



**DOCUMENTS REQUIRED FOR CORRECTION OF
NAME OF FAMILY PENSIONER IN PPO - (WIDOW)**



<u>S No</u>	<u>NAME OF DOCUMENTS</u>
1	Application for correction of name
2	Affidavit sworn in before a 1 st Class Judicial Magistrate/ Executive Magistrate declaring correct name
3	Newspaper cutting of Two National dailies.
4	Copy of Gazette Notification from State Govt. in which change of name has been published.
5	Permanent & Present Correspondence address with Telephone No. and Email ID
6	Cancelled Cheque copy of Pension Account
7	Copy of Pan Card, Aadhaar Card and Passport
8	Copy of PPO/ Corrigendum PPO

The Chief of the Naval Staff {for Directorate of Personnel (OA&R/OPF)} IHQ MoD (Navy), Room No. 227, 'C' Wing Sena Bhawan, 1HØOKL±	Tele:- 011-23010397 011-23010984 011-23793010 Email:- dop-navy@nic.in
---	--

Note: - IHQ MoD(Navy)/ DOP (OA&R/OPF) is the Record Office for issue of any amendments with reference to Service/ Family Particulars. All correspondence regarding the same are to to be addressed IHQ MoD (Navy)/ DOP (OA&R).

APPLICATION FOR CORRECTION OF NAME OF FAMILY PENSIONER IN SERVICE RECORDS (BY WIDOW)

From,
Name

.....
Address

.....

PIN

Date

To,

The Chief of the Naval Staff
{for Directorate of Personnel (OA&R/OPF)}
IHQ MoD (Navy), Room No. 227, 'C' Wing
Sena Bhawan, NHQ Annexe Building
Talkatora Stadium
New Delhi – 110 011

CORRECTION OF FAMILY PENSIONER NAME IN SERVICE RECORD LATE

RANK _____ **NAME** _____ **P.NO.** _____ (RETD)

1. Please refer to my husband's PPO No. _____ and Corrigendum PPO No. _____ (copies enclosed).

2. My husband _____ expired on _____. While checking his documents I have noticed that my name in PPO is mentioned as _____ whereas my actual name as per my PAN Card, Aadhaar Card and Passport is _____ (Self attested copies of these ID documents are enclosed).

3. I therefore request that my name may kindly be corrected in the service records of my late husband and recorded as _____ on the basis of the documents being forwarded herewith as under:-

- (a) Affidavit sworn in before a 1st Class Judicial Magistrate/ Executive Magistrate declaring correct name.
- (b) Self attested copies PAN Card, Aadhaar Card (02 photocopies)
- (c) Newspaper cutting of Two National dailies.
- (d) Copy of Gazette Notification from State Govt. in which change of name has been published.
- (e) Copy of Cancelled cheque.

4. It is requested that the Correction of name in the service records as _____ in place of _____ may kindly be approved and Pension Sanctioning Authority be intimated to issue necessary Corrigendum PPO.

Signature _____

Copy to: -

The Chief of the Naval Staff
(for Directorate of Pay & Allowance)
IHQ MoD(Navy)
Room No. 108, 1st Floor
Talkatora Stadium
New Delhi – 110011

- **with enclosures**

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

- **with enclosures**

FORMAT OF AFFIDAVIT

(Duly prepared in a Non Judicial Stamp Paper of Appropriate value)

APPLICATION FOR CORRECTION OF FAMILY PENSIONER NAME IN SERVICE RECORDS

1. I _____ wife of Late _____ aged _____
_____ Year (Date of Birth _____) resident of House No. _____ do

hereby solemnly affirm and declare as under:-

(a) That my correct name is _____, so recorded in my Aadhaar Card No. _____, PAN Card No. _____ Passport No. _____ (Photocopies of Aadhaar Card, PAN Card and Passport are attached).

(b) That I have not changed my name in future and continue the same as _____.

(c) At present my name in my husband's service records is erroneously spelled as _____ which is not correct and needs to be corrected to _____ which is the reason for making this declaration.

(d) I, hereby state that Mrs _____ (Name in the service records of my Late husband) and Mrs _____ (Correct and official Name) is the name of one and the same person and that is my spouse (Date of our marriage is _____).

(e) I am executing this declaration to be submitted to the concerned Naval Authorities for correction of my name in the official service records of my (late) husband. I hereby state that whatever is stated herein is true to the best of my knowledge.

Signature of Applicant
Deponent

Solemnly affirmed and signed before me on this _____ day of _____ at _____.

Signature of Applicant
Deponent