



# Cisco Networking Academy

## Investing in Human Capital

**Ishvinder Singh,**  
India Lead – Skills & NetAcad, Cisco

# Ishvinder Singh

India Lead - NetAcad & Skills, Social Innovation Group



Ishvinder is part of NetAcad India team at Cisco. His role includes empowering youth of India with Cisco Networking programs. He works with central & state governments to evangelize and expand Cisco Networking Academy program.

Ishvinder has done **engineering in Computer Science** followed by masters from **Indian Institute of Management Lucknow**. He is a creative and dynamic professional with proven expertise of penetrating new markets and nurturing existing ones to ensure sustainable growth of initiatives.



# Our Impact

As Certain as Cisco



**CISCO** Networking Academy

Cisco's  
**largest social investment,**  
changing the lives of learners  
everywhere  
for **24 years**



**12,000** academies in  
**180** countries, up to  
**27** languages

**15.1** million learners, globally



**95** percent  
obtained a job  
or education  
opportunity\*



**2.9** million  
learners attribute  
jobs to NetAcad  
skills learned



**25** percent  
current female  
participation



**90,662** people  
with diverse abilities  
gained skills (since  
**2019**)



USD **4.3 Billion**  
in-kind contributions



Curricula and WebEx  
licensed free to instructors  
teaching Networking Academy  
courses\*\*

# Prepare the workforce of the future

Leading-edge curriculum  
designed to educate students  
for jobs of today and tomorrow



## Networking

*Gain hands-on, relevant  
networking skills*



## Programmable Infrastructure

*Learn programming,  
infrastructure automation,  
and Internet of Things*



## Cybersecurity

*Learn to secure and  
defend networks*



## OS & IT

*Essential skills for the  
digital world*



## Programming

*Learn to code in  
languages like Python,  
C, or C++*



## Practice

*Interactive tools and  
experiences build mastery,  
not just knowledge*

# Networking Academy Curriculum Portfolio

11.04.2021

## Explore

Introduction to exciting opportunities in technology.

- ▲ Get Connected
- ▲ Introduction to Packet Tracer
- ▲ NDG Linux Unhatched
- ▲ Introduction to Cybersecurity
- ▲ Introduction to IoT
- ▲ Entrepreneurship

## Career

Preparation for entry level positions.



### Digital Essentials

- ★ ● IT Essentials
- ▲ NDG Linux Essentials
- ▲ Networking Essentials

- ▲ Cybersecurity Essentials
- ▲ PCAP: Programming Essentials in Python Hackathon Playbook (Design Thinking)



### Networking

- CCNA:
- ★ ● ■ Introduction to Networks (ITN)
  - ★ ● ■ Switching, Routing, & Wireless Essentials (SRWE)
  - ★ ● ■ Enterprise Networking, Security & Automation (ENSA)
- CCNP Enterprise:
- ★ ● ■ Core Networking (ENCOR)
  - ★ ● ■ Advanced Routing (ENARSI)



### Programmable Infrastructure

- Infrastructure Automation:
- ★ ● ■ DevNet Associate
  - Workshop: Experimenting with REST APIs
  - Workshop: Model-Driven Programmability
- Internet of Things:
- ★ IoT Fundamentals: Connecting Things
  - ★ IoT Fundamentals: Big Data & Analytics



### Cybersecurity

- ★ ● ■ CyberOps Associate
- ★ ■ Network Security
- ★ IoT Security
- ▲ Cloud Security

## Practice

Increase mastery with hands-on tools & experiences

Packet Tracer

Gaming

Prototyping Lab

Virtual Labs

Assessments

Physical Equipment

## Complementary Offerings

Additional offerings available from Partners.



- ▲ NDG Linux I
- ▲ NDG Linux II
- NDG NETLAB+
- NDG CyberOps Lab



- ▲ JavaScript Essentials 1 (JSE)
- CLA: Programming Essentials in C
- CLP: Advanced Programming in C
- CPA: Programming Essentials in C++
- CPP: Advanced Programming in C++

○ Aligns to Certification/Certificate

□ Instructor Training Required

△ Self-paced

★ ASC Alignment Required

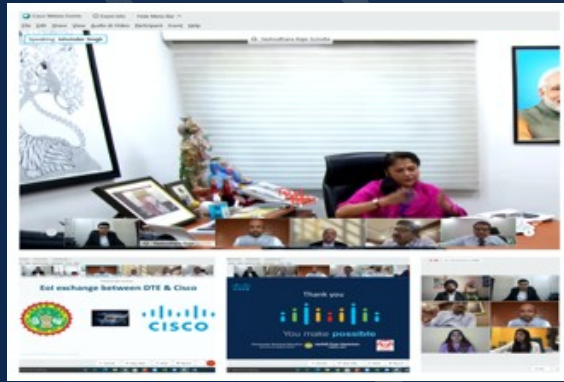
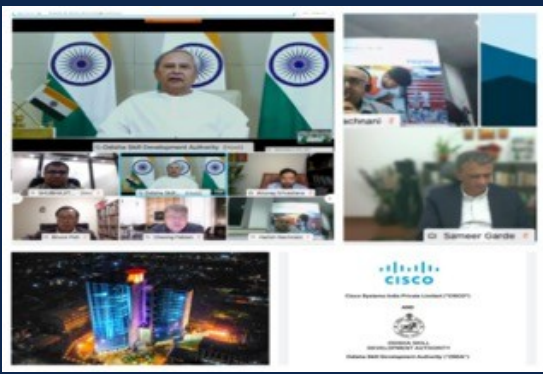
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Global Vision  
Local Insights  
to empower learners







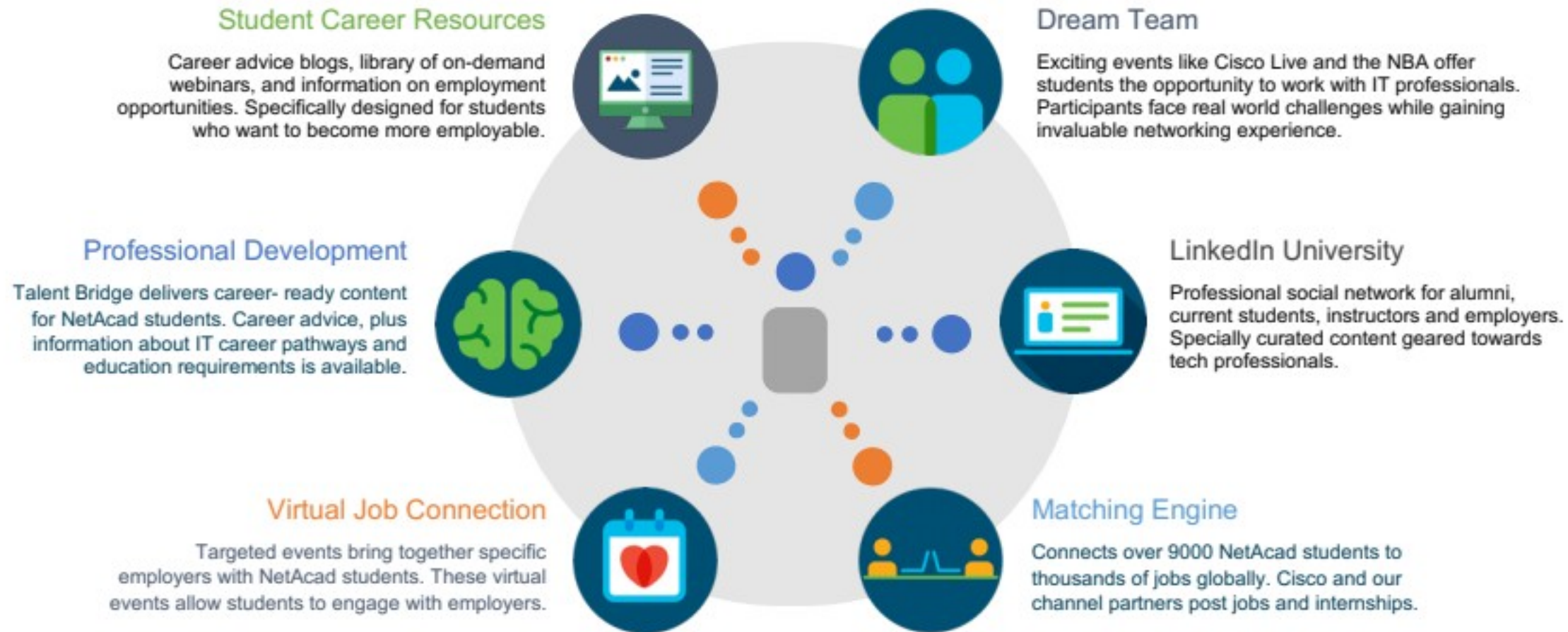
# STRONG GOVERNMENT partnerships at all levels

- Central Government:
  - MSDE, DGT, NSDC
  - Ministry of Education, AICTE
  - other central government agencies
- State Governments:
  - SOUTH - AP, Telangana
  - EAST - Odisha, Bihar
  - NORTH - Haryana, Madhya Pradesh



# Talent Bridge Career Programs

Metrics and research inform program development





# CISCO NETACAD ENGAGMENT MODEL



# CV Writing

## Cisco



Aarushi Bhatnagar  
Sept 2022



INDIAN NAVY SESSION

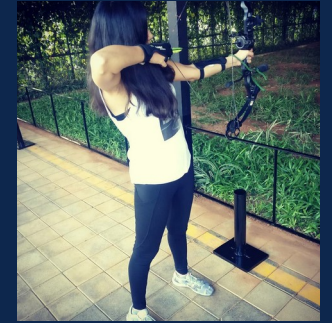
## ABOUT ME



**AARUSHI  
BHATNAGA**

**R**  
Business Leader, Cisco  
Systems

***“Craft is what we are expected to know; art is the unexpected use of our craft. Fit no stereotypes.”***



Born in India,  
Lived in 5 cities

Complete  
Outdoorswoman

Passionate about  
Community, Diversity  
and Giving Back

Performing arts  
enthusiast.

Avid traveler, Reader  
& Writer, Music  
afficionado

# **YOUR STORY !**



**TIME**


**You typically have about 30 seconds to convince a potential employer that you warrant an interview.**



**STORY**

**It's a “business card” or a “highlight” of your professional story.**





## PURPOSE OF A RESUME

Translate the **skills and training** into language that will help recruiters and hiring managers understand your **transferable skills**.

Keep the reader **engaged** with active language to describe your achievements and responsibilities.

Demonstrate your **value and contributions** as opposed to just listing your day-to-day responsibilities

Find unique accomplishments for each role that highlight your **ability to take on new tasks and to continually learn new skills.**

Provide **scope** wherever possible (e.g., budget sizes, team sizes, scope of action, etc.) and **quantify** as much as possible (e.g. contribution to the mission).

Feature what is **unique** about defense services by adding new skills, competencies, cross-cultural experience and language skills.

# RESEARCH YOUR BACKGROUND

01

## IDENTIFY

The most marketable and relevant traits and strengths

02

## FOCUS

On developing your best STAR format

03

## TRANSLATE

The experience to fit for the general population.

## Situation

At what point in your career did this example

YOUR Story

## Task

The problem that you had to solve. The challenge that you were facing.

YOUR value adds

## Actions

The steps that you took to accomplish the task, or solve the problem

Depth of YOUR experiences

## Results

Quantifiable results

YOUR success



# ATTENTION and RETENTION

## STORY BUILDS

This is where the story builds and you have the first page to capture the attention and show clear wins!

### ***Section:***

Key Skills and Experiences

## TOP OF THE CURVE

The story reaches the top of the curve, and the attention starts saturating, you are at the mid of second page

### ***Section:***

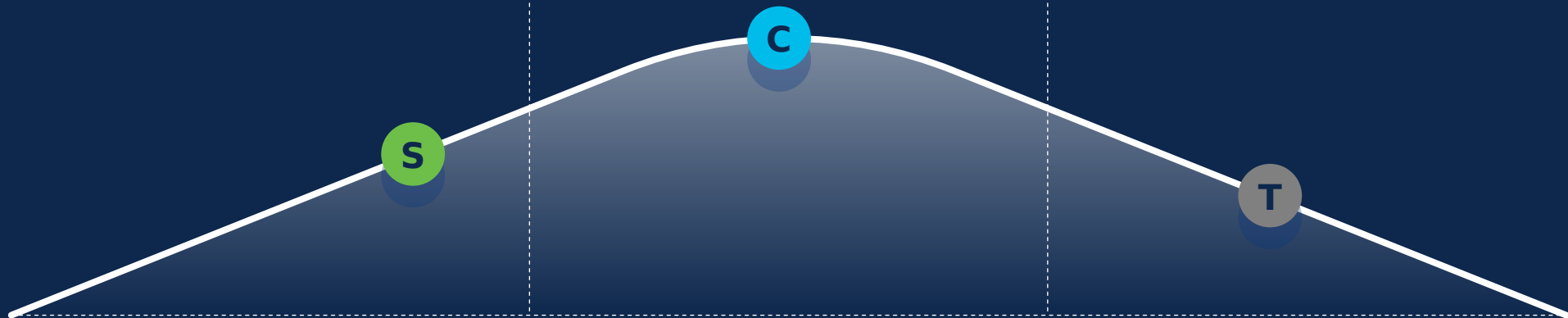
Summary and Achievements

## ATTENTION TAPERS

Retention and interest declines and the focus is only on highlights, you are the end of resume

### ***Section:***

Education and Co-Curriculars



# CORE COMPONENTS OF AN EFFECTIVE RESUME

**SUMMARY:** Highly qualified results-oriented individual with over 18 years progressive responsibility and leadership experience in program management, recruiting, training and military aviation. Self-motivated, articulate and technically savvy individual with a can-do attitude. Assertive team player who performs well in fast-paced environments. Proven team builder and skilled problem solver.

Program Integration  
Problem Solver

Organizational Skills  
Team Builder

Communication Skills  
Secret Clearance

EMPLOYMENT CHRONOLOGY

US Air Force, US and worldwide assignments 1993 – 2013

Test and Evaluation Manager	Hanscom AFB, MA	Feb 07 – Jun 07
Director of Flight/Ground Safety Programs	Hanscom AFB, MA	Dec 05 - Feb 07
Acquisition Program Manager	Hanscom AFB, MA	Dec 04 - Nov 05
Resource Program Manager	Randolph AFB, TX	Sep 02 – Nov 04
General Aide to CEO	Randolph AFB, TX	Jan 01 - Sep 02
District Sales Manager and Recruiter	Portsmouth, NH	Jan 98 - Dec 01
Aviator, KC-135 Tanker Navigator	Mather AFB, CA; Pease AFB, NH	Aug 93 - Dec 97

EXPERIENCE

Rank, Occupational Specialty, Service

Billet Held

Responsibilities:

Duty Station / Base

Month Year - Present

- Achievement: \_\_\_\_\_
- Achievement: \_\_\_\_\_
- Achievement: \_\_\_\_\_

# ACCOMPLISHMENTS

## IMPROVED A SITUATION

Have you done anything that has increased efficiency or saved time? If so, how much?

What ideas for process improvements have you voiced that were adopted?

When did you partner with someone to successfully to complete an action or mission?

## SOLVED A PROBLEM

What are the challenges you have faced? Be specific about your actions and the results.

Did you do any quantifiable analysis like creating a new strategy or solving a long-drawn issue.

Did you train team members on processes and procedures resulting in an efficient and high-performing unit.

## CONTRIBUTED EITHER IN VALUE OR SUBSTANCE

What is the greatest contribution you have made in this position?

How has your work service the success of others (i.e., training or mentoring)?

How has your performance rated in comparison to others on specific performance metrics in your unit ?

## ACCOLADES AND AWARDS

What deployments have you undergone and what achievement you have for the deployments?

Awards for any additional volunteering work you have done in times of need?

Any Development programs you might have done and what were your rankings?

**SUCCESS METRICS - RANKINGS, QUANTIFIABLE NUMBERS, OUTSTANDING COMMENTS AND AWARDS**



# TRANSLATE INTO KEYWORDS

## Logistics Coordinator

- The Premier Client Management (PCM) team is focused on enhancing client relationships and developing strategies for the long-term account growth of Echo's top national truckload clients. You will help achieve business goals by managing the day-to-day operations of the account team and ensuring we go above and beyond customer expectations. Working closely with your team, you will execute all functions of the clients' shipping needs; help to identify exceptions in the booking and tracking process, track shipments sufficiently to verify pickups and deliveries will be made on time, manage exceptions and service failures proactively and manage customer invoices.

### You:

Are always one step ahead, you know how to identify where help is needed and offer it before you're asked

- Have mastered the ability to build and maintain strong client partnerships
- Can solve any problem that's thrown your way
- Possess a truckload background or a strong desire to gain knowledge of the market and industry trends
- Thrive in fast-paced environment and can shift priorities effortlessly

## Summary of Qualifications

Highly analytical, detail-oriented **Logistics Coordinator** with extensive experience in proactive problem-solving, managing truck load operations as a Logistics Support Technician in the United States Navy with a final rank of Enlisted and a Honorary Discharge date of XX. Duties included managing day-to-day operations demand planning, logistics including shipping, tracking and verification of shipments. Efficiently triaged exceptions and shipping failures and provided solutions to meet needs. Used customer-service and communication skills to establish partnerships that led to long-term relationships vendors and team. Quickly adapt to changing priorities and thrive in fast-paced organizations. Strive for continuous improvement by researching and seeking knowledge of the competitive landscape and industry.

**Technical skills:** SAP, PeopleSoft, Ariba, Access, Microsoft Office, Windows NT, and Windows XP.

# GUIDELINES

- ✗ Do not include an objective statement
- ✗ Never use pronouns such as: I, me, my, us. Never speak in the first person
- ✗ Personal information is not for a resume (age, health, marital status, etc.)
- ✗ No need to put "References Supplied Upon Request" or include references
- ✗ Do not use defense jargon. Do not use abbreviations or acronyms.
- ✗ There should not be any date gaps on your resume.

- ✓ Include a summary
- ✓ Keep resume length to 1-2 pages
- ✓ Font should be Times New Roman, Arial, or Calibri, size 10-12
- ✓ The information should be in reverse chronological order
- ✓ Spelling and grammar on your resume must be correct and consistent
- ✓ Include active language and high-impact words
- ✓ Incorporate basic design elements (e.g., bolding and lines to separate sections), only passport size picture

# IMPACT VERBS

CONSTRUCTED SUPPORTED STRENGTHENED  
CONCEPTUALIZED COORDINATED OVERSAW TRAINED  
ORGANIZED NEGOTIATED HEADED  
STANDARDIZED GENERATED MONITORED  
SERVED ESTABLISHED DEvised INTRODUCED MANAGED  
CHAired FACILITATED MAINTAINED  
ACHIEVED ASSISTED COLLABORATED EDUCATED  
ACCOMPLISHED ANALYZED EXPANDED DROVE  
EXHIBITED





# ONEx Veterans Talent Incubation Program (VTIP)

## OUR VISION, OBJECTIVE



EDUCATION



EXPOSURE



EXPERIENCE

### VISION

Offer veterans a pathway into upskilling and a potential career at Cisco in a variety of suitable roles. Participants will work through a series of technical and non-technical milestones, with the ultimate milestone of achieving the Cisco certifications and potential hiring.



### MISSION

- **Training Roadmap:** Training Roadmap for capability building and business outcomes
- **Impactful Projects / Shadowing:** Shadow and contribution into impactful projects with alignment of mentors and CX managers
- **Readiness:** Accelerate readiness with predefined utilization

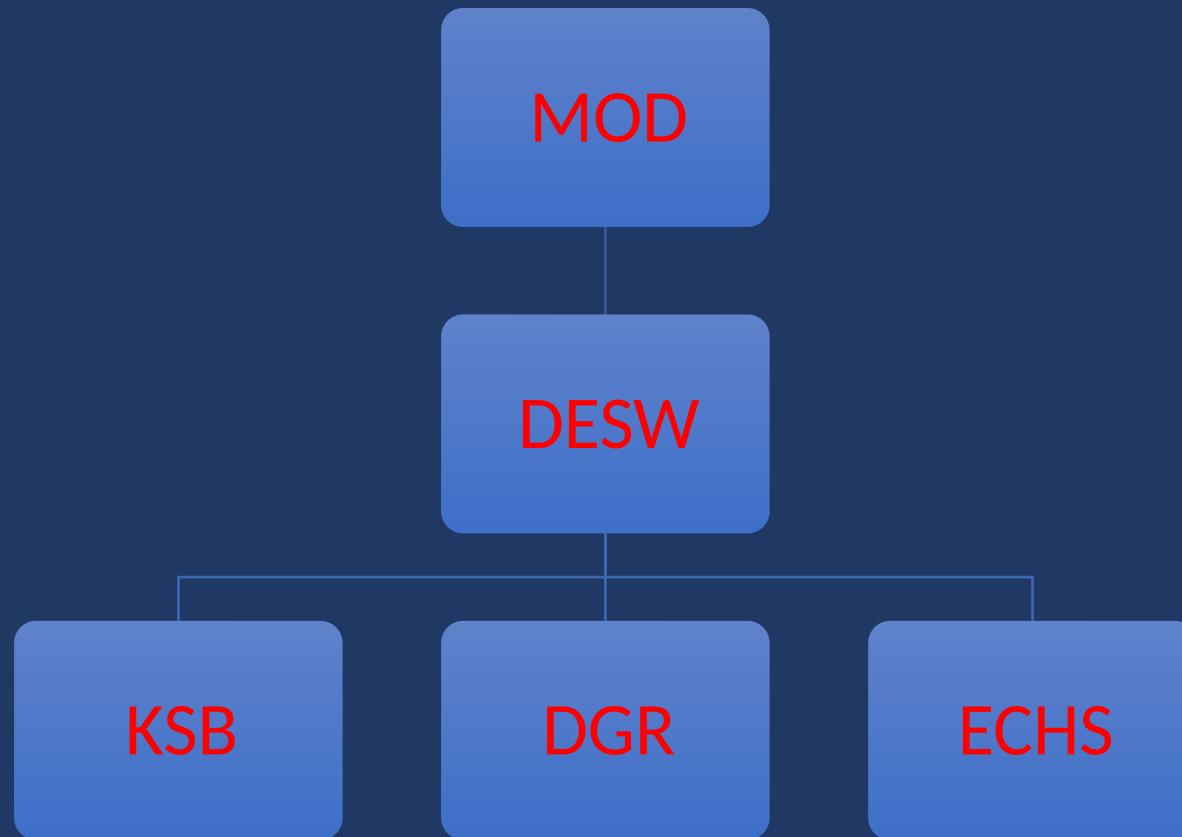
# DESA

# BACKGROUND

- Department of Ex-Servicemen Welfare (DESW) responsible to MoD for all activities related to resettlement and welfare of ESM
- DESA functioning as facilitator to carry forward Welfare Measures to the Naval ESM



# ORGANISATION AT MoD



# MISSION STATEMENT

Ensure Welfare, Well-Being and Dignity of the Men and  
Women including their Dependents who have served in the  
White Uniform

# WHO IS AN ESM

- Defined by DESW, KSB Guidebook available online
- Served in any Rank whether as a Combatant or Non Combatant in the Regular Army, Navy and Air Force of the Indian Union
  - Retired from such service after earning his/her pension
  - Released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension
  - Released, otherwise than on his own request, from such service as a result of reduction in establishment



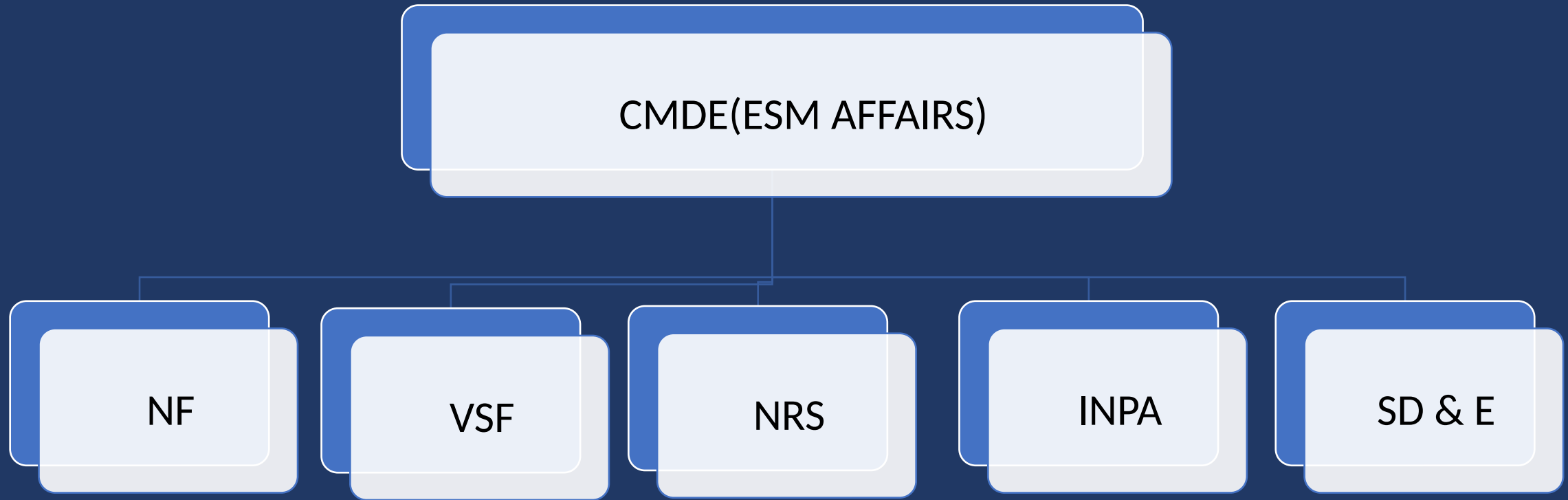
# WHO IS AN ESM

- Released from such service after completing the specific period of engagements, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and **has been given a gratuity**
- Territorial Army Personnel who are
  - Pension holders for continuous embodied service
  - Persons with disability attributable to military service
  - Gallantry award winners

# WHO IS AN ESM

- ESM Status to SSCOs vide DoPT Notification dated 13 Feb 2021:-
  - “ Provide that Short Service Commissioned Officers released from service after completing initial terms of engagement otherwise than by way of dismissal or discharge on account of misconduct or inefficiency and have been given gratuity shall be eligible to the status of Ex-Servicemen”.

# WE AT IHQ MoD (N)





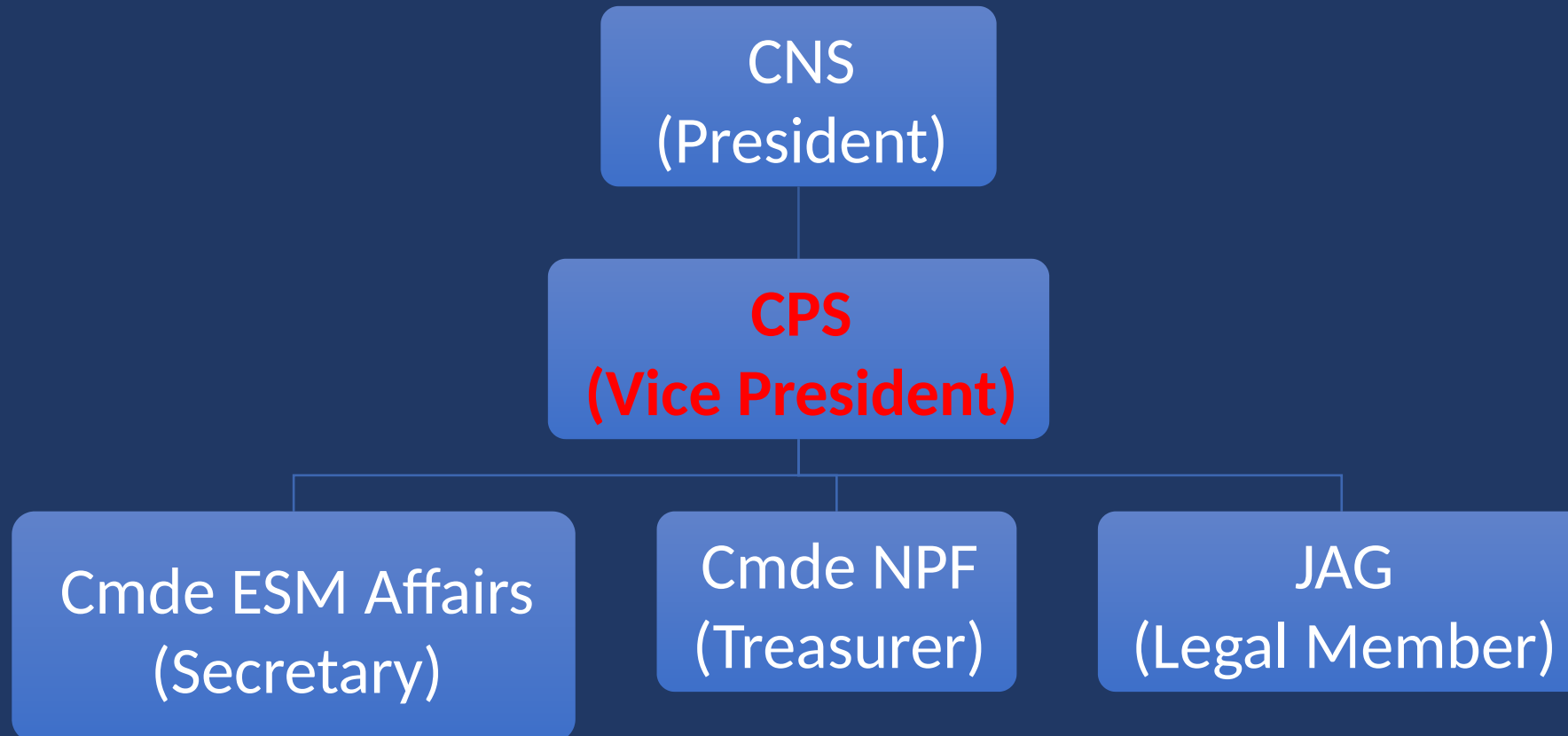
# **NAVY FOUNDATION (NF)**

# WHAT IS IT

- Formed in 1988 to Serve Veterans, Registered under Societies Act (Adm JG Nadkarni, Pioneer)
- **Apolitical & Secular Organisation**
- Maintain Contact & Fraternal Relationship Amongst Naval Veterans
- **To look after Interests and carry out Charitable, Social, Philanthropic, Cultural, Educational & other activities for benefit of Veterans**
- 17 Chapters pan India.



# Hierarchy (NF)





# RETIRED OFFICERS DIRECTORY

- Details of All Retired Officers Maintained at DESA
- Initial Details Updated as per Pre Retirement Info
- Individuals Responsible to Update Changes
- Considered Essential to Maintain Contact/ Reach Out when Required/ Provide Support

# MEMBERSHIP

- Voluntary but free of cost
- Forms available on DESA website
- In the event of War, Calamities, place Veterans at the disposal of Government
- Efforts in hand to make it a vibrant and Effective Organisation
- Join NF Chapter close to place of residence
- All are requested to join NF membership before retirement else membership of NF close to address mentioned in service book will be accorded

# HANDSHAKE



- HANDSHAKE ONLINE COMMUNITY FORUM FOR EX-SERVICEMEN (ESM) LAUNCHED BY CNS ON 22 MAY TO FACILITATE :-
  - NETWORKING BETWEEN SERVING AND RETIRED PERSONNEL THEREBY STRENGTHENING ESM CONNECT WITH SERVICE
  - SEARCH FOR COLLEAGUES/ SHIP MATES
  - SPREADING AWARENESS ABOUT NAVY FOUNDATION AND VETERAN SAILORS FORUM ACTIVITIES
  - BROADCAST LATEST POLICY LETTERS AFFECTING ESM
  - EXCHANGE OF INFORMATION THROUGH FEATURED CHAT ROOMS

# Veteran Sailor's Forum (VSF)

- Formed under Registered under Societies Act in 2008 to provide focused attention to ex-sailors related issues.
- Maintain Contact & Fraternal Relationship Amongst Naval Veteran sailors.
- Interface between INBA, DGR, CABS, NPO, DPA, NAVPEN, ECHS, DOP etc for benefits earmarked for ESM under various schemes.
- Provide platform for sharing / dissemination of information related to opportunities/ difficulties of ex-sailors.
- 13 Chapters pan India.





# NF/ VSF



Chandigarh	Delhi
Delhi	
Jaipur	Porbandar
Lucknow	Jabalpur
Dehradun	Dehradun
Mumbai	Mumbai
Pune	Karwar
Goa	Goa
Bengaluru	
Kolkata	Kolkata
Vizag	Vizag
Hyderabad	
Chennai	Chennai
Odisha	Chilka
Kochi	Kochi
Coimbatore	Ezimala

# **NAVAL REGIMENTAL SYSTEM (NRS)**

# WHAT IS IT??

A Regimental System Institutionalised on 29 Dec 10 to ensure that even after the departure of our colleagues, their Widows and Dependents have the Naval Family firmly behind them to guide, help and take care

# WHY NRS

- Makes the Service Responsible to reach out to each and every Family post demise of a Naval Colleague, immaterial of whether the Individual was in Harness or Retired
- Utilises Geographical Location of Naval Units (Including NCC) throughout the Country to Reach Out to the Widows at their Door Step
- Where Ever Possible NRS Attends to the Grievances of Pensioners also



# **NRS-ROLE**

- Address issues related to widows/NoKs .
- **AT command level controlled by Command Regimental System Officers (CRSOs)**
- Maintains widow's database and monitor functioning of all CRSOs.
- **Attends to other grievances as feasible .**

# **INDIAN NAVAL PLACEMENT AGENCY (INPA)**



# Indian Naval Placement Agency



- Set up in 2006.
- **Objective**. Provide placement assistance to retired/ retiring naval personnel, NOKs/ widows and their dependents.
- More than 12,000 registered (5703 Active) members and increasing.
- MoUs with various companies for placements .
- Dedicated website and WhatsApp Groups for quick dissemination of vacancies.



# Registration with INPA



- Registration mandatory for any job published in INPA
- To register/ update visit <http://www.indiannavy.nic/inpa>
- **For new user**
  - Sign up as job seeker and fill the details
  - To post a job register as ' Employer Registration'
  - Candidate will receive OTP on email ID or Mobile no.



# Registration with INPA



- If already have an account then go to 'forget password'
- Provide email ID and mobile no.
- Candidate receives the link and OTP in registered email ID.
- Visit the link, create a new password
- Login with email ID and recently created password
- Update your details and fill the required fields
- Upload the resume and photographs and submit the forms



# NUMBER OF MOUS

<u>Ser</u>	<u>Company/ Firms</u>	<u>Date MoU Signed</u>
1	QENF	05 Apr 19
2	Amazon	31 Jan 20
3	Flipkart	15 Sep 21
4	Optum	29 Oct 21
5	IIFL Home Finance	27 Jan 22
6	L&T Shipbuilding	12 May 22
7	Hiyamee	22 Aug 22
8	CISCO	02 Aug 22

# HOW TO REGISTER

- **Contact:- 9654556416/ 011- 24121687**
- visit : [www.indiannavy.nic/inpa](http://www.indiannavy.nic/inpa)



# Activities



- First INPA sponsored Employment Seminar at NAVPEN conducted at Release Centre in Dec 19.
- Placement of retiring/ retired officers as Directors and Zila Sainik Welfare Officers.
- Placement in Inland Waterways Authority of India, Telangana Tourism including Tamil Nadu Marine Police.
- MoUs with UAE, Oman, RSNF (Royal Saudi Arabian Naval Forces), France and RAN being explored.
- MoU with United Health Group being finalised.

# Skill Development & Entrepreneurship



# Skill Development & Entrepreneurship



- A total of 6874 sailors underwent 21 types of Skill Development courses under the Recognition of Prior Learning (RPL) since May 17.\_

<u>Financial year</u>	<u>Sailors Nominated</u>
2017 - 2018	2721
2018 - 2019	1943
2019 - 2020	2210
2020 - 2021	Nil (View COVID)
2021 - 2022	Nil (View COVID)



# ESM I-CARD

- Pre-requisite for availing any Benefits/ Concessions by Centre/ State Govts
- ZSB'S / ZSWO'S ESM Card
  - PPO / Proof of Gratuity Payment
  - Certificate of Service (Discharge Book)
  - Three Copies of Stamp Size Photos (Latest Format)
- Application for Issue of ESM Identity Card available at Appendices 'B' and 'C' of KSB Guide Book available on-line
- Retired Officer's I-card (for Pensioners Only) from Respective Command HQs and INS India for IHQ MoD

# SERVICE ADIEU

## 'Retirement Kit'

- ePPO (Only if formalities Completed in time)
- Certificate of Service/ Discharge Book
- Sea Service Extract
- Last Pay Drawn Certificate (LPDC)
- PRDIES
- Silver Salver
- Service Memoire

Refrn: (DX/703/Policy of 24 Jul 15)

# CERTIFICATE OF SERVICE

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JOINT PHOTOGRAPH OF FAMILY



INDIAN NAVY

3

(Mahesh Singh)  
Commodore  
Principal Director of Personnel  
Integrated HQ, IoD (Navy)  
New Delhi-110011



RANK : COMMODORE  
NAME : SANKARANARAYANA  
DAKSHINA MURTHY  
PERSONNEL NO. : 50755-A  
BRANCH : ELECTRICAL

CERTIFICATE OF SERVICE - OFFICER



6

Appointments Held :

AFLOAT APPOINTMENTS

Sl.	Unit	Appointment Held	Period
			From To
1	ADITYA	LO	Apr 99 May 01
2	ADITYA	LO	Jun 99 Apr 03
3	BHARDA	LO	Dec 99 Feb 04
4	BHARDA	LO	Aug 92 Dec 92

INDIAN NAVY

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ASHORE APPOINTMENTS

Sl.	Unit	Appointment Held	Period
			From To
1	HQ BNC	CSO (TECH)	Dec 11 31 May 2016
2	HDC NOL	COURSE	Jun 11 Dec 11
3	NAB (KONICOM)	COAGA	Oct 10 Jun 11
4	NAY (GOA)	CMDE SUPDT	Sep 09 Oct 10
5	FMU (V)	OIC	May 07 Sep 09
6	HQ PONA	SETO	Apr 06 May 07
7	COM (S-BAB)	COURSE	Jun 06 Apr 06
8	DNAM	DIRECTOR	Aug 02 Jun 05
9	DNAM	DD	May 01 Aug 02
10	SBF RAJAL	OIC	Feb 97 Jun 99
11	HQ PONA	SOBIL	May 96 Feb 97
12	DSBC NLRG	COURSE	Jun 96 May 99
13	NAT KOCHI	DUTIES	Feb 94 Jun 94
14	BMF (HANS)	OIC	Apr 89 Aug 92
15	OSCOBER	COURSE	Apr 87 Apr 89
16	INAS 561	JR LO	Sep 86 Mar 87
17	INAS 561	JR LO	Sep 84 Aug 85
18	NAT KOCHI	COURSE	Oct 83 Aug 84
19	VENGOURUTHY	COURSE	Aug 81 Sep 83

CERTIFICATE OF SERVICE - OFFICER

Permanent Address

4

DATE & TYPE OF COMMISSION : 22 Oct 1989  
(Permanent Commission)

DATE OF JOINING : 17 Aug 1981

AS-INITIO TRAINING : Oct 1980 to Aug 1981

DATE OF BIRTH : 14 May 1959

DATE & TYPE OF RETIREMENT : 31 May 2015

INDIAN NAVY

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ACADEMIC QUALIFICATION :

BE, MSc (DEF STUDIES)

COURSES UNDERTAKEN :

LONG DEFENCE MANAGEMENT COURSE AT  
CDM, SECUNDERABAD  
NATIONAL DEFENCE COLLEGE COURSE  
STAFF COURSE AT DSC, WELLINGTON

HONOURS / AWARDS :

CNS COMMENDATION 1994  
ADMINISTRATIVE AUTHORITY  
COMMENDATION 2007

CERTIFICATE OF SERVICE - OFFICER

NoK/ Family Details

10

Family Details

Sl.	Name	Date of Birth	Relationship
1	MRS RAJALAKSHMI MURTHY	15 Jul 63	WIFE
2	MRS ANUSHA MURTHY	01 Dec 98	DAUGHTER

INDIAN NAVY

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PERMANENT ADDRESS & TELEPHONE NO.

PLOT NO. 543, 26TH STREET, SECTOR 4,  
KK NAGAR, CHENNAI-600078  
(TAMILNADU)

PRESENT RESIDENTIAL ADDRESS &  
TELEPHONE / MOBILE NO. E-MAIL

PLOT NO 543, 26TH STREET, SECTOR 4,  
KK NAGAR, CHENNAI - 600078  
MOBILE NO : 9837260707  
Email ID : rajamurt@hotmail.com

Directorate of Personnel  
(OAG/IOPE)

Integrated Headquarters of  
Ministry of Defence (Navy)  
New Delhi-110011

Date : 25/5/15

Commodore  
Principal Director of  
Personnel  
for Chief of Naval Staff

CERTIFICATE OF SERVICE - OFFICER





SERVICE MEMOIRE

# ITEMS /DOCUMENTS FOR SERVICE MEMOIRE

- Photograph in Dress No 2 ( with pea cap) ( size 22 cm x 14.5 cm)
- **Authorised ribbons of medals**
- Specialisation badge
- **Date of Commission**
- Date of Retirement



# FOLLOWING TO BE ENSURED

- Name of spous / Nok included in ePPO with date of birth
- Name of spouse/ Nok in ePPO is same as Aadhar /Pan card
- Pension account is joint account with spouse/ Nok
- Dependent i-card for spouse/ Nok is made from respective Zila Sainik Board
- Particulars of children are updated in record office
- Maintain a file with all important documents and ensure that spouse/ Nok are aware of its particular

# CARE FOR LOVED ONES

- Make a Folder and let your family know its whereabouts that include
  - Original Copy of ePPO along with details of PDA/ Pension bank
  - PRDIES Certificate
  - Service Certificate / Discharge Book
  - Check off List incase of Demise
  - Details of all Bank Accounts/ Investments made
  - Make a Will and Handover the Same
  - Contact details of DESA

# CONTACT US @

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**THANK YOU AND STAY  
IN TOUCH**

**‘WE CARE FOR OUR VETERANS’**