

**FOR PUBLIC RELEASE**

**PROCEDURE FOR RECORDING CHANGE OF PERMANENT ADDRESS**  
**EX SERVICEMEN - SAILORS**

1. Refer to following:-
  - (a) DESA letter DX/0101/8/P dated 08 Mar 1992.
  - (b) DESA letter DX/VSF/165/15 dated 18 Feb 2015.
  - (c) NO 09/2020.
2. The procedure for change of permanent address for Naval ESM (sailor) has been promulgated vide DESA letter quoted at Para 1(a) and 1(b) ibid. With the procedure for change of permanent home station address for serving and retired officers having been promulgated vide Navy Order 09/2020, there is a need to align the existing policy for change of permanent address for retired sailors in line with Navy Order. In view of the above, the procedure to be followed for recording change of permanent address in the original Discharge Book in respect of Naval ESM (Sailor) is elaborated in the succeeding paragraphs.
3. **Application for Recording Amendment.** The ESM (Sailor) will submit an application to the Naval Pension Office (NAVGEN) through the concerned Zila Sainik Board seeking to record amendment in the permanent address in Discharge Book. The ZSB is required to forward the application to NAVGEN.
4. **Original Discharge Book.** The original Discharge Book is to be retained by applicant and **not to be forwarded** along with application for change of address.
5. **Proof of Address.** Documents to be accepted as address proof for retired sailors are as follows:-

<b>Ser</b>	<b>Description</b>	<b>Conditions</b>
(a)	Water Bill	
(b)	Telephone Bill (landline or postpaid mobile bill)	At least two bills are required – one bill each of current and previous years
(c)	Electricity Bill	
(d)	Bank/ Kisan/ Post Office Passbooks	
(e)	Voters Identity card issued by Election Commission.	
(f)	Current and valid ration card of the applicant	If only ration card is submitted, it should be accompanied by atleast one more proof of address listed here.

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(g)	In case of minors, attested copies of the first and last page of passport of parents.	The copies should clearly indicate relevant details and photograph of passport holder.
(h)	Aadhar Card	Attach one more proof of address listed here, if the date of issue of the Aadhar card is less than one year from the date of application.
(j)	Passport	Photocopy of pages reflecting particulars and address
(k)	Driving License	Within validity
(l)	Gas Connection registration Voucher	

6. **Actions at NAVPEN.** The following actions will be undertaken at NAVPEN:-

- (a) The documentary proof submitted by the retired sailor would be accepted and processed by NAVPEN without any further verification.
- (b) The requisite amendments will be carried out at NAVPEN based on the proof of address provided.
- (c) **NAVPEN Order.** A NAVPEN order to the effect of change of address will be issued. The copies of the NAVPEN order (equivalent to Part II order issued by Record Offices of Army) will be forwarded to concerned Zila Sainik Board. Copy of the NAVPEN order will also be forwarded to both the old and new addresses of the applicant.
- (d) There will be no limit to the number of times a retired sailor can seek change of permanent address subject to meeting documentary requirements.

7. **Verification and Endorsement of Amendment.** The applicant will proceed to concerned ZSB with the NAVPEN Order and the original Documentary Proof and original Discharge Book. ZSB will verify the documentary proof and endorse the change of address in the original Discharge Book.

8. In case of any discrepancy observed during verification of documentary proof, ZSB will be required to notify NAVPEN for cancellation of the NAVPEN order.

9. This letter supersedes DESA letter DX/0101/8/P dated 08 Mar 1992.