

Directorate of Personnel (OPF)  
Naval Headquarters, Ministry of Defence  
Room No. 320, 'C' Wing,  
Sena Bhawan, New Delhi - 110 011

RS/2501/OPF/Gen 11 Jun 25

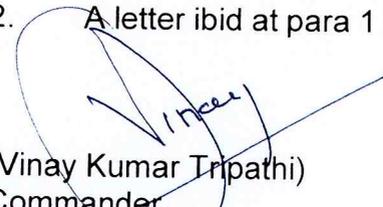
Directorate of Naval Veteran (DNV)  
Naval Headquarters, Ministry of Defence  
Room No 015, West Wing  
Nausena Bhawan, Rao Tula Marg  
Delhi Cantt, New Delhi -110010

The Officer-in-Charge  
Naval Pension Office (NAVPEN)  
INS Tanaji  
Sion-Trombay Road, Mankhurd  
Mubmai - 400 088

The Ofifcer-in-Charge  
Naval Pay Office  
INS Angre  
C/o Fleet Mail Office, Mumabi-400 001

**ADOPTING UNIFORM PROCEDURE FOR CHANGE/CORRECTION OF NAME AND  
DATE OF BIRTH (DOB) IN NAVY RECORDS AND SPARSH**

1. Refer to NHQ/DPA letter PN/0725/AUP/25 dated 30 May 25 (Copy enclosed).
2. A letter ibid at para 1 is forwarded herewith for implementation and necessary action.

  
(Vinay Kumar Tripathi)  
Commander  
Cdr (Pers) - OPF

**Encl** : - As above.

**Copy to** : -

The Chief of Naval Staff  
{for Director, DPA (PENSION)}  
Naval Headquarters, Ministry of Defence  
Room No. W-104, 1<sup>st</sup> Floor  
Nausena Bhawan, Rao Tula Marg  
Delhi Cantt, New Delhi - 110010

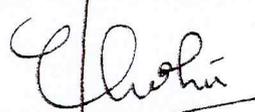
30 May 25

**MINISTRY OF DEFENCE**  
**NAVAL HEADQUARTERS**  
**(DIRECTORATE OF PAY AND ALLOWANCES)**

**ADOPTING UNIFORM PROCEDURE FOR CHANGE/ CORRECTION OF NAME AND DATE OF BIRTH (DOB) IN NAVY RECORDS AND SPARSH**

1. Refer to the following (copies enclosed): -
  - (a) HQIDS/ COSC note no. IDS/35100/1/COSC dated 10 Mar 25.
  - (b) MoD/ DESW ID No. 1(7)/2013/D (P/P)-Vol II dated 06 Dec 24.
  - (c) Draft policy letter for 'Adopting Uniform Procedure for Change/ Correction of Name/ Date of Birth in Navy Records and SPARSH'.
2. The issue regarding simplification and adopting uniform procedure for 'Change of Name/ Date of Birth' in Service Records and Pension Payment Order (PPO) for all three services was under consideration at MoD/ DESW as the present process is considered to be cumbersome and differences exist in procedures amongst three services which need simplification and uniformity.
3. Accordingly, PPOC was tasked by MoD/ DESW to formulate a uniform procedure amongst all three Services to change 'Name/ Date of Birth' of veterans. A Tri-Service Committee was convened under the ADG MP(P&P) and a draft policy letter was prepared in consultation with the SHQs as per the discussions held during the PPOC meeting held on 13 Jul 22. The proposal was concurred by the CNS on 28 Oct 22.
4. COSC furnished a draft common policy for adopting uniform procedure for change/ correction of Name/ Date of Birth in PPO *iro* three services already ratified by PPOC for concurrence of MoD/ DESW.
5. The proposal regarding adopting uniform procedure for change/ correction of Name/ Date of Birth in service records and PPO *iro* three services has been *concurred* in by MoD/ DESW. A fresh DGL vetted by CGDA and MoD (Fin/ Pen) was forwarded by MoD/ DESW to COSC, HQ IDS vide MoD ID dated 07 Oct 24 (copy enclosed). Thereafter, the DGL with ink sign on all pages as a reference of concurrence of MoD/ DESW was forwarded by DESW to COSC, HQ IDS vide MoD ID dated 06 Dec 24 *ibid*. Further, the DGL has been forwarded to this HQ by Asst Secy COSC vide note IDA/35100/1/COSC dated 10 Mar 25, for further necessary action.
6. In view of the above, the draft policy letter in accordance with the DGL forwarded by MoD/ DESW has been formulated for '**Adopting Uniform Procedure for Change/ Correction of Name/ Date of Birth in Navy Records and SPARSH**' is forwarded herewith for promulgation to all concerned. Soft copy of the draft policy letter has also been forwarded on NUD.

कार्यालय निदेशालय / ऑफिस ऑफ अनुभाग DO/OPF Section	
अधिकारी (नाम) / Officer (Name)	
दस्तावेज संख्या / Document No.	
प्रकार / Action	
संख्या / Dy. No.	529
प्राप्ति तिथि / Date of Receipt	02 JUN 25

  
(Kumari Chitra)  
Commander  
Cdr (P&A) - Pension

Encls - As above

Cdr (Pers) - OPF

Copy -

PS/ ACOP (HRD)

DIV COORD/ ACOP (AC)

Capt (NV)

To

All Commands

LOIC NAVPEN

Sub: Adopting Uniform Procedure for Change of Name/Date of Birth in Navy Records and SPARSH.

1. The issue regarding simplification and adopting uniform procedure for 'Change in name/Date of Birth' in Service Records/ SPARSH for pensioners of all three services was in consideration in GoI MoD/ DESW as the present procedure is extremely cumbersome and difference exists in procedures amongst the three services which needs simplification and uniformity. It has been decided with the approval of competent authority that the following method will be adopted for change in the name/ date of birth of retired personnel and their dependents in the Navy Records and SPARSH: -

(a) **Change of Date of Birth in Navy Records and SPARSH**

(i) **Correction of DoB of Retired Officers/Sailors of Indian Navy.** There is no provision for correction of the 'Date of Birth' of Retired Officers/Sailors of the Indian Navy. Any bonafide mistake will be rectified in accordance with the commissioning letter/enrolment form. Format at Appendix A.

(ii) **Correction/Endorsement of Date of Birth for Dependents of Retired Person.** The Same will be assigned to the procedure enunciated vide GoI, MoD/ DESW policy letter No. 1(11)/2009-D(Pen/Pol) dated 23 Dec 2014. The following documents are mandated: -

(aa) 'Self attested' copy of either PAN Card/Matriculation Certificate/Passport/ECHS Card/Driving License/Election ID Card/Aadhar Card.

(ab) Declaration on non-judicial stamp paper regarding correct date of birth. Format at Appendix B.

(ac) In the case of children, Certificate of birth from the Registrar/Municipal authorities/local Panchayat/Head of recognized school if he/she is studying in such a school/Board of Education. Format at Appendix C.

(b) **Change of Name in Navy Records and SPARSH**

(i) **Addition/Amendment in Surname/First Name/Middle Name including Spelling Error in Name of Retired Officers/Sailors of Indian Navy.** The following documents are mandated: -

(aa) Personal application by retired officer.

(ab) 'Gazette Notification' to be submitted only in case of retired officers, Honorary Commissioned Officers and MCPO/ CPO Ranks. For POs and below, Affidavit from 1<sup>st</sup> Class Magistrate along with Newspaper Advertisements in English Newspaper would suffice.

(ac) Newspaper cutting of two national dailies.

(ad) Copies of PAN Card and Aadhar Card self-attested.

(ae) Latest Pension account details.

(af) Any bonafide mistake will be rectified in accordance with the commissioning letter/enrolment form when no change in name is sought. Format at Appendix D.

**(ii) Addition/Amendment in Surname including Spelling Error in Name Provided Pronunciations remain the same for dependents of retired person.** The following documents are mandated: -

(aa) Personal application from the dependent.

(ab) Copies of PAN Card and Aadhar Card self-attested.

(ac) An affidavit by 1<sup>st</sup> Class Magistrate substantiating the change of surname including spelling error in name. Format at Appendix E.

**(iii) Addition/Change/Amendment in Main (first) and Middle Name for dependents of retired person.** The following documents are mandated: -

(aa) Personal application from the dependent.

(ab) Copies of PAN Card and Aadhar Card self-attested.

(ac) An affidavit by 1<sup>st</sup> Class Magistrate substantiating the change of Main (first) and Middle name. Format at Appendix F.

(ad) Newspaper cutting of minimum two national dailies.

2. This is issued with the concurrence of GoI, MoD/ DESW vide ID No. ID No. 1(7)/2013/D (P/P)-Vol II dated 06 Dec 24.

(Signature)

Encls: As above.

Appendix 'A'

Refer to Para 3 (a) (i)

**BONAFIDE MISTAKE CERTIFICATE FOR CORRECTION OF DATE OF BIRTH  
OF RETIRED OFFICER/ SAILOR**

It is Certified that as per commission letter/ enrolment form, the date of birth of PNo. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ is \_\_\_\_\_, whereas, the date of birth has been wrongly mentioned as \_\_\_\_\_ in \_\_\_\_\_. It is found that the same was a mistake and is required to be amended as per commissioning letter/ enrolment form.

(DOP/ NAVPEN)

**AN AFFIDAVIT FOR CHANGE OF DATE OF BIRTH OF DEPENDENTS**

1. I, P No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ resident of \_\_\_\_\_ do hereby solemnly affirm and declare as under: -

(a) That I want to change date of birth of my spouse/ dependent (Name) \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

(b) I am enclosing copy of PAN Card/ Matriculation Certificate/ Passport/ ECHS Card/ Driving License/ Election ID Card/ Aadhar Card as proof.

Date:

Place:

(signature)

**(On Non Judicial Stamp Paper to be 'Notorized')**

**AN AFFIDAVIT FOR CHANGE OF DATE OF BIRTH OF CHILDREN**

1. I, P No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_  
resident of \_\_\_\_\_ do hereby solemnly affirm and declare as under: -

(a) That I want to change date of birth of my children (Name) \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_.

(b) I am enclosing copy of PAN Card/ Matriculation Certificate/ Passport/ ECHS  
Card/ Driving License/ Election ID Card/ Aadhar Card as proof.

(c) I am enclosing certificate of birth from the Registrar/ Municipal authorities/ local  
Panchayat/ Head of recognized school if he/ she is studying in such a school/ Board  
of Education.

Dated:

(Signature)

Place:

**(On Non Judicial Stamp Paper to be 'Notorized')**

**BONAFIDE MISTAKE CERTIFICATE FOR CORRECTION OF NAME OF RETIRED  
OFFICER/ SAILOR**

It is certified that as per commission letter/ enrolment form the name of IC/ Army  
No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ is  
\_\_\_\_\_, whereas, the name has been wrongly mentioned as  
\_\_\_\_\_ in \_\_\_\_\_. It is found that the same was a mistake and  
is required to be amended as per commission letter/ enrolment form.

**AN AFFIDAVIT FOR CHANGE OF NAME OF DEPENDENTS (ADDITION/  
AMENDMENT IN SURNAME INCLUDING SPELLING ERROR IN NAME  
PROVIDED PRONUNCIATION REMAIN THE SAME)**

1. I, P No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_, resident  
of \_\_\_\_\_ do hereby solemnly affirm and declare as under: -

(a) That I want to change name of my spouse/ dependent from  
\_\_\_\_\_ to \_\_\_\_\_.

(b) I am enclosing copy of Aadhar Card and PAN Card self attested as  
proof.

Dated: \_\_\_\_\_

Place: \_\_\_\_\_

(Signature)

**(On Non Judicial Stamp Paper to be 'Notorized')**