

**NAVAL REGIMENTAL SYSTEM (NRS)**  
**(Ref: NO 10/23)**

**Introduction**

1. The time-tested traditions of camaraderie and brotherhood in the Armed Forces demand that welfare of our personnel, their families and dependents is taken care of throughout their life span. Even after the departure of our colleagues, their widows and dependents should have the system behind them to guide, help and take care of them.
2. With this objective, the Naval Regimental System (NRS) was established on 29 Dec 10 to provide proactive/ protracted support to widows and NOK. The prime purpose of the NRS is to ensure that Naval personnel, both serving and retired are looked after and live a life of dignity. It also ensures the support of the Naval System to the widows/ dependents after the departure of the ESM.

**Organisation**

3. The organisational chart for command and control of NRS is placed at **Enclosure 1**. The organisation will have two distinct levels as follows:-
  - (a) **Apex Level**. To formulate policy, plans and monitor implementation of NRS.
  - (b) **Execution Level**. To reach out to Naval ESM, each affected family and to implement policies/ directives of NRS, the following organisations exists:-

(i) **Command Regimental System Officer (CRSO)**. Command Regimental Cell headed by Command Regimental System Officer (CRSO) functions from locations as mentioned at **Enclosure 1**. Considering the vast area of responsibility, ENC has two CRSOs, one functioning from Visakhapatnam and the other at Kolkata under NOIC (WB). Similarly, for North India, two CRSOs are positioned at New Delhi under INS India. These CRSOs function under their respective Vice Chairman to address all issues related to NRS and are responsible for Naval ESM/ families of deceased personnel located in the geographical areas earmarked under their jurisdiction. CRSOs are responsible to co-ordinate with the NoK, the last unit and all other stake holders at Command HQs (viz CMO for Medical Records, CAPO for BOI etc.) to expeditiously process all issues.

(ii) **Regimental State Unit (RSU)**. Major /N shore establishments have been designated as RSUs and have been tasked to look after a particular state/ states under their jurisdiction. To ensure efficiency, the work load of RSUs has been distributed amongst the various major

depot establishments under each Command Headquarters. RSUs, in consonance with CRSO, are responsible to physically reach out to each Naval ESM, widows/ NoK residing in their state. States which do not have any Naval establishment are supported by the nearest RSUs located in the nearest major naval stations. The list of RSUs is placed at **Enclosure 2**.

(iii) **Regimental Coordinating Unit (RCU)**. Minor Naval/ NCC Units located in various districts function as RCUs and are the first point of contact with the Naval ESM, Widows/ NoK residing in the geographical area under their jurisdiction. The details of RCUs is placed at **Enclosure 2**.

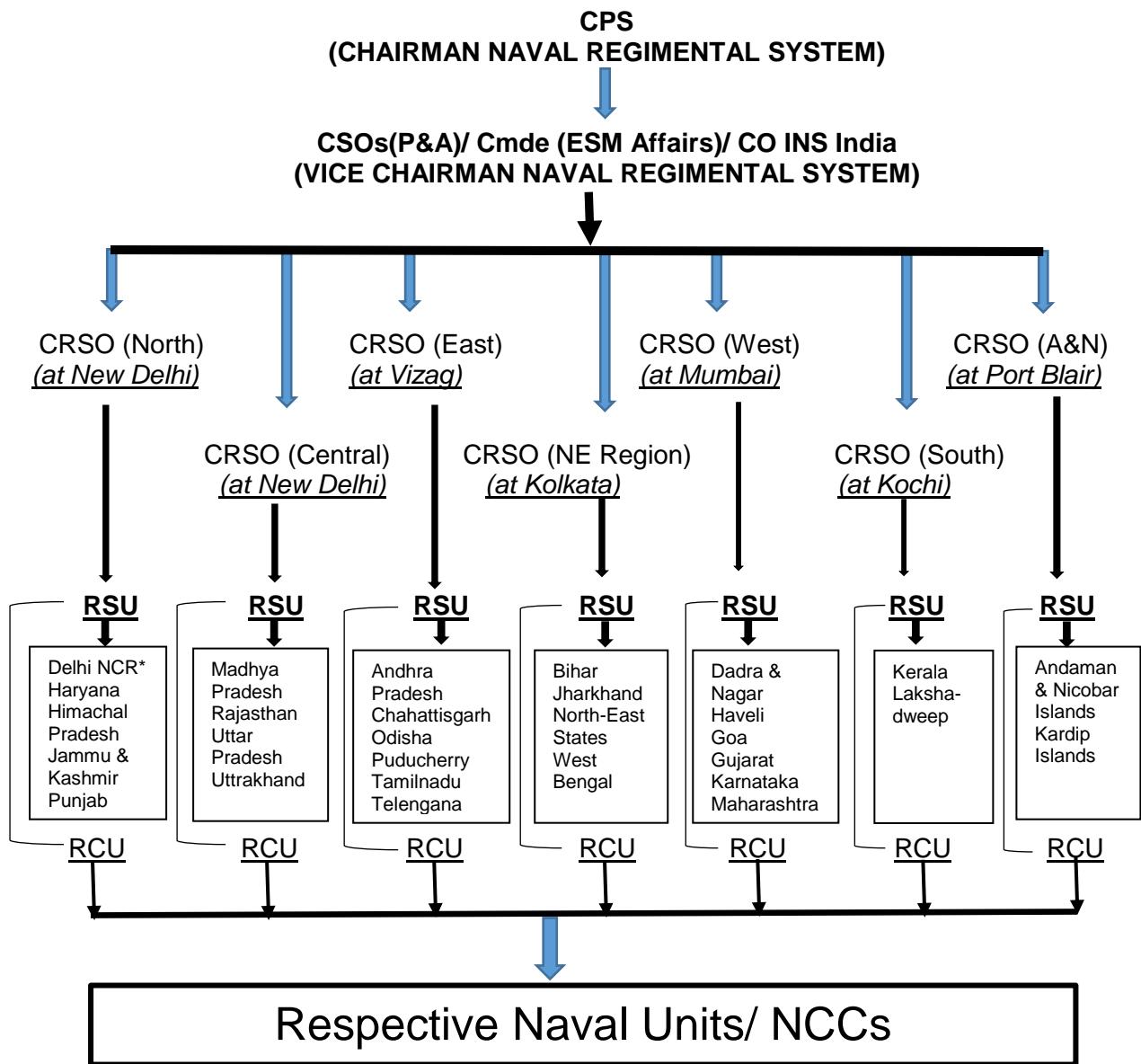
4. **Charter of CRSO/ RSUs/ RCUs**. CRSOs, RSUs and RCUs are to function in close co-ordination with each other. The CRSO and his staff are the prime movers and main executors of the NRS. The RSUs augment the efforts of CRSO for undertaking various tasks including administrative support and deputing personnel to visit the families of deceased personnel.

### **Thrust Areas**

5. It is the responsibility of NRS to ensure naval ESM, widows/ NoK receive their financial entitlements at the earliest. Time bound actions are required at all levels to ensure smooth functioning and effectiveness of NRS.

6. **Check-off List**. Various orders and instructions have been issued in the past to address the welfare of widows/ NoK. To provide a systematic response, a check-off list of actions to be initiated consequent to the death of a pensioner is placed at **Enclosure 3**. CRSOs/ RSUs are to ensure expeditious actions in accordance with the Check-off list.

7. **Database Management**. As pensioners/ widows may need to migrate to various places for their personal reasons, updating their personal particulars, family details, addresses is, thus, a continuous process and needs to be undertaken on a regular basis. The CRSOs are the nodal agency to maintain database in respect of widows and pensioners residing in their area of jurisdiction. Building of a database, therefore, is crucial for effective implementation of NRS. Format for the database is placed at **Enclosure 4**.

ORGANISATIONAL CHART

\*Includes Gurugram, Faridabad, Noida and Ghaziabad

**Enclosure 2****STATE-WISE DISTRIBUTION OF RSUs AND RCUs**

<b><u>Ser</u></b>	<b><u>Name of State</u></b>	<b><u>Name of District</u></b>	<b><u>Regimental State Unit</u></b>	<b><u>Regimental Coordinating Unit</u></b>
1.	Andaman Nicobar	Nicobar		
		North and Middle Andaman	INS Jarawa	NAVDET Diglipur
		South Andaman	INS Kardip	NAVDET Cambelbay
2.	Andhra Pradesh	Anantpur Chittoor Cuddapah Nellore East Godavari West Godavari Kurnool Srikakulam Visakhapatnam Vizianagaram Guntur Prakasam Krishna	INS Kalinga	NCC Nellore NCC Kakinada NCC Vijaywada
3.	Arunachal Pradesh	Anjaw Changlang Dibang Valley East Kameng East Siang Kurung Kumey Lohit Lower Dibang Valley Lower Subansiri Papum Pare Tawang Tirap Upper Siang Upper Subansiri West Kameng	INS Netaji Subhash*	NCC Sibsagar

<u>Ser</u>	<u>Name of State</u>	<u>Name of District</u>	<u>Regimental State Unit</u>	<u>Regimental Coordinating Unit</u>
		West Siang		
4.	Assam	Anglong Barpeta Bongaigaon Cachar Darrang Dhemaji Dhubri Dibrugarh Goalpara Golaghar Hailakandi Jorhat Kamrup Karbi Karimganj Kokrajhar Lakhimpur Morigaon Nagaon Nalbari North Cachar Hills Sibsagar Sonitpur Tinsukia Udalguri	INS Netaji Subhash*	NCC Guwahati
5.	Bihar	Araria Arwal Aurangabad Banka Begusarai Bhabhua (Kaimur) Bhagalpur Bhojpur Buxar Darbhanga East Champaran	INS Netaji Subhash	NCC Patna

<u>Ser</u>	<u>Name of State</u>	<u>Name of District</u>	<u>Regimental State Unit</u>	<u>Regimental Coordinating Unit</u>
		Gaya Gopalganj Jamui Jehanabad Katihar Khagaria Kishanganj Lakhisarai Madhepura Madhubani Munger Muzzafarpur Nalanda Nawadah Patna Purnia Rohtas Saharsa Samastipur Saran (Chapra) Sheikpura Sheohar Sitamarhi Siwan Sheohar Vaishali West Champaran		
6.	Chandigarh	Chandigarh	INS India*	NCC Chandigarh NLS Chandigarh

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7.	Chhattisgarh	Baster Bijapur Bilaspur Dantewada Dhamtari Durg Janjgir-Champa Jashpur Kanker Kawardha Korba Koriya Mahasamund Narayanpur Raigarh Raipur Rajnandgaon Surguja	INS Satavahana	NCC Raipur
8.	<u>Dadra and Nagar Haveli</u>		INS Shikra*	
	<u>Daman and Diu</u>	Daman Diu	INS Shikra*	
9.	Delhi	Central Delhi Noida East Delhi New Delhi North Delhi Faridabad Gurgaon North East Delhi North West Delhi South Delhi Gaziabad South West Delhi West Delhi	INS India	NCC No.1 Okhla, Delhi NCC NO.2 Kashmiri Gate TS, Gurgaon
10.	Goa	North Goa South Goa	INS Gomantak	

<u>Ser</u>	<u>Name of State</u>	<u>Name of District</u>	<u>Regimental State Unit</u>	<u>Regimental Coordinating Unit</u>
11.	Gujarat	Ahmedabad Amreli Anand Banas Kantha Bharuch Bhavnagar Dohad Gandhinagar Jamnagar Junagarh Kutch Kheda Mahesana Narmada Navsari Panch Mahals Patan Porbandar Rajkot Sabar Kantha Surat Surendranagar The Dangs Vadodra Valsad	INS Dwarka	NCC Ahmadabad NCC Bhavnagar NCC Baroda

<u>Ser</u>	<u>Name of State</u>	<u>Name of District</u>	<u>Regimental State Unit</u>	<u>Regimental Coordinating Unit</u>
12.	Haryana	Ambala Bhiwani Faridabad Fatehabad Gurgaon Hisar Jhajjar Jind Kaithal Karnal Kurukshestra Mahendragarh Mewat Panchkula Panipat Rewari Rohtak Sirsa Sonipat Yamunagar	INS India*	NCC, Faridabad
13.	Himachal Pradesh	Bilaspur Chamba Hamirpur Kangra Kinnaur Kullu Lahaul & Spiti Mandi Shimla Sirmaur Solan Una	NHO Dehradun*	NCC Bilaspur

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14.	UT of Jammu & Kashmir	Anantnag Baramulla Budgam Doda Kargil Kathua Kupwara Poonch Pulwama Rajouri Samba Srinagar Udhampur	INS India*	NCC Srinagar
		Jammu	INS India	NCC Amritsar
15.	Jharkhand	Bokaro Chatra Deoghar Dhanbad Dumka East Singhbhum Garhwa Giridih Godda Gumia Hazaribag Jamtara KHUNTI Kodarma Latehar Lohardaga Pakur Palamu Ramgarh Ranchi Sahibganj Seraikela	INS Netaji Subhash*	NCC Ranchi

<u>Ser</u>	<u>Name of State</u>	<u>Name of District</u>	<u>Regimental State Unit</u>	<u>Regimental Coordinating Unit</u>
		Simdega West Singhbhum		
16.	Karnataka	Bagalkot Bangalore Bangalore Rural Belgaum Bellary Bidar Bijapur Chamrajnagar Chikmagalur Chitradurga Davangere Dharwad Gadag Gulbarga Hassan Haveri Kodagu Kolar Koppal Mandya Mysore North Kannada Tumkur Udupi South Kannada Tumkur Udupi Chikaballapur Ramanagara	INS Kadamba	NCC Bangalore NCC Mangalore NCC Mysore NCC Udupi NCC Karwar NLC, Bangalore
17.	Lakshadweep	All Islands	ND Dweeprakshak	
18.	UT of Leh & Ladakh	Leh Ladakh	INS India	NCC Srinagar

<u>Ser</u>	<u>Name of State</u>	<u>Name of District</u>	<u>Regimental State Unit</u>	<u>Regimental Coordinating Unit</u>
19.	Kerala	Kannur	INS Zamorin	NCC Kozhikode
		Kasaragod		
		Kozikode		
		Malappuram		
		Waynad		
		Ernakulam	INS Venduruthy	NCC Ernakulam
		Palakkad		
		Thrissur		
		Thiruvananthantha-purm		NCC Thiruvanananthapuram
		Alappuzha	INS Dronacharya	NCC Kollam
		Kollam		NCC Kottayam
		Kottayam		
		Idukki		
		Pathanamthitta		
		Alirajpur		
20.	Madhya Pradesh	Anuppur	INS India*	NCC Bhopal
		Asoknagar		
		Balaghat		
		Barwani		
		Betul		
		Bhind		NCC Gwalior
		Bhopal		
		Burhanpur		
		Chhattarpur		
		Chhindwara		
		Damoh		NCC Jabalpur
		Datia		
		Dewas		
		Dhar		
		Dindori		
		Guna		
		Gwalior		
		Harda		

<u>Ser</u>	<u>Name of State</u>	<u>Name of District</u>	<u>Regimental State Unit</u>	<u>Regimental Coordinating Unit</u>
		Hoshangabad Indore Jabalpur Jhabua Katni Khandwa Khargone Mandla Mandsaur Morena Narsinghpur Neemuch Panna Raisen Rajgarh Ratlam Rewa Sagar Satna Sehore Seoni Shahdol Shajapur Sheopur Shivpuri Sidhi Singrauli Tikamgarh Ujjain Umaria Vidisha		
21.	Manipur	Bishnupur Chandel Churachandpur Imphal East Imphal West Senapati	INS Netaji Subhash*	NCC Sibsagar

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		Tamenglong Thoubal Ukhrul		
22.	Meghalaya	East Garo Hills East Khasi Hills Jaintia Hills Ri Bhoi South Garo Hills West Garo Hills West Khasi Hills	INS Netaji Subhash*	NCC Sibsagar
23.	Maharashtra	Aurangabad Bombay Suburban Beed Bhandara Buldhana Chandrapur Dhule Gadchiroli Gondiya Hingoli Jalgaon Jalna Kolhapur Latur Mumbai City Nagpur Nanded Nandurbar Nasik Osmanabad Parbhani Pune Raigarh Ratnagiri Sangli Satara Sindhudurg	INS Shikra INS Kunjali INS Tunir INS Shivaji INS Hamla INS Gomantak INS Dwarka NOIC(GJ) INS Valsura INS Kadamba	MO(MB) Ghatkopar INS Tarata NCC Nagpur NCC Pune NCC Ratnagiri NCC Baroda NCC Ahmadabad NCC Bhavnagar NCC Bangalore NCC Mangalore NCC Mysore NCC Karwar NLC Bangalore NCC Udupi

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		Solapur Thane Wardha Washim Yavatmal		
24.	Mizoram	Aizawl Champhai Kolasib Lawngtlai Lunglei Mamit Saiha Serchhip	INS Netaji Subhash*	NCC Sibsagar
25.	Nagaland	Dimapur Kephrie Kohima Longleng Mokokchung Mon PEren Phek Tuensang Wokha Zunheboto	INS Netaji Subhash*	NCC Sibsagar
26.	Odisha	Angul Balangir Bhubneshwar Baragarh Baudh 	INS Chilka	NCC Berhampur NCC Cuttack NCC Bhadrak

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		Jaipur Jharsuguda Kalahandi Kandhamal Kendrapara Kendujhar Khordha Koraput Malkangiri Mayurbhanj Nabarangapur Nayagarh Nuapada Puri Rayagada Sambalpur Subarnapur Sundergah		
27.	Puducherry	Karaikal Mahe Puducherry Yanam	INS Adyar	NCC Puducherry
28.	Punjab	Amritsar Barnala Bathinda Faridkot Fathgarh Sahib Firozpur Gurdaspur Hoshiarpur Jalandhar Kapurthalla Ludhiana Mansa Moga Muktsar Nawanshahr	INS India*	NCC Amritsar NCC Naya Nangal

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		Patiala Rupnagar Sangrur SAS Nagar Tarn Taran		
29.	Rajasthan	Ajmer Alwar Banswara Baran Barmer Bharatpur Bhilwara Bikaner Bundi Chittorgarh Churu Dausa Dholpur Dungarpur Ganganagar Hanumangarh Jaipur Jaisalmer Jalore Jhalawar Jhunjhunu Jodhpur Karauli Kota Nagaur Pali Rajsamand Sawai Madhopur Sikar	INS India*	NCC Ajmer NCC Jaipur NCC Udaipur OC, 3M, Det, Jaisalmer

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		Sirohi Tonk Udaipur		
30.	Sikkim	East Sikkim North Sikkim South Sikkim West Sikkim	INS Netaji Subhash*	NCC Sibsagar
31.	Telangana	Adilabad Karimnagar Khammam Mahbubnagar Medak Nalgonda Nizamabad Rangareddi Warangal	INS Circars	NCC Narsapur NCC Hyderabad
		Hyderabad	NAI, Hyderabad	NCC Hyderabad
32.	Tripura	Dhalai North Tripura South Tripura West Tripura	INS Netaji Subhash*	NCC Sibsagar
		Chennai Cuddalore Kanchipuram Thiruvallur Tiruvannamalai Viluppuram	INS Adyar	NCC Cuddalore
		Coimbatore Dindigul Erode Karur Nilgiris Tiruppur	INS Agrani	SI (Navy), DSSC, Wellington
33.	Tamil Nadu	Kanyakumari Madurai	INS Kattabomman	

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		Theni Thoothukudi Tirunelveli Virudhunagar		
		Dharmapuri Krishnagiri Namakkal Salem Vellore	INS Rajali	NCC Madurai
		Ariyalur Nagapattinam Perambalur Pudukkottai Ramanathapuram Sivaganga Thanjavur Tiruchirappalli Tiruvarur	INS Parandu	NCC Tuticorin
34.	Uttar Pradesh	Agra Aligarh Allahabad Ambedkar Nagar Auraiya Azamgarh Bagpat Bahraich Ballia Balrampur Banda Barabanki Bareilly Basti Bijnor Budaun Bulandshahr Chandauli	INS India*	NCC Allahabad NCC Lucknow NCC Varanasi SINA, Kanpur

<u>Ser</u>	<u>Name of State</u>	<u>Name of District</u>	<u>Regimental State Unit</u>	<u>Regimental Coordinating Unit</u>
		Chitrakoot Deoria Etah Etawah Faizabad Farrukhabad Fatehpur Firozabad G.B. Nagar Ghaziabad Ghazipur Gonda Gorakhpur Hamirpur Hardoi Hathras Jalaun Jaunpur Jhansi Jyotiba Phule Nagar Kannauj Kanpur Dehat Kanpur Nagar Kaushambi Kushinagar Lakimpur Kheri Lalitpur Lucknow Maharajganj Mahoba Mainpuri Mathura Mau Meerut Mirzapur Moradabad Muzfarnagar Pilibhit		

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		Pratapgarh Rae Bareli Rampur Saharanpur Sant Kabir Nagar Sant Ravidas Nagar Shahjahanpur Shrawasti Siddharth Nagar Sitapur Sonbhadra Sultanpur Unnao Varanasi Chhatrapati Shahaji Maharaj Nagar		
35.	Uttarakhand	Almora Bageshwar Chamoli Champawat Dehradun Haridwar Nainital Pauri Garhwal Pithoragarh Rudraprayag Tehri Garhwal Udham Singh Nagar Uttarkashi	NHO Dehradun	NCC Nainital
36.	West Bengal	Bankura Bardhaman Birbhum Cooch Behar Darjiling East Midnapore Hoogly Howrah	INS Netaji Subhash	OIC, MTU, Kolkata OIC, COMNETCEN Kolkata

<u>Ser</u>	<u>Name of State</u>	<u>Name of District</u>	<u>Regimental State Unit</u>	<u>Regimental Coordinating Unit</u>
		Jalpaiguri Kolkata Malda Murshidabad Nadia North 24 parganas North Dinajpur Puruliya South 24 Parganas South Dinajpur West Midnapore		5N Det, Barrackpore

*\*Large number of states do not have any major Naval establishment, hence some of the major units have been nominated as RSU based on proximity to these states.*

**Enclosure 3****CHECK-OFF LIST FOR WIDOWS/NOK ON DEATH OF A NAVAL PENSIONER**

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

- (a) Name.
- (b) Rank.
- (c) Personal Number.
- (d) Date of Birth.
- (e) Date of Commission/Date of Enrolment.
- (f) Date of Retirement.
- (g) Date of demise.
- (h) Survived by – Name of spouse, name of Son/ Sons, name of Daughter/ Daughters.
- (j) NOK name and address (with mobile number & e-mail).
- (k) Details of disabled children, if any.

2. **Demise Grant.** Inform DESA about death of ESM with following documents:-

- (a) Death certificate issued by Municipal Corporation.
- (b) Copy of PPO indicating wife's/ NOK name.
- (c) Copy of ESM Card issued by Sainik Board.
- (d) Cancelled cheque of the account in which Demise grant amount to be credited.

**Note.** On receipt of the above, a condolence letter and obituary would be released and death grant will be paid through ECS.

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

- (a) Copy of first PPO indicating your name as spouse.
- (b) Copy of Death Certificate.
- (c) Copy of Dependent Card issued by the nearest Naval authority.

(d) Address proof (preferable as some banks ask for it).

(e) Only family pension is revised, seek Annexure-IV from your Pension Disbursing Bank to this effect.

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

5. **Canteen Card**. Inform the canteen office, which has provided Canteen Smart Card and ask them for your entitled smart card. The life of smart card is **TEN YEARS** only. Renew the canteen card 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 Officer I-Card**. From respective Command HQs (for pensioners only).

8. **Dependent I-Card**. From nearest Naval Unit.

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

(a) Deceased veteran's 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 Zila Sainik Board.

(d) Annexure-IV 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 NHQ/ DESA for assistance in future.

(j) Details of pension disbursement by bank from time to time

11. **PRDIES.** This 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. Documents required to claim are as follows:-

(a) Original PRDIES certificate.

(b) Death certificate.

(c) Extract of service record/ nomination.

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

### **CONTACT DETAILS**

Directorate of Ex-Servicemen Affairs  
 Naval Headquarters  
 Ministry of Defence  
 Room no 004, Talkatora Stadium Annexe  
 Talkatora Stadium  
 New Delhi 110004

E-mail: [desa@navy.gov.in](mailto:desa@navy.gov.in)

Enclosure 4**FORMAT OF DATABASE – WIDOWS AND PENSIONERS**

Personal No		NOK Qualification			
Rank		NOK Occupation			
Name		If working, then address of the employer			
DOE		Request for Job			
DOR		Assistance Sought			
DOD		Assistance Provided			
Cause of Death		Sahara Guide Book			
Last Unit		Last Contact made on			
Pensioner					
PPO No.					
NOK Name					
DOB					
Relationship	Married/ Unmarried				
Marital status (post death of the officer/ sailor)					
Legal dispute, if any					
ZSB					
ZSB No.					
Regimental Unit					
Details of the Bank with Address		Particulars	Child I	Child II	Child III
Wife's Parent's Address		Name of child			
Landline No.		Date of Birth			
Mobile No.		Qualification			
E-Mail ID		Working	Yes/No	Yes/No	Yes/No
NoK's Permanent Address with telephone Nos.		If working, Details of the organization			
NoK's Correspondence Address with telephone Nos.		Monthly salary			
		Providing support	Yes/No	Yes/No	Yes/No
		Additional information			

**Note:- Additional information if required may be attached with the above requisite proforma.**