



**DOCUMENTS REQUIRED FOR ENDORSEMENT OF
FULL DATE OF BIRTH OF SPOUSE IN PPO**



S No	<u>NAME OF DOCUMENTS</u>
1	Application for notification of full Date of birth in the PPO (Format enclosed)
2	Copy of Pan Card, Aadhaar Card and Passport
3	Cancelled cheque copy of Pension Account
4	Copy of PPO in which only year of birth of spouse is mentioned
5	Permanent & Present Correspondence address with Telephone No. and Email ID
6	CTC of Birth Certificate/ Matriculation Certificate of spouse in which her date of birth is mentioned. If, neither of the documents is available, an affidavit sworn in before a First Class Judicial magistrate/ Executive Magistrate, declaring the date of birth of spouse in original.
7	Copy of Affidavit (Format enclosed)

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	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). All co

**APPLICATION FOR NOTIFICATION OF FULL DATE OF BIRTH OF SPOUSE IN THE
PENSION PAYMENT ORDER**

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

Sir,

In order to record Date of Birth in PPO for additional Pension, following details are as follows: -

(a) **Details of Retired Officer**

- (i) Rank _____
- (ii) Name _____
- (ii) Service No. _____ Date of Retirement _____
- (iii) Original PPO No. _____
- (iv) Latest Corrigendum PPO No. _____
- (v) Aadhaar Card No. _____ PAN Card No. _____
- (iv) Email ID _____ Mobile No. _____

(b) **Details of Spouse**

- (i) Name _____
- (ii) Date of Birth _____(DD/MM/YYYY)
- (iii) Aadhaar Card No. _____ PAN Card No. _____
- (iv) Email ID _____ Mobile No. _____

(c) **Bank details (copy of Passbook/Cancelled cheque enclosed)**

- (i) Pension Bank A/c No. _____
 - (ii) Address of Branch _____
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Your Sincerely,
Signature _____
Rank _____
Name _____
P.No. _____

Contd.....2/-

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)

I _____ (Rank Name No.) _____
(Address) do hereby solemnly affirm and declare as under: -

1. That the Deponent is a Permanent resident of the above said address.
2. That _____ (spouse Name) is wife of the Deponent.
3. That the Date of Birth of Deponent's wife has been mentioned _____ (Year) in Pension Payment Order.
4. That the Full Date of Birth of the Deponent's wife is _____.
5. The proof of Date of Birth records has been annexed herewith in the Affidavit as Annexure A & B.
6. That the Deponent is executing this Affidavit to attest to the truthfulness of the foregoing declaration and for purpose of making necessary changes in Deponent's Service and Government's records and for whatever legal purpose it may serve.

In witness whereof I hereunto set my hand this _____ day of _____ 2020 at _____ City.

Deponent Signature

VERIFICATION

Verified that the contents of my above Affidavit are true to the best of my knowledge and belief and nothing is concealed herein.

Verified by _____ on the _____ day of _____.

Deponent Signature