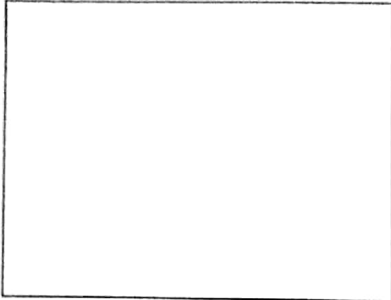


APPLICATION FOR RENEWAL OF RETIRED OFFICER'S IDENTITY CARD

- (a) Rank, full name and personal number _____
(b) Ship/establishment at the time of retirement _____
(c) Identity Card No and date of issue _____
(d) Reason for seeking renewal _____
(e) Address to be indicated on I Card _____

(f) Colour of Hair _____

(g) Blood Group _____



Left Hand Thumb Impression

Signature

Note:- There should be a clear lateral separation between Left Hand thumb impression and signature of individual and vertical separation from sub - Para (g) above, to facilitate scanning and incorporation of the images on the card.

UNDERTAKING

I, (Rank, Name & No)
retired from naval service with pension on I undertake
to notify the Commanding Officer, INS Kunjali, South Colaba, Mumbai-400 005,
whenever there is a change in my permanent address, as indicated at Sub Para(e)
above. Two photographs (without specks), with blue background, as per specifications
indicated below are enclosed.

Enclosures :-1. One 5cm x 5cm photo in civil dress with tie, with Rank, Name & No
superimposed on it digitally in the lower half.
2. One 4.7cm x 3.7cm in civil dress with tie.

At
Date

Signature.....
Name.....
Rank& No.....
Mob.....

CHECK OFF LIST FOR RETIRED OFFICER'S IDENTITY CARDS

1. Initial Issue of ROIC.

- a) Forwarding letter from the last unit.
- b) IHQ MOD (N) approval of Retirement (Special Attention towards eligibility for **PENSION**).
- c) Duly filled application form countersigned by the Commanding officer.
- d) Royal blue background Photographs (with tie and without spectacles) (02 in number).
- e) Surrender Certificate of the Permanent Identity Card in original.

2. Renewal of Retired Officer's Identity Card.

- a) ROIC can be renewed free of cost after 05 years of initial issue.
- b) ROIC may however be renewed before the stipulated period of 05 years against MRO of Rupees 50/- for credit to PCDA(N), Mumbai payable at any SBI/RBI branch.
- c) Duly filled renewal application form.
- d) Old ROIC to be deposited at Identity Card Section Kunjali.

3. Loss of Retired Officer's Identity Card.

- a) Personal application letter indicating circumstances of loss/ details of lost ROIC.
- b) FIR copy in original.
- c) Duly filled application form for fresh ROIC.
- d) The fresh ROIC will be issued only after approval from IHQ MOD (N) / DPS is obtained.
- e) MRO of following amounts for credit to PCDA (N), Mumbai (Account number **4031000006**) Payable at any SBI/ RBI branch is to be submitted with the application.
 - (i) First Loss : Rs 2000/-
 - (ii) Second Loss : Rs 3500/-
 - (iii) Third and Subsequent losses : Rs 5000/- for each loss

4. ROIC for Retired SSC Officer. SSC Officers retiring with monthly disability pensionary benefits are eligible for issue of ROIC. The officers are requested to submit Pension Pay Order (PPO) alongwith documents mentioned at Para 1 above for ROIC.

5. Honorary Commissioned Officer.

- a) Application is forwarded through NAVPEN (REL).
- b) Procedure as per Para 1 above.