

CHECK OFF LIST FOR NOK ON DEMISE OF ESM

1. Following information be forwarded to DESA at the earliest for updation of record, Demise Grant and pension record :-

- (a) Name
- (b) Rank
- (c) P. No.
- (d) Date of Birth
- (e) Date of Commission
- (f) Date of Retirement
- (g) Date of Expiry
- (h) Survived by – Name of Spouse and children (s)
- (j) NoK name and address (with mobile number & email)
- (k) Details of disabled children (if any).
- (l) Provide latest photograph (Preferably in uniform)

2. **Death Grant**. Inform DESA about death with following documents:-

- (a) Death Certificate issued by the Municipality Corporation
- (b) Copy of PPO indicating wife's/ NoK name
- (c) Copy of ESM Card issued by Sainik Board or discharge book.
- (d) Cancelled cheque in the name of NoK indicated in PPO.

On receipt of above, a condolence letter and obituary would be realised and death grant will be paid through ECS.

3. **Family Pension**. Please approach Pension Disbursing Bank with an application and original death certificate for grant of Family Pension. Following documents to be submitted along with application:-

- (a) Copy of first PPO indicating your name as spouse
- (b) Copy of Death certificate.
- (c) Dependent Card issued by the nearest naval authority.
- (d) Address proof (preferable as some banks ask for it)
- (e) Please seek assistance of DESA in ascertaining the amount of entitled pension.
- (f) Once Family Pension is revised, please seek Annexure – IV from your Pension Disbursing Bank to this effect.

4. **Health Issues**. Please inform your ECHS Polyclinic and Director ECHS regarding death. Keep office copy of the letter in your custody.

5. **Canteen Card**. Please inform the canteen office regarding death, which has provided you the Canteen Smart Card and ask them for your entitled smart card. The life of smart card is **TEN YEARS** only. Please renew in time to continue availing canteen facilities.

6. **ESM I – Card**. Approach concerned ZSB with following:-

- (a) PPO/ proof of gratuity payment
- (b) Discharge book/ Service Certificate.
- (c) Three copies of stamp size photos.

7. **Retired Officers I – Card**. From INS Kunjali, Mumbai (for Pensioners only).

8. **Dependents I – Card**. From nearest naval unit.

9. **Widows I – Card**. Approach concerned ZSB with following:-

- (a) Deceased Veterans ZSB I – Card.
- (b) Copy of Death Certificate
- (c) Copy of PPO.
- (d) Address proof.
- (e) Three stamp size photos.

10. **Documentation**. Maintain a personal file with following documents:-

- (a) Original PPO of the ex-Naval person.
- (b) Corrigendum PPOs reflecting pension and family pension revision.
- (c) Copy of intimation to be given to NHQ, pension disbursing bank, ECHS Polyclinic, CSD canteen and Sainik Board.
- (d) Annexure 4 provided by the Pension Disbursing Bank, as this will be required at the time of pension revision in future.
- (e) Proof of Date of Birth (copy of passport, PAN Card, Matriculation Certificate, ECHS Card, Driving License and Election ID Card) as this will be required at the time of grant of additional pension on attaining 80 years of age.
- (f) Address Proof (Copy of ration card, electricity bill, telephone bill etc.).
- (g) **For Gallantry Award Winners**. Original copy of citation, relevant IT exemption rules.
- (h) Telephone numbers, address and e-mail ID of IHQ MoD (Navy)/ DESA for assistance in future.
- (i) Details of pension disbursement by bank of time to time.

11. **PRDIES**. The Naval Group Insurance Scheme provides extended insurance post retirement on payment of one time premium. The same is compulsory and the premium is deducted from the survival benefits of NGIS. Presently the same is for amount of 10 lakhs and valid upto 30 years from the date of retirement or till attaining age of 75, whichever is earlier. Documents required to claim:-

- (a) Original PRDIES Certificate.
- (b) Death Certificate

(c) Extract of Service Record/ Nomination.

12. All claim application/ documents can be forwarded directly to the concerned Directorate or to DESA.

CONTACT DETAILS.

Directorate of Ex-servicemen Affairs

IHQ MoD(Navy)

Room No. 004,

Ground Floor,

Annexe Building,

Talkatora Stadium,

New Delhi – 110004

Tele: 011-21410482

Email: desa@navy.gov.in