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New Delhi - 110 021

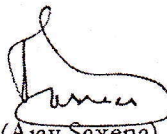
DX/VSF/165/15

12 Feb 15

The Secretary  
[for Joint Director (Policy)]  
Kendriya Sainik Board  
West Block IV, Wing - VII  
RK Puram, New Delhi 66

**PROCEDURE FOR RECORDING OF AMENDMENTS IN DATE OF  
BIRTH/ NAME / PERMANENT ADDRESS BY NAVAL ESMs**

1. Refer to Naval Pension Office (NAVPEN) letter NAVPEN/GB/ProcAmdt dated 22 Dec 14.
2. The amended procedures proposed for recording amendment in the permanent address or details of dependants of naval ESMs in the Discharge Book has been examined at this headquarters, along with comments received from Kendriya Sainik Board (KSB) and NAVPEN on the same. It is considered that the new procedure that is proposed would obviate the requirement of forwarding original Discharge Certificate to NAVPEN which has the inherent risk of likely loss / damage to the original document.
3. The Competent Authority has approved the amended procedure as follows:-
  - (a) Procedure to incorporate "Change of Address" by naval ESM in his Discharge Book as placed at Enclosure 1.
  - (b) Procedure to incorporate change in personal details of dependants of naval ESMs in the Discharge Book as placed at Enclosure 2.
4. It is therefore requested that the amended policy be disseminated to all RSBs / ZSBs, to implement the same with immediate effect. Steps to disseminate the details to naval veterans is being undertaken separately by this Directorate.

  
(Ajay Saxena)  
Commodore  
PDESA

Copy to:-

The Flag Officer Commanding-in-Chief  
[for CSO(P&A)]  
Headquarters Eastern Naval Command  
Naval Base, Vishakhapatnam -530014

The Flag Officer Commanding-in-Chief  
[for CSO(P&A)]  
Headquarters Western Naval Command  
Ballard Pier  
Mumbai 400001

The Flag Officer Commanding-in-Chief  
[for CSO(P&A)]  
Headquarters Southern Naval Command  
Naval Base, Kochi - 682004

with a request to disseminate  
to units under their command

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

Internal

DNPF

DOP

DPA



**PROCEDURE FOR RECORDING CHANGE OF PERMANENT ADDRESS**

1. The procedure to be followed for recording change of permanent address in the original Discharge Book in respect of Naval ESMs is elaborated in the succeeding paragraphs.
2. **Application for Recording Amendment.** The ESM will submit an application to the Naval Pension Office (NAVPEN) through the concerned Zila Sainik Board seeking to record amendment in the permanent address in Discharge Book. The ZSB is required to forward the application to NAVPEN.
3. **Original Discharge Book.** The original Discharge Book is to be retained by applicant and not to be forwarded along with application for change of address.
4. **Proof of Address.** The applicant should attach certified copies of atleast one of the following documents as proof of address:-

Ser	Description	Conditions
(a)	Water Bill	At least two bills are required – one bill each of current and previous years
(b)	Telephone Bill (land line or post-paid mobile bill)	
(c)	Electricity Bill	
(d)	Bank statement for last one year / copy of the bank passbook of running bank account.	(a) Statements / passbook of accounts with Public Sector Bank will only be accepted.  (b) The bank statement / passbook copy should highlight transactions.
(e)	Income tax assessment order for the current assessment year.	
(f)	Voters Identity Card issued by Election Commission.	
(g)	Current and valid Ration card of the applicant.	If only ration card is submitted, it should be accompanied by atleast one more proof of address listed here.

Ser	Description	Conditions
(h)	In case of minors, attested copies of the first and last page of passport of parents.	The copies should clearly indicate relevant details and photograph of passport holder.
(j)	Aadhar Card	Attach one more proof of address listed here, if the date of issue of the Aadhar card is less than one year from the date of application.
(k)	Registered Rent Agreement for a period of more than one year.	

5. **Actions at NAVPEN.** The following actions will be undertaken at NAVPEN:-
  - (a) The requisite amendments will be carried out at NAVPEN based on the proof of address provided.
  - (b) **NAVPEN Order.** A NAVPEN order to the effect of change of address will be issued. The copies of the NAVPEN order (equivalent to Part II Order issued by Record Offices of Army) will be forwarded to concerned Zila Sainik Board. Copy of the NAVPEN order will also be forwarded to both the old and new addresses of the applicant.
6. **Verification and Endorsement of Amendment.** The applicant will proceed to concerned ZSB with the NAVPEN Order and the original Documentary Proof and original Discharge Book. ZSB will verify the documentary proof and endorse the change of address in the original Discharge Book.
7. In case of any discrepancy observed during verification of documentary proof, Zila Sainik Board will be required to notify NAVPEN for cancellation of the NAVPEN Order.



## Appendix A

(Refers to Para 4(a)(iii) of Enclosure 2)

**SPECIMEN AFFIDAVIT TO BE SUBMITTED BY ILLITERATE APPLICANTS AS PROOF OF DATE OF BIRTH IN CASE NO OTHER DOCUMENT IS AVAILABLE**

(To be executed on non – judicial stamp paper of minimum value)

I ..... S/o W/o D/o ..... presently residing at ..... hereby state the following:

I was born on ..... at ..... situated in the district ..... in the State of.....

I have no documentary proof in support of place and date of birth. I do not possess any educational qualification and I am an illiterate person.

I take oath and solemnly declare/affirm that the particulars furnished by me above are correct and that I have not concealed or misrepresented any facts.

Place.....

Date.....

Verified on this ..... day of ..... of the year ..... that the contents of my above affidavit are true and correct to the best of my knowledge and belief, and nothing in material has been concealed there from.

The contents of the affidavit have been read out to me

Deponent

Attested Signature and official seal of attesting authority

**Note:** Affidavit to be attested by Judicial Magistrate or Executive Magistrate/Notary Public (in case of notary, notarial stamp would be required)

Appendix B  
(Refers to Para 4(c)(i) of Enclosure 2)

**SPECIMEN DEED FOR CENTRAL GOVT. EMPLOYEE FOR  
CHANGE OF NAME/SURNAME**

BY THIS DEED I the undersigned  
.....lately  
called .....employed as  
(Former name)

.....  
(Designation of the post held at the time by the Govt. servant)

at.....  
(Place where employed in the Ministry/Department of the Govt. of India)

Do hereby:-

1. Wholly renounce, relinquish and abandon on the use of my former name of .....and in place thereof assume from the date there of the name of ..... and so that I may hereafter be called, known and distinguished not my former name of.....but by my assumed name of .....
2. For the purpose of evidencing such my determination, declare that I shall at all times hereafter in all records, deeds and writing and in all proceedings, dealings and transactions private as well as public and upon all occasions whatsoever use and sign the name of ..... as my name in place of and in substitution for my former name of .....
3. Expressly authorise and request all persons at all times hereafter to designate and address me by such assumed name of .....
4. In witness whereof I have here unto subscribed my former and adopted name of..... and .....affixed my seal this .....day of .....

Old Signature .....

New Signature .....

Signed and delivered by the above

Named .....  
formerly ..... in the presence of :-

Witness No. - 1

Witness No. - 2

Signature .....  
Name.....  
Designation.....  
Official Address.....  
(With Rubber stamp)

Signature .....  
Name .....  
Designation .....  
Official address.....  
(With Rubber stamp)



**PROCEDURE FOR RECORDING CHANGE / INCLUSION OF DATE OF  
BIRTH AND CHANGE OF NAME**

1. The procedure to be followed for recording change / inclusion of date of birth and change of name in the original Discharge Book in respect of Naval ESMs is elaborated in the succeeding paragraphs.
2. **Application for Recording Amendment.** The ESM will submit an application to the Naval Pension Office (NAVPEN) through the concerned Zila Sainik Board seeking to record the new / amended detail in Discharge Book. The ZSB is required to forward the application to NAVPEN.
3. **Original Discharge Book.** The original Discharge Book is to be retained by applicant and **not to be forwarded** along with application.
4. **Documentary Proof.** The applicant should attach certified copies of the documents as applicable:-

(a) **Change of Date of Birth.**

Ser	Description	Remarks
(i)	Birth Certificate issued by a Municipal Authority or any office of authorised to issue Birth and Death Certificate by the Registrar of Births and Deaths.	Mandatory if the person in respect of whom the application is forwarded is borne on or after 26 Jan 89.
(ii)	School Leaving Certificate / Secondary School Leaving Certificate of Recognised Boards from the School last attended by the applicant or any other recognised educational institution.	
(iii)	Affidavit sworn before a Magistrate / Notary stating State/Place of Birth as per the specimen at Appendix A.	Applicable only in respect of illiterate or semi-illiterate dependants of applicant.

(b) **Change of Name (Major and Minor).**

Ser	Description	Remarks
(i)	Publish change of name in Gazette of India Part IV and submit duly attested printed matter.	
(ii)	Advertise change of name in one daily newspaper and submit duly attested printed matter.	In case of minors, the advertisement for change of name in one daily newspaper is to be done by one of the parents.
(iii)	Submit an affidavit duly attested by First Class Magistrate / Notary / Oath Commissioner.	

(c) **Change of Name / Surname in respect of Government Employees.**  
Government employees should following procedure laid down in GOI / DOP&T OM 19016/1/87-Estt(A) dated 12 Mar 87:-

- (i) Execute a deed as per sample format placed at Appendix B and attach the deed along with the application.
- (ii) Publish change of name in Gazette of India Part IV and submit duly attested printed matter.
- (iii) Advertise change of name in one daily newspaper and submit duly attested printed matter.

8. **Actions at NAVPEN.** The requisite amendments will be carried out at NAVPEN based on the documentary evidence provided and a NAVPEN Order (equivalent to Part II Order issued by Record Offices of Army) to the effect will be issued. The copies of the NAVPEN order will be forwarded to concerned Zila Sainik Board and the applicant.

9. **Verification and Endorsement of Amendment.** The applicant will proceed to concerned ZSB with the NAVPEN Order and the original Documentary Proof and original Discharge Book. ZSB will verify the documentary proof and endorse the change of address in the original Discharge Book.

10. In case of any discrepancy observed during verification of documentary proof, Zila Sainik Board will be required to notify NAVPEN for cancellation of the NAVPEN Order.