

**DOCUMENTS REQUIRED FOR ENDORSEMENT OF NAME OF SECOND WIFE IN SERVICE RECORD AND ISSUE OF FRESH PPO DURING LIFE OR AFTER DEATH OF PENSIONER AFTER DEMISE OF OR DIVORCE FROM FIRST WIFE**

1. An affidavit sworn in before a First class Judicial Magistrate / Executive Magistrate regarding re-marriage containing the following details:-
  - (a) Maiden name of second wife
  - (b) Her date and place of birth
  - (c) Her nationality
  - (d) Date and place of marriage
  - (e) Rites/ Law under which the marriage ceremony was solemnized.
  - (f) Name of parents of wife
  - (g) Marital status of lady prior to her marriage with pensioner.
2. Marriage certificate of second marriage, issued by registrar of Marriages.
3. Appendix I (Application for Endorsement of Family Pension) in triplicate duly verified by the PDA at part II and verified by the Service Headquarters and affixed with joint photographs on top right corner (dully attested by the PDA).
4. Details of children born out of 1<sup>st</sup> wedlock of the pensioner wherein their date of birth, marital status and whether any child is handicapped or not should be mentioned.
5. CTC of Death Certificate of first wife (in case first spouse died).
6. CTC of decree of divorce duly attested by Court Registrar (If first marriage of the pensioner has been dissolved by a Decree of Divorce).
7. NOK Certificate (To be issued by Service HQrs).
8. CTC of Birth certificate/ School leaving certificate of second wife in which her date of birth and name of parents is mentioned.
9. Death certificate of first husband of the lady (if she is a widow).
10. CTC of Decree of Divorce of first marriage of the lady (if her first marriage has been dissolved by a Decree of Divorce)
11. An authenticated copy of Adoption Deed (if the pensioner adopts the children born out of previous wedlock of the lady).
12. LPC-Cum-Data Sheet.
13. Four joint passport size photographs of the pensioner with second wife duly attested.
14. Copies of PAN card and Aadhar Card (of pensioner and spouse) self-attested.
15. Mobile number and E-mail ID of the pensioner.
16. Pension bank Account/ PDA details of the pensioner alongwith canceled cheque leaf.
17. Copies of all available PPOs of the pensioner.

**Additional Documents Required**  
**(When the claim is initiated after Death of Pensioner)**

18. MPB-501 (Application for family pension) in triplicate countersigned by Service HQrs.  
Note: Appendix-I (Application for Endorsement of family pension) not required in case of death of pensioner.
19. Death certificate of pensioner.
20. Life Time Arrear (LTA) certificate issued by the BANK from where the late pensioner was drawing his retiring pension showing date upto which Payment of pension was made and recovery of any overpayment made.

**CHECK LIST FOR PROCESSING CLAIM DOCUMENTS FOR GRANT OF DEPENDENT FAMILY PENSION TO PHYSICALLY/ MENTALLY DISABLED CHILDREN (including DISABLED AND DIVORCED DAUGHTERS) OF ARMED FORCES PENSIONERS.**

**DOCUMENTS REQUIRED WHEN CLAIM IS PROCESSED DURING LIFE TIME OF PARENTS.**

1. A medical certificate, specifying the exact nature of physical/ mental disability and degree of disablement, in original issued by the competent Medical Officer (not below the rank of Civil Surgeon/ Brigadier) with a "a Medical Board comprising a Medical Superintendent or a Principal Director, or Head of the Institution or his nominee as Chairman and two other members out which at least one shall be specialist in the particular area of Mental or physical disability including mental retardation".
2. Unemployment certificate of the applicant issued by village Sarpanch/ Municipality/ Revenue Deptt duly countersigned by Zila Sainik Board.
3. Appointing Authority Certificate in terms of GOI MoD letter no:A/49601/AG/PD-4(E)/3363/D(Pension/Service) dated 27/08/1987 and GOI MoD, Dept of Ex-Servicemen Welfare letter no: NPC-MF-AirHQ/24229/283/FPHC/PP&R-3(1)582/A/D(Pension/Services; dated 29/11/2005 (to be issued by Service HQrs at the time of initiation of the claim to PCDA (P) Allahabad.
4. An Affidavit sworn in before a 1<sup>st</sup> Class Judicial Magistrate / Executive Magistrate for appointing Legal Guardian of the claimant (if the claimant is mentally disabled).
5. Nomination as per, annexure to GOI letter PC MF AirHQ/24299/283/FPHC/PP&R-3(i)/2678/D (Pen/Policy) dt 26/10/2007 for receiving Dependent Family Pension on behalf of the claimant (if the Claimant is mentally disabled).  
In case nomination is not available, a legal guardian certificate issued by court of law or local Level Committee in terms of National Trust for the welfare of persons with autism cerebral palsy, mental retardation and multiple disability act 1999 & Rules 2000.
6. Consent certificate of legal Guardian (if the claimant is mentally disabled).
7. Details of Bank Account of the applicant alongwith a cancelled cheque. The account should be opened in the name of the disabled child under the legal guardianship of the guardian (if the claimant is mentally disabled).
8. Pension account details of the pensioner alongwith a cancelled cheque leaf.
9. Details of children of the pensioner duly countersigned by the Service HQrs mentioning date of birth, marital & disability status.
10. Three passport size photographs of the claimant.
11. Three joint photographs with legal guardian duly attested by zila sainik board (if the claimant is mentally disabled).
12. PAN Card & Aadhaar Card of the claimant.
13. Pan Card & Aadhaar Card of the Legal Guardian (if the claimant is mentally disabled).
14. Mobile number and E-mail id of the pensioner.
15. Complete set of decree of divorce duly attested by a Court Registrar.
16. Copies of all available PPOs of the pensioner.

**ADDITIONAL DOCUMENTS REQUIRED FOR GRANT OF FAMILY PENSION TO PHYSICALLY/ MENTALLY DISABLED CHILDREN, WHEN THE CLAIM IS INITIATED AFTER DEMISE OF PARENTS.**

17. MPB-501 & MPC-60 (Application for family Pension) in triplicate countersigned by Service HQrs.
18. Death Certificate of Parents.
19. A legal guardian certificate issued by court of law or Local level Committee in terms of National Trust for the welfare of persons with autism cerebral palsy, mental retardation and multiple disability act 1999 & Rules 2000.
20. An Affidavit sworn in before affidavit sworn in before a 1<sup>st</sup> class judicial Magistrate/ Executive Magistrate containing the following details of the applicant:-
  - (a) Name of the parents
  - (b) Date of birth
  - (c) Marital Status
  - (d) Dependency
  - (e) Monthly income status from all sources.
  - (f) Details of sisters and brothers of the claimant's alongwith their marital status.
21. No Objection Certificate from all brothers/ Sisters.
22. An income certificate issued by the Revenue Authorities (i.e. Tehsildar and above) showing annual income of the applicant from all sources.
23. Life Time Arrear (LTA) certificate issued by the BANK from where the late pensioner was drawing his retiring pension showing date upto which payment of pension was made and recovery of any overpayment made.

**GRANT OF DEPENDENT FAMILY PENSION TO UNMARRIED / WIDOWED / DIVORCED AND UNEMPLOYED & DEPENDENT DAUGHTERS OF ARMED FORCES PENSIONERS.**

1. As per existing provisions, name of unmarried/ widowed/ divorced and unemployed and dependent daughter can be endorsed in PPO only after demise of both the parents. The following documents would be required to be processed for grant of Dependent Family Pension to her as and when such contingency arises:-
  - (a) MPB-501 (Application for family Pension) and MPC-60 in triplicate (Specimen attached duly completed and countersigned by Zila Sainik Welfare office and Service HQrs.
  - (b) An affidavit sworn in before a First Class judicial Magistrate/ Executive Magistrate containing the following details of the claimant:-
    - i. Name of parents.
    - ii. Her date of birth.
    - iii. Dependency (i.e she was dependent on his/ her parents when he/ she was alive).
    - iv. Income status from all sources.
    - v. Details of her brothers & sisters alongwith their marital status.
  - (c) No objection Certificate from her brothers and sister.
  - (d) A certificate from Panchayat/ Municipality / Revenue Department stating that the claimant is unmarried/ widowed/ divorced and unemployed as on date, duly countersigned by the Zila Sainik Welfare office.
  - (e) Birth certificate/ Matriculation Certificate, in which her date of birth is mentioned, duly attested.
  - (f) Copy of PPO vide which father/ mother of the applicant were drawing pension/ family Pension.
  - (g) 3 recent passport size photographs of the claimant duly attested.
  - (h) Death Certificate of the both the parents in original duly attested by Gazetted officer.
  - (j) Details of Children of the pensioner duly countersigned by the office of AG MP 5&6 (service HQrs) mentioning date of birth, Marital & disability status.(Format enclosed)
  - (k) Bank details of the claimant alongwith a cancelled cheque leaf.
  - (l) Copies of Aadhaar and PAN card of the claimant.
  - (m) Life Time Arrear (LTA) certificate issued by the BANK from where the late pensioner was drawing his retiring pension showing date upto which payment of pension was made and recovery of any overpayment made.
  - (n) CTC of Death Certificate of the husband of the Claimant (if she is a widow).
  - (p) CTC of Decree of Divorce duly attested by the Court Registrar (if the claimant is a divorcee).
  - (q) Income Certificate issued by the Revenue Authority (i.e. Tehsildar and above) showing annual income of the claimant from all sources and income Tax Return filed by the Claimant (if any).
  - (r) E-mail id and Mobile number of the claimant (required by PCDA (P) Allahabad for issue of e-PPO).
  - (s) Photo of ECHS Card / Canteen Card / Dependent Card of the claimant (Required to establish that the claimant was dependent during lifetime of the parents).
  - (t) An affidavit, sworn in before First Class Magistrate / judicial Magistrate containing details of children of the claimant is widowed/ divorced and having children from her wedlock).
  - (u) An explanation of the claimant for delay in submission of her family pension claim after 12 months from the date of eligibility.

**DOCUMENTS REQUIRED FOR ADDITION/ CHANGE/ AMENDMENT**  
**IN NAME OF SPOUSE ON CORR PPO**

**ADDITION/ AMENDMENT IN MAIDEN NAME (SURNAME) OF SPOUSE.**

1. LPC- Cum Data Sheet.
2. Copies of PAN Card and Aadhar card (of pensioner and spouse) duly self-attested.
3. Mobile number and E-mail ID of the pensioner.
4. Pension Bank Accounts Details of the pensioner alongwith a cancelled cheque leaf.
5. An affidavit sworn in before 1<sup>st</sup> Class Judicial Magistrate/ Executive Magistrate for addition/ change/ amendment of name of spouse.
6. Bonafide Mistake certificate issued by Service HQrs.
7. Newspaper of 2 national dailies duly published the addition/ change amendment of surname of spouse.

**ADDITION/ CHANGE/ AMENDMENT IN MAIN (FIRST) AND MIDDLE NAME OF SPOUSE.**

1. LPC-Cum-Data Sheet.
2. Copies of PAN Card and Aadhar card (of pensioner and spouse) duly self-attested.
3. Mobile number and E-mail ID of the pensioner.
4. Pension Bank Accounts Details of the pensioner alongwith a cancelled cheque leaf.
5. An affidavit sworn in before 1<sup>st</sup> Class Judicial Magistrate/ Executive Magistrate for addition/ change/ amendment of name **(MAIN (FIRST) AND MIDDLE NAME)** of spouse.
6. Newspaper of 2 national dailies duly published the addition/ change amendment of name **(MAIN (FIRST) AND MIDDLE NAME)**.
7. Bonafide Mistake certificate issued by Service HQrs.
8. A copy of Gazette Notification of state Government in which addition / change/ amendment of name of spouse has been published (if the pronunciation of name is fully changed).

Note: - In case of spelling error provided pronunciation remain the same, then copy of Gazette Notification of state Government is not required.

**DOCUMENTS REQUIRED FOR ENDORSEMENT OF NAME AND DATE OF BIRTH OF SPOUSE IN CASE SPOUSE NAME IS MISSING IN INITIAL RETIRING PPO.**

**WHEN PENSIONER IS ALIVE.**

1. Appendix-1 (Application for Endorsement of Family Pension) in triplicate duly verified by the PDA at Part II and verified by Service Headquarters and affixed with joint photographs on top right corner (duly attested by the PDA).
2. LPC-Cum-Data Sheet.
3. Copies of PAN Card and Aadhaar card (of pensioner and spouse) duly self attested.
4. Mobile number and E-mail ID of the pensioner.
5. Pension Bank Accounts Details of the pensioner alongwith a cancelled cheque leaf.
6. CTC of Birth Certificate / School Leaving Certificate of spouse in which her date of birth is mentioned.

**IN THE CASE OF DECEASED PENSIONER.**

1. MPB-501 duly completed in triplicate, duly affixed passport size photograph on the right to corner, dully attested by Gazetted officer and counter signed by Rajya Zila Sainik Welfare Board and Service HQRs.
2. LPC-Cum-Data Sheet.
3. Copies of PAN Card and Aadhaar card (of spouse) duly self-attested.
4. Mobile number and E-Mail ID of the pensioner.
5. Pensioner Bank Account Details of the spouse alongwith a cancelled cheque leaf.
6. Death certificate of the pensioner.
7. CTC of Birth certificate /School leaving Certificate of spouse in which her dated of birth is mentioned.
8. NOK certificate issued by the service HQRs.
9. Life Time Arrear (LTA) certificate issued by the BANK issued by the Bank from where the late pensioner was drawing his retiring pension showing date upto which payment of pension was made and recovery of any overpayment made. (Required for grant of Family Pension).

**DOCUMENTS REQUIRED FOR ENDORSEMENT OF DATE OF BIRTH OF SPOUSE**  
**IN CORR PPO.**

1. LPC-Cum-Data Sheet.
2. Copies of PAN Card and Aadhaar card (of pensioner and spouse) duly self attested.
3. Mobile number and E-Mail ID of the pensioner.
4. Pension Bank Accounts Details of the spouse alongwith a cancelled cheque leaf.
5. CTC of Birth certificate / School Leaving Certificate of spouse in which her date of birth is mentioned.

**Note:-**

In old PPOs, year of birth in r/o spouse of pensioner is only endorsed. In case, year of birth of the lady is different from the recorded in Aadhaar card and PAN card, and affidavit, sworn in before a First Class Judicial Magistrate / Executive Magistrate, declaring the correct date of birth of the lady and justifying the reason for variation, is also required to be furnished by the pensioner.

To,

The .....  
.....  
.....  
.....  
(Service HQ/Record Office)

Passport Size  
Photograph of  
the  
Handicapped  
Child duly  
Attested.

Subject : ENDORSEMENT OF FAMILY PENSION ENTITLEMENT IN THE PENSION  
PAYMENT ORDER OF LIVING ARMED FORCES PENSIONERS

Sir,

With reference to Deptt of Pension and Pensioners Welfare OM No 1(11)/85-P&PW dated 28 Oct 87 and MoD DM No 6(4)/87/1369/8/D(Pension/Services) dated 30-06-88, I hereby apply for endorsement of entitlement of family pension in the PPO. The requisite particulars are given below:-

- (a) Name of Pensioner
- (b) Regtle No/IC No
- (c) Rank last held
- (d) Date of Retirement /Discharge
- (e) Name of Record Office in case of personnel below officers rank
- (f) Original PC/PPO No & year  
(in case of pension circular  
quote pension circular No,  
Part and descriptive SI No)
- (g) Particular of pension Disbursing Authority.
- (i) Station



- (ii) Treasury/DPDO/PAO/  
Bank/Post Office
- (iii) Bank Branch with full  
Address and SB A/c No.
- (h) Particulars of pay last drawn  
At the time of retirement.
- (j) Family pension from other source:-
  - (i) Whether a family pension is already  
sanctioned by any other Pension  
Sanctioning Authority and if so, the  
name of the Pension Sanctioning Authority,  
PPO No and Particulars of the  
Pension disbursing Authority.
  - (ii) Whether family is eligible for family pension  
from any other source and if so, the authority  
who will sanction the Pension.
  - (iii) In case the family is sanctioned pension or is  
eligible for family pension from any other source,  
an option to receive family pension for the spell  
of service for which the pension has been sanctioned  
vide PPO/PC No. quoted above, foregoing family  
pension admissible from any other source  
should be enclosed.
- (k) Details of family, in terms of Pension Rules, eligible for family pension.

Sl No	Name(s) and Address(es) of member(s) of the family	Relationship with the Pensioner	Date of Marriage	Marital Status (in case of Daughters)	Date of Birth

- (l) Attested photograph of Smt/Sri(name of handicapped child) .....  
is pasted on the form (attestation can be done by any Gazette Officer).
- (m) Signature & thumb impression of the Handicapped Child .....
- (n) Marks of identification .....

(Signature & left hand thumb  
Impression of the pensioner  
(In case of female right hand  
Thumb impression).

Witness :

	<u>Name</u>	<u>Full Address</u>	<u>Signature</u>
(1)			
(2)			

II

The particulars furnished above have been verified from records available.

Col ..... Could not be verified at our end.

Signature of the PDA  
(With Office Stamp)

III

The particulars as furnished above have been verified with reference to Service record.

Signature of RO/Concerned  
Service Headquarters

IV

Ordinary family pension @ Rs.....p.m. sanctioned vide  
CDA(P) C PPO No.....dated .....

Signature of AO/RO

DEPENDENCY CERTIFICATE  
IN RESPECT OF MENTALLY/PHYSICALLY HANDICAPPED CHILD  
FOR ENDORSEMENT OF NAME IN PPO FOR FAMILY PENSION

I, Shri/Smt .....solemnly affirm and declare the following:-

(a) That I am drawing pension/family pension vide PPO No.....

(b) That my son/daughter, .....  
Date of Birth(of handicapped child).....is suffering from .....  
.....since.....

(c) That due to the nature of his/her disability, he/she is unable to earn his/her livelihood and he/she is completely dependent upon me.

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

Date:\_\_\_\_\_

(Signature & left hand thumb  
Impression of the pensioner  
(in case of female right hand  
thumb)

**M.P.C. 60 (REVISED)**

**Statement of total means of support from all sources of an applicant for a parent's pension/ allowance in respect of the death of /missing son**

(Give Rank, Name and Unit/Regt/Corps/Ship/Establishment) .....

(This form should be completed by the pensioner in duplicate and submitted to AHQ for onward transmission to the PCDA(P), Allahabad)

1. Applicants name	yourself	your wife/husband
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2. State present yearly income from :

(a) Salary or wages including Overtime bonus, commission etc	.....	.....
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(b) Business on own account (estimated profit)	.....	.....
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(c) Old age or widow pension State pension number here	.....	.....
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(d) Any other pension (including the portion commuted if any) or grant give particulars here	.....	.....
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(e) All other sources of income (Give particulars here)	.....	.....
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Total income yearly	.....	.....
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Where there are two parents the reply to question 3,4,5 & 7 should cover both father and mother.

3. If you sublet or take in lodgers or boarders state the total amount received from this source

4. If you own the house in which you are living, attach annual assessment certificate from Municipal authority and state

(a) The net annual value as assessed for Income Tax .....

(b) The amount of Mortgage still outstanding .....

(c) The rate of Mortgage Interest .....

(d) Ground rent, if any .....

5. Amount of rent being paid for the accommodation if staying in the rented house .....  
(A receipt of rent from Land lord is to be attached)

6. Give particulars of any other benefits in kind(i.e. Free Board) .....

7. Have you any money invested or un-invested e.g. Bank, Post Office etc ? If so, give particulars :

Certificate from the Bank or Post Office/Firm etc regarding the dates, sum and annual interest/dividend thereon to be attached.

8. Amount of DOP Fund to the credit of the deceased .....

9. Amount of Insurance of deceased, if any .....

10. Disposal of the amount stated against 8 & 9 above.

If since can released

11. Give particulars of all your surviving children including step children and adopted children :

Name	Sex	Date of Birth	Married single or widower	Occupation	Total income	Whether living at home with you	Whether dependent upon you and if so, what	Rate of monthly income of each member of family

NOTE : If any son is on apprentice, indicate the stipend/allowance, he is receiving and the date on which apprenticeship will be completed and the Salary to be given on accepting the assignment.

- Before signing the declaration, you should make sure that all questions on the form have been answered correctly. This will avoid correspondence and delay.
- This Application is an official document and any person making a statement which he or she knows to be false is committing a legal offence.

## DECLARATION BY THE APPLICANT

I declare that the answers to the questions on this form are true and complete to the best of knowledge and belief and that I have disclosed all my / our means of support.

Signature of the applicant

Address of the applicant

.....  
.....  
.....

Dated :

Witness of Signature

(Any Commissioned Officer of the Defence Services not below the Rank of Capt or equivalent  
Or Magistrate or Serving Civilian Gazetted Officer under his office seal/stamp.)

Address :

.....  
.....  
.....

Date :

**APPLICATION FOR PENSION WIDOW OF OFFICERS**

PLEASE NOTE :

- A. The issue of this FORM does not imply that you will be found eligible for pension.
- B. When completed, the FORM should be sent with all available birth and marriage certificates for officers of the Indian Army, Navy and Air Force to the C.D.A (P), Draupadighat, Allahabad. The decision of your claim will be communicated to you as soon as possible and the certificates returned.
- C. Therefore signing the declaration please make sure that the questions have been answered correctly (Dashes or tricks are not sufficient answers). This will save correspondence and delay. Please also note that this is an official documents and that any person making a statement which are knows to the false is committing a legal offence.

**PART-1 PARTICULAR REL THIS TO DECEASED OFFICER**

1. SURNAME..... FULL NAME .....  
(Block Letters) (Block Letters)
2. (a) Unit Corps Ship ..... (b) Rank .....  
(c) Date of birth ..... (d) Place of birth .....
3. (To be answered only if death occurred after termination services).  
(a) Date of birth..... (b) Place of death .....

**PART-II PARTICULARS OF APPLICANT**

4. SURNAME ..... FULL NAME .....  
(Block Letters) (Block Letters)
5. Address in full .....
6. (a) Date of birth ..... (b) Date & Place of Marriage .....
7. Were you living apart from your husband at the time of his death for any reason other than his employment with the Forces? If "YES" attaches a statement of the circumstances.
8. (a) Particulars of children of the deceased officers under 18 years of age (See note overleaf) in respect of whom allowance claimed.

**BIRTH CERTIFICATE TO BE ATTACHED IF AVAILABLE**

Full Name of each child	Sex	Date of Birth	Present address if different from your own state reasons

(b) Are all the children being maintained by you ?

(c) Nationality to which you belong .....

9. Have you or any of the children been injured in War IF so, state date, place and nature of injury and whether your claim for compensation has been made

10. (a) Are you or any of your children in receipt of any pension or allowance.

(b) Have you applied for any pension or allowance (apart from the present application) or do you intend doing so ..... If so, state to whom you have applied intend to apply.

**PART -III PARTICULARS OF ANY PENSION RECEIVED BY  
THE DECEASED OR THE APPLICANT OR THEIR CHILDREN**

Name of pensioner	Nature of pension or allowance	Monthly amount	By whom paid	Reference No. PPO No & year

**Declaration (please see note overleaf)**

I MERELY DECLARE that to the best of my knowledge and belief the answers to the questions on this. FORM is true and complete and I claim pension on the basis of the facts set forth. I undertake to furnish any further particulars that may be required.

Witness to Signature  
(Any Commissioned Officer of the  
Defence Services on effective list  
not below the rank of Capt or  
equivalent Rank OR Magistrate under  
his Court Seal)  
Address of the Witness .....

Ordinary Signature of  
applicant

Date .....

State name of Treasury OR Scheduled Bank Single saving account No. at which you desire pension should be made payable, if granted.

**NOTE :**

When pecuniary circumstances require, an allowance may also be granted, under certain conditions after the age of 18 yrs for a child who is :

(a) An apprentice (or in an analogous position) receiving not more than nominal wages.

OR

(b) Being educated at an University, Technical School OR Secondary School.

OR

(c) Incapable of self support by reason, of infirmity, if you wish to claim any such allowance you should attach a statement giving full particulars.

This FORM will also be used in case separated WIVES.