



**DOCUMENTS REQUIRED FOR CORRECTION OF
SPOUSE NAME IN PENSION PAYMENT ORDER**



<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, BYk '8 Y\ J'É%\$ \$%&	Tele:- 011-23010397 011-23010984 011-23793010 Email:- dop-navy@nic.in
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Note: - IHQ MoD(Navy)/ DOP (OA&R) is the Record Office for issue of any amendments with reference to Service/ Family Particulars. All correspondence regarding the same are to be addressed to IHQ MoD (Navy)/ DOP (OA&R).

**APPLICATION FOR CORRECTION OF
SPOUSE NAME IN SERVICE RECORD**

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,
New Delhi – 110 011

CORRECTION OF SPOUSE NAME IN THE SERVICE RECORD

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

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

2. My spouse name in the PPO is mentioned as _____ whereas actual name as per her PAN Card, Aadhaar Card and Passport is _____ (Self attested copies of these ID documents are enclosed).

3. I therefore request that my spouse name may kindly be corrected in the service records 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 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 spouse 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 _____
Rank _____
Name _____
P.No. _____

Copy to: -

The Chief of the Naval Staff
(for Directorate of Pay & Allowance)
IHQ MoD(Navy)
Room No. 108, 1st Floor, NHQ Annexe Building - **with enclosures**
Talkatora Stadium
New Delhi – 110004

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

FORMAT OF AFFIDAVIT

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

APPLICATION FOR CORRECTION OF SPOUSE NAME IN SERVICE RECORDS

1. I _____ Rank _____ No. _____
aged _____ Years _____ (Date of birth DD-MM-YYYY) resident of _____
retired from the Indian Navy on _____.

2. I solemnly affirm that the details given in the succeeding paras are true and are being made by me in sound state of mind and I am fully aware of consequences for any false declaration made herein.

3. Mrs _____ is my legally wedded wife and has been declared as such in my family records. My spouse name has been misspelt in my service Records and in the Pension Payment Order No. _____ dated _____ as _____ instead of _____. Her correct name is _____ so recorded in her Aadhaar Card No. _____, PAN Card _____ Passport No. _____ (Photocopies of my Aadhaar Card, PAN Card and Passport are attached).

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

5. I am executing this declaration to be submitted to the concerned Naval Authorities for correction of my spouse name in the official service records.

6. I hereby state that whatever is stated herein is true to the best of my knowledge. The above affidavit is being made by me to request the competent authority to amend the requisite records.

Signature of Applicant
Deponent

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

Signature of Applicant
Deponent