

APPENDIX 'B'

(Refer Para 12 of NO 01/2014)

APPLICATION FOR CHANGE OF PERMANENT HOME STATION
(RETIRED OFFICERS)

(To be submitted to Integrated Headquarters, Ministry of Defence (N)/ DESA)

1. Rank, Name and Personal No. _____
2. Unit/ Establishment where the Officer last Served/ appointment held _____
3. Permanent home station now requested
By the Officer _____
4. New Permanent Address

5. Correspondence Address if different
From Permanent address

6. Document Attached as Address Proof (tick any one) Aadhar Card Land Line Tele Bill
 Driving License Passport (Copy of Pages reflecting particulars and address)
 Electricity/ Gas Bill Electoral Photo Identity Card Ration Card
 Property Documents Pensioner document such as ESM I-Card
 Bank/ Kisan/ Post Office Passbook Any other Govt. photo identity card issued
7. Land Line & Mobile Number _____
8. e-mail Id _____
9. Detailed reasons for seeking change _____

Signature
Name:
Rank:
Number:

Place:
Date:

Recommended and forwarded. The above change is unavoidable under the circumstances explained in column 9 above.

II**Approved/ Not Approved**

Signature of the Competent Authority at IHQ MoD(N)/ DESA

File No.....Date.....

To,

(Officer Concerned)

Copy to: -

PCDA (Navy)

NAV PEN

Internal: -

DOP (OA&R)

Note:-

(a) 05 copies of the application form (ink signed and printed back to back) along with supporting document be forwarded by Registered/Speed post to this Directorate: -

**Directorate of Ex-Servicemen Affairs
Integrated Headquarters, Ministry of Defence (Navy)
Room No 004
Talkatora Stadium Annexe
New Delhi 110004
Tele - 21410476/ 21410482**

(b) Clear scanned copies of the ink signed application along with supporting document can be forwarded to DESA in lieu of hard copy on e-mail to **desa@navy.gov.in**