



**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, 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 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,
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 _____

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 -

Talkatora Stadium

New Delhi – 110004

with enclosures

The Logistics Officer-in-Charge

Naval Pension Office

c/o INS Tanaji

Sion Trombay Road

Mankhurd

Mumbai – 400088

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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