c)	_____	_____	_____	_____

4. I would like to draw my pension through _____

_____ with whom I am maintaining a Saving Bank Account No. _____ in my own name/Joint Account opened by me with my spouse. The name and address of the "CPPC/Link Branch" of the Bank is given below:-

Name of the Bank : _____
Pension Account No : _____
Address : _____

5. It is requested that my Pension Payment Order be referred to the above "Link Branch" for arranging the payment of pension dues through the aforesaid Paying Branch.

6. I have the following period of per-commissioned service/no per-commissioned service to count for pension:-

7. My post retirement address is as under:-

8. Aadhaar Card Details of Family (**copy attached**):-

	<u>Names of Family</u>	<u>Relationships</u>	<u>PAN No.</u>	<u>Aadhaar No.</u>
a)	_____	_____	_____	_____
b)	_____	_____	_____	_____
c)	_____	_____	_____	_____

9. Contact Details & Email ID:-

Yours faithfully,

Signature: _____

Rank & Name: _____

P.No: _____

Dated:

Enclosure: 1. Declaration for anticipatory pension in duplicate.

2. Three copies of passport size photograph with wife duly Commissioned Officer other than myself.

Annexure to Appendix 'B'

FORM OF DECLARATION FOR ANTICIPATORY/PROVISIONAL PENSION

DECLARATION

Whereas the CDA (Navy) has consented, provisionally to advance to me towards pension rupees _____ per month, relief Rupees _____ per month and Death Cum Retirement Gratuity Rupees _____ per month in anticipation of the completion of the enquiries and documents necessary to determine my pension entitlement, namely, pension, relief and death same are subject to revision on the completion of 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 the award to which I may be eventually found entitled. I further promise to repay any advance to me in excess of that to which I may be eventually found entitled.

Signature: _____

Rank & Name: _____

P.No: _____

Dated:

PART I – APPLICATION FOR COMMUTATION OF PENSION: OFFICERS

1. Rank and Name
2. Ship/Establishment
3. Place of Birth
4. Date of Birth
5. Age next birthday after retirement
6. Married or single
7. Have you any previous occasions applied for permission to commute a portion of your pension, and, if so, what was the result?
8. How much per annum of your pension do you now wish to commute?
9. Name and address of the public Sector Bank through which payment is required to be made
 - a. Name and address of the Link Branch
 - b. Name and address of the paying Branch.....
 - c. Account No

Signature:_____

Rank & Name:_____

P.No: _____

Dated:

PART – II (FORM OF DECLARATION)

Whereas the Controller of Defence Accounts (Navy) has consented provisionally to advance to me the sum of Rs. Being the commute value of a part of the anticipatory pension in anticipation of the completion of the enquiries necessary to enable the Government to fix the amount of my pension and subsequently the part of pension that may be commuted, I hereby acknowledge that in accepting the advance, I fully understand that the commuted value now paid to me is subject to revision on the ground that the provisional amount now paid to me as the commuted value of the part of anticipatory pension exceeds the amount to which I may be eventually found entitled. I further promise to repay either in cash or by deduction from subsequent payment of pension any amount advanced to me in excess of the amount to which I may be eventually found entitled.

Signature: _____

Address: _____

Dated:

**INFORMATION TO BE FURNISHED BY THE OFFICER TO
OC OF UNIT 8 MONTHS PRIOR TO HIS RETIREMENT**

1. (a) IC No. :
(b) Rank, Name & P No. :
(c) Date of Commission :
(d) Date of retirement :
(e) Authority for retirement :

2. **Details of Recovery**

<u>Sl</u>	<u>Description</u>	<u>Amount (in rupees)</u>	<u>Date</u>	<u>Installment</u>	<u>Balance As on</u>	<u>Balance as on date of Retirement</u>
(a)	Motor Cycle/ Car Advance					
(b)	Housing Building Advance					
(c)	Any other Public/Non Public Dues					
(d)	House Building Advance from NGIF					

3. I certify that the above information is correct, in case of wrong information, I am to disciplinary action.

Signature: _____

Rank & Name: _____

Date:

P.No: _____

COUNTERSIGNED

Date:

CO Unit/Ship/Est

Forwarded to the Logistics Officer-in-Charge, Naval Pension Office, Mumbai in Triplicate.

(Authority: Appendix 'B' to Govt. of India, Min of Def letter A/48977/AG/PS/(b)/44/S/D
(pension/service) dt. 18 Jan 78)

NOMINATION FORM 'A'

Pension Disbursing Authority/ Head Office:

Name of Bank/Treasury/Post Office/ Accounts Office etc:

Saving Bank A/c No _____

Link Branch address is _____

I hereby nominate the person named below under Min of Defence letter No. 4(2)/84/866/8/D(pen/Service)- dated 09 May 1984.

Name & Address of the Nominee	Relationship with Consigner	Date of Birth	Name & address of the person who may receive the pension during the nominee's minority	Name & Address of other Nominee in case the nominee under col. (1) above pre-decease the pensioner	Relationship with the pensioner	Date of Birth if other nominee is minor	Name & address of person who may receive the pension during the other nominee's minority	Contingency of the happening of which nomination shall become invalid
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Place:

Signature or Thumb Impression

Rank & Name :

Address :

Contact Details :

Email :

Signature of Witness :

Name & Address :

Signature of Pension Disbursing Authority/Head of Office

(Acknowledgement to be sent by the Pension Disbursing Authority/Head of Office)

Certified that application/nomination has been received from (Name of the Officer)

Place:

Signature of Pension Disbursing authority,
Bank Treasury/PO/Accounts Officer/Head of Office
Full Address

SPECIMEN LETTER OF UNDERTAKING BY THE PENSIONER

Date _____

To

The Branch Manager

_____ (Bank)

_____ (Branch & address)

Dear Sir,

Payment of pension under A/C No. _____ through your Bank

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

Yours faithfully,

Signature :

Name :

Address :

Cont No :

Email :

Witnesses:

(1) Signature:

Name:

Address:

(2) Signature:

Name:

Address: