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CPS/0009

24 Feb 21

The Flag Officer Commanding-in-Chief
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The Flag Officer Commanding-in-Chief
(for COS)
Headquarters, Southern Naval Command
Kochi 682004

The Flag Officer Commanding-in-Chief
(for COS)
Headquarters, Eastern Naval Command
Visakhapatnam 530014

The Commander-in-Chief
(for COS)
Headquarters, ANC
Port Blair 744102

FELICITATION OF OFFICERS/ SAILORS

1. Refer to the following :-

- (a) Navy Order 34/16.
- (b) IHQ MoD (N) letter DX/703/Policy dated 25 Jul 2015.

2. At present, the /N follows the practice of handing over a Silver Salver to retiring officers and a white Metal Crest to retiring sailors. Further, ESMs, are handed over a crest upon turning Octogenarians (attaining the age of 80 years). It's a known fact that a Service Memoire received at various stages of a person's career/ retired life, takes the retiree down the memory lane. Keeping this factor in mind, the extant practice and policies on felicitation of retirees/ ESMs have been examined and following are being implemented with immediate effect, in addition to the already existing practices :-

- (a) Service Memoire for officers and sailors with service more than 20 years.

(b) Felicitation of Naval ESMs who attain the age of :-

- (i) 90 years (Nonagenarian).
- (ii) 100 years (Centenarian).

3. This policy letter lays down the procedure for procurement and handing over of these Memoires.

4. **Service Memoire**. For officers/ sailors retiring after completion of 20 years of service, following actions are to be taken :-

(a) **Unit**. Unit, where officer/ sailor is borne, is to forward the following to the Command Headquarters, atleast three months prior to date of retirement {for units under IHQ MoD(N), these are to be forwarded to DNPF} :-

- (i) Photograph of officer/ sailor in Dress No 2 (with peak cap).
- (ii) Authorised ribbons of medals awarded during service.
- (iii) Specialisation badge.
- (iv) Date of Commission/ joining service.
- (v) Date of retirement.

(b) **Command Headquarters/ DNPF**. Command Headquarters/ DNPF is to prepare the memorabilia, as per format at Enclosure, through local resources. These memorabilia are to be ready, atleast one month before the retirement of the individual. In the case of officers, these memorabilia are to be part of retirement kit, and handed over to the officer at the appropriate level iaw IHQ MoD (N) letter DX/703/Policy dated 25 Jul 2015. In case of sailors, units are to arrange collection of memorabilia from Command Headquarters/ DNPF and handover the same in an appropriate manner.

5. **ESM Memoire**.

(a) **Octogenarian**. The existing practice of presentation of an Octogenarian crest along with a letter of appreciation from Cmde (ESM Affairs) is to be continued. The letter is to also highlight achievements of officer/ sailor and family details of the veteran.

(b) **Nonagenarian**. A Sea Cap inscribed with '**90 year Proud Navy Veteran**', along with a letter of appreciation by CNS is to be presented to the officer/ sailor, on attaining the age of 90 years. The felicitation ceremony is to be conducted under aegis of DESA at IHQMoD (N)/ NF Delhi Chapter and relevant NF/ VSF Chapters/ CRSOs in Commands, as is the case with Octogenarians. The NF and VSF Chapters are to

apprise DESA/ Command Headquarters about the requirement of Sea Caps atleast two months in advance.

(c) **Centenarian.** A Sea Cap inscribed with '100 year Proud Navy Veteran', along with a letter of appreciation by CNS is to be presented to the officer/ sailor, on attaining the age of 100 years. The felicitation ceremony is to be conducted under aegis of DESA at IHQ MoD (N)/ NF Delhi Chapter and relevant NF/ VSF Chapters/ CRSOs in Commands, as is the case with Octogenarians. The NF and VSF Chapters are to apprise DESA/ Command Headquarters about the requirement of Sea Caps atleast two months in advance.

6. **Expenditure.** Expenditure for making of memorabilia is to be made from respective NPFs. Amount spent by Commands is to be reimbursed by DNPF.

7. A sample layout of memorabilia to be presented to retiring officers/ sailors (with more than 20 years of service), is placed at Enclosure to this letter.



(SN Ghormade)
Vice Admiral
CPS

Encl : As above

Internal

NA/ CNS

SO/ VCNS

SO/ COP

SO/ DCNS

TA/ COM

CO, INS INDIA

CMDE (NPF)

