

DRAFT LETTER FOR FAMILY PENSION

From

Name, Address
Mobile No. Email ID
Date

To

The Bank Manager
Bank Address

Sir/ Madam,

SUBJECT: GRANT OF FAMILY PENSION ON DEMISE OF PENSIONER

1. Reference our Joint Pension SB A/c no. _____ held with your bank.
2. I regret to inform you that my husband/ father, P.NO. _____ Rank _____ Name _____ has expired on _____ at _____ due to _____. His Death Certificate issued by _____ dated _____ is enclosed for ready reference.
3. He was drawing his pension through your bank. You are therefore requested to kindly stop the payment of is pension with effect from _____ and commence payment of family pension applicable to me through the same Pension SB Account no _____ held with your Bank.
4. You are requested to forward the attached copy of this letter along with copy of the death certificate to your CPFC for early commencement of family pension.
5. Thanking you in anticipation.

Your faithfully,

Signature of NOK

Name _____

Relation _____

Date:- _____

Copy to:-

The Logistics Officer-in-Charge
Naval Pay Office
SBS Road, Mumbai 400023

The Logistics Officer-in-Charge
Naval Pension Office
c/o INS Tanaji
Sion, Trombay Road
Mankhurd Mumbai - 400 088

The Principal Controller of Defence Accounts
Pension Section
Darupadi Ghat
Allahabad 211014 (for Pre Nov 1985 retirees) (Email:- cda-albd@nic.in)

The Principal Controller of Defence Accounts
Pension Section
No. 1 Cooperage Road
Mumbai - 400 001 (**for Post Nov 1985 retirees**)

DRAFT LETTER FOR INTIMATION OF DEATH OF DEFENCE PENSIONER

From
Name Address, Mobile No. Email ID
Date

To,

The Chief of the Naval Staff
(for Dte of Ex-Servicemen Affairs)
Integrated Headquarters
Ministry of Defence (Navy)
601, 6th Floor, Chanakya Bhawan
Chanakyapuri, New Delhi 110021

The Logistics Officer-in-Charge
Naval Pay Office
SBS Road, Mumbai 400023

The Logistics Officer-in-Charge
Naval Pension Office
c/o INS Tanaji
Sion, Trombay Road
Mankhurd Mumbai 400088

The Principal Controller of Defence Accounts
Pension Section
Darupadi Ghat
Allahabad 211014 **(for Pre Nov 1985 retirees)**

The Principal Controller of Defence Accounts
Pension Section
No. 1 Cooperage Road
Mumbai 400001 **(for Post Nov 1985 retirees)**

Sir/ Ma'am,

SUBJECT: INTIMATION OF DEATH OF DEFENCE PENSIONER

1. I regret to inform you that my husband, Service No. _____ Rank _____ Name _____ has expired on _____ at _____ due to _____. A copy of death certificate dated _____ issued by _____ is enclosed herewith for your info and necessary action.

2. He was drawing his pension through _____ (Name of bankers) under the authority of Pension Payment Order No. _____ (copy enclosed)

Signature _____
Name _____
Date _____

DRAFT LETTER FOR APPLYING FOR DEMISE GRANT

From
Name Address, Mobile No. Email ID
Date

To,

The Chief of the Naval Staff
(for Dte of Ex-Servicemen Affairs)
Integrated Headquarters
Ministry of Defence (Navy)
6th Floor, Chanakya Bhawan
Chanakyapur, New Delhi - 110021

SUBJECT: DEMISE GRANT

Dear Sir,

1. I regret to inform you that my husband/ father _____ has expired on _____ at _____ due to _____.

2. His particulars are as follows :

(a)	Rank & P. NO	
(b)	Date of Birth	
(c)	Date of Joining Service	
(d)	Date of Retirement	
(e)	Date of Death (Attach a death Certificate)	
(f)	Address of Correspondence	
(g)	Contact No. email-id	
(h)	Name of NoK	
(i)	Relationship with NoK	
(k)	Details of Children	
(l)	Details of dependent handicapped children	
(m)	Details of dependent daughter(s) (Age more than 25 years, single (unmarried /divorcee and income less than Rs 9000 per month from all sources)	
(n)	Pension Payment Order(PPO) Number (Attach a copy of PPO)	
(o)	Bank Details of NoK (attach a cancelled cheque)	

3. It is requested that the Demise Grant amount be credited into my bank account.

Signature of NOK

Name _____

Relation _____

Date:- _____

Encl.

**DRAFT LETTER FOR POST RETIREMENT DEATH INSURANCE EXTENSION SCHEME
(PRDIES) FROM NAVAL GROUP INSURANCE FUND**

From

Name, Address
Mobile No.
Email ID
Date

To,

The Secretary
Naval Group Insurance Fund,
Directorate of Non Public Fund
IHQ MoD(N), Talkatora Annexure Building
Ground Floor, New Delhi - 110001

Sir/Madam,

1. I regret to inform that my husband/ wife/ father/ mother No. _____ Rank _____ Name _____ expired on _____ due to _____ at _____ (Place of death).

2. I enclose the following documents:-

- (a) Post Retirement Death Insurance Extension Scheme Certificate.
- (b) Death Certificate
- (c) Affidavit on non judicial stamp paper of appropriate value, duly attested by a 1st Class Magistrate.
- (d) Pre-receipt form duly completed/ signed by the Nominee.
- (e) Cancelled cheque.

2. It is requested that insurance amount due to me may please be remitted to my bankers _____ (Name and full address of bank) for credit to my account number _____ IFSC Code _____ .

Your faithfully,

Signature of _____
Nominee
Name in
block letters

One copy of recent photograph of
nominee to be pasted on Affidavit and
attested by 1st Class magistrate

AFFIDAVIT

I _____ wife/ husband/ mother/ father of late
_____ do hereby take oath and state as under.

1. That _____ (Name of the late Officer/ Sailor) who was a member of Naval Post Retirement Death Insurance Extension Scheme 1982 expired on _____ due to _____ (show cause).
2. That late Officer/Sailor was my _____ (Relationship) and has nominated me as a nominee to receive the insurance benefits if and when the claim arose.
3. That I am the same person as nominated by the late Officer/ Sailor indicated in the insurance certificate.

DEPONENT

VERIFICATION

I, the above name deponent do hereby verify that the contents of the above affidavit are true to my knowledge.

Verified by _____ on the _____ day of _____

1st Class Magistrate

(Signature of Judicial / Gazetted Officer / Secretary , Zilla Sainik Board
with Name Designation and Official Seal / Rubber Stamp)

DRAFT LETTER FOR APPLYING FOR WIDOW'S CANTEEN CARD
(To be sent to Canteen where you are attached)

From
Name Address, Mobile No. Email ID
Date

To,
Canteen Manager

SUBJECT: ISSUE OF CANTEEN SMART CARD FOR WIDOW

Dear Sir,

1. I regret to inform you that my husband/ father, _____ has expired on _____ at _____ due to _____. His Death Certificate No. _____ issued by _____ dated _____ is enclosed for ready reference.

2. May I request you to kindly assist me in getting the new Canteen Smart cards prepared. I shall deposit the old cards once the new cards are handed over. The details of the old cards are as follows:-

- (a) Grocery Card No :
- (b) Liquor Card No :

3. I am enclosing the documents as required. Kindly issue a canteen card form on my behalf to the bearer of this letter. I authorize him to collect the same on my behalf. The name of the bearer is _____. His Identity Proof document is _____. He is my _____ (relation).

4. Thanking you in anticipation.

Yours sincerely,

Signature of NOK

Name _____

Relation _____

Date:- _____

Encl: As above

DRAFT LETTER FOR DEPOSITION OF ECHS CARD
(To be sent to parent polyclinic)

From
Name Address, Mobile No. Email ID
Date

To,

Oi/C, ECHS Polyclinic

SUBJECT: DEPOSITION OF ECHS CARD

Dear Sir,

1. Reference PPO No. _____ (photocopy enclosed).
2. I regret to inform you that my husband/ father, _____ has expired on _____ at _____ due to _____.
3. ECHS Card in respect of _____ bearing Ser No. _____ alongwith a copy of death Cert is fwd herewith for you further necessary action.

Yours sincerely,

Signature of NOK
Name _____
Relation _____

Date:

Encl: As above

DRAFT LETTER FOR DEPOSITION OF RETIRED OFFR'S IDENTITY CARD (ROIC)
(To be sent to Local Naval Unit/ Unit from where I Card was issued)

From
Name Address, Mobile No. Email ID
Date

To,
The Commanding Officer/ Officer-in-Charge
(for Regulating Officer)

SUBJECT: DEPOSITION OF RETIRED OFFR'S IDENTITY CARD (ROIC)

Sir,

1. I regret to inform you that my husband/ father, _____ has expired on _____ at _____ due to _____. His Death Certificate No. _____ issued by _____ dated _____ is enclosed for ready reference.

2. I am enclosing the retired officer's identity card issued in respect of _____. The details of his identity card are identity card No _____, date of issue _____, issued by _____.

3. You are requested to kindly destroy the card and give me a copy of the destruction certificate for my records. Action may be taken at your end to info the issuing authority accordingly.

4. Thanking you in anticipation.

Yours sincerely,

Signature of NOK

Name _____

Relation _____

Date _____

Encl: As above

**DRAFT LETTER FOR DEPOSITION OF EXSERVICEMAN IDENTITY CARD ISSUED BY
ZILA/ RAJYA SAINIK BOARD**

From
Name Address, Mobile No. Email ID
Date

To,
Officer in Charge
Zila Sainik Board

**SUBJECT: DEPOSITION OF EX SERVICEMAN IDENTITY CARD ISSUED BY
ZILA / RAJYA SAINIK BOARD**

Sir,

1. I regret to inform you that my husband/ father, _____ has expired on _____ at _____ due to _____. His Death Certificate No. _____ issued by _____ dated _____ is enclosed for ready reference.

2. I am enclosing the ESM identity card issued in respect of _____. The details of his identity card are identity card No _____, date of issue _____, issued by _____.

3. You are requested to kindly destroy the card and give me a copy of the destruction certificate for my records. May I request you to issue me with a widow's identity card as entitled to me. I am enclosing my dependent card/ I do not have a dependent card issued from your office.

4. Thanking you in anticipation.

Yours sincerely,

Date _____

Signature of NOK
Name _____
Relation _____

Encl: As above