

## NAVPEÑ ADVISORY

### ACTION TO BE TAKEN BY THE SPOUSE / NOK ON DEMISE OF A PENSIONER

1. Write to the Pension Disbursing Authority (PDA) i.e, the pension paying bank intimating them of the demise of the pensioner, asking them to discontinue the pension of the pensioner and commence payment of the family pension of the spouse/ NOK/ Heir, enclose an ink signed death certificate (on receipt) and copy of the PPO. A sample application form is attached as an **Annexure I**.
  
2. If the Pension Account is a joint account or the spouse is a nominee, then it is easy to operate the same account for family pension, otherwise a fresh bank account is required to be opened in the same bank. The bank authorities will require a proof of identity and residence. Photo copy of Voter Identity Card/ PAN Card/ Aadhaar Card as required by bank with three copies of attested photographs to be submitted.
  
3. Inform about the death to respective CDA, IHQ MoD(N)/ DOP/ DPA, Naval Pension Office and PCDA(N) Mumbai/ PCDA(P) Allahabad. A sample application form is attached as an **Annexure II**.
  
4. Do write to Secretary NGIF to claim the (subject to validity of cover mentioned in insurance certificate) **PRDIES and Demise Grant**. A sample application is attached as **Annexure III**.
  
5. Return the deceased pensioners identity card to the nearest Depot Ship/ CRSO for further disposal, and apply for new identity card to ZSB.
  
6. If there are other insurance policies on the name of the deceased person then do write to the insurance companies to pay the due amount.
  
7. Write to all banks wherein the pensioner has his accounts to transfer the closing balances to the spouse/ NOK providing them with the bankers address and account number.

**ANNEXURE I**

**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, 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 his 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 CPPC for early commencement of family pension.
5. Thanking you in anticipation.

Yours faithfully

Signature

(Name)

**Copy to: -**

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 – 400039 (for Post Nov 1985 retirees)

The Logistics Officer-in-Charge, Naval Pension Office, C/o INS Tanaji, Sion Trombay Road Mankhurd, Mumbai – 400088 {Email:- [navpen-officers@navy.gov.in](mailto:navpen-officers@navy.gov.in) (for commissioned Officers & [navpen-navy@nic.in](mailto:navpen-navy@nic.in) (for sailors))}

ANNEXURE II

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 DOP(OA&R)} IHQ MoD(N), Room No. 227, C Wing Sena Bhawan New Delhi – 110 011 (for **Commissioned Officer**)

The Chief of the Naval Staff (for Dte of Pay and Allowances) IHQ MoD(N) Room No. 108, 1st Floor, NHQ Annexe Building Talkatora Stadium New Delhi - 110004 (for **Commissioned Officer**)

The Chief of the Naval Staff (for Dte of Ex-Servicemen Affairs) IHQ MoD(N), 6<sup>th</sup> 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 – 400039 (for **Post Nov 1985 retirees**)

Sir/ Madam,

**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 \_\_\_\_\_

ANNEXURE III

DRAFT LETTER FOR POST RETIREMENT DEATH INSURANCE EXTENSION  
SCHEME POLICY 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, Talkatora Indoor Stadium  
New Delhi – 110 001

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 1<sup>st</sup> Class Magistrate.
- (d) Pre-receipt form duly completed/ signed by the Nominee.

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 \_\_\_\_\_ (Please Enclose Cancelled Cheque)

Yours faithfully,

Signature of \_\_\_\_\_  
Nominee  
Name in  
block letters

Full address of the nominee and contact No.

\_\_\_\_\_

Date \_\_\_\_\_

One copy of recent photograph of nominee to be pasted on Affidavit and attested by 1<sup>st</sup> 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-named deponent do hereby verify that the contents of the above affidavit are true to my knowledge.

Verified at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_

1<sup>st</sup> Class Magistrate

TO BE SIGNED OVER ONE  
Rs.1/- REVENUE STAMP

**PRE-RECEIPT**

Received from Secretary, Naval Group Insurance Fund, DNPf, IHQ MoD(N), Talkatora Annex building, Ground Floor, Talkatora Indoor Stadium, New Delhi – 110001 a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) being the death benefits admissible to me under Post Retirement Death Insurance Extension Scheme-82 consequent, upon the death of my husband \_\_\_\_\_ on \_\_\_\_\_.

2. I hereby certify that I have not received any payment from Naval Group Insurance Fund on account of above, earlier.

3. It is requested that the amount of Rs. \_\_\_\_\_ credited to my bankers as follows:

Account No. \_\_\_\_\_

IFSC Code \_\_\_\_\_

Banker's Address \_\_\_\_\_

Pin \_\_\_\_\_

Contact No. \_\_\_\_\_

Full postal Address:

\_\_\_\_\_ Signatures \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Pin \_\_\_\_\_

Signatures of \_\_\_\_\_ attested.

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

## INSTRUCTIONS FOR THE NOMINEE OF NGIF

1. Please forward this insurance certificate along with following documents immediately on the death of the individual to the Secretary, Naval Group Insurance Fund, Directorate of Non Public Funds, IHQ MoD (N), Talkatora Annex Building, Ground Floor, Talkatora Indoor Stadium, New Delhi – 110001. E-mail – [dnpf@navy.gov.in](mailto:dnpf@navy.gov.in)
  - (i) Original/ attested copy of Death Certificate issued by Municipal Authority/ Registrar of Births and Deaths.
  - (ii) Certificate issued in regional languages must be translated in English/ Hindi and duly attested by Gazetted Officer.
  - (iii) Affidavit duly attested by Notary Public (Specimen copy of Affidavit enclosed) in original Nominee(s) is required to sign on two places as deponent.
  - (iv) In case of Accidental/ Unnatural death, attested copy of First Information Report (FIR) lodged with the police and copy of post-mortem report.
  - (v) Enclosed Pre-receipt duly filled up and signed by the nominee and countersigned by 1<sup>st</sup> class Magistrate/ Gazetted Officer/ Secretary, Zila Sainik Board with Rank, Designation and Seal.
2. Nominee is authorised to sign the covering letter.
3. Insurance cover lapses on completion of cover period. It is not renewable.
4. Premium is non-refundable on completion of cover period.
5. In case of any change in the name of nominee(s), a fresh PRDIES application along with original PRDIES certificate is required to be submitted to The Secretary, Naval Group Insurance Fund, Directorate of Non Public Funds, IHQ MoD (N), Talkatora Annex building, Ground Floor, Talkatora Indoor Stadium, New Delhi – 110001. E-mail – [dnpf@navy.gov.in](mailto:dnpf@navy.gov.in) (for Commissioned Officers) and The Logistics Officer-in-Charge, Naval Pension Office, C/o INS Tanaji, Sion-Trombay Road, Mankhurd, Mumbai-400088 (for Sailors).

To be forwarded to respective CRSO's (Address and Contact details are given below)

APPLICATION FOR DEATH GRANT

1. Name of the Deceased \_\_\_\_\_
2. Rank & P.No \_\_\_\_\_
3. Date of Birth \_\_\_\_\_
4. Date of Joining Service \_\_\_\_\_
5. Date of Retirement \_\_\_\_\_
6. Date of Death \_\_\_\_\_  
(Attach a death Certificate)
7. Address of Correspondence \_\_\_\_\_
8. Contact No. \_\_\_\_\_  
Tel No. \_\_\_\_\_  
Email-id \_\_\_\_\_
9. Name of NOK \_\_\_\_\_
10. Relationship with NOK \_\_\_\_\_
11. Pension Payment Order (PPO) Number \_\_\_\_\_  
(Attach a copy of PPO)
12. Particulars of Family members: -

<u>Ser</u>	<u>Name</u>	<u>Age</u>	<u>Monthly Income</u>	<u>Occupation</u>
(a)				
(b)				

13. Furnish particulars of bank account of NOK:- Attach a copy of cancelled cheque.

Signature of NOK

Name \_\_\_\_\_

Relation \_\_\_\_\_

Date: \_\_\_\_\_

Documents Required

1. Copy of Pension Pay Order (PPO)
2. Copy of Discharge Book
3. Copy of Death Certificate
4. Leaf of cancelled cheque

COUNTERSIGNED BY CRSO/ZSB

Signature \_\_\_\_\_

Name \_\_\_\_\_

Rank \_\_\_\_\_

Office Seal & Date

**Note:-** Please forward the application to Secretary NGIF (New Delhi) along with the above mentioned documents through respective CRSO's only.



LISTS OF CRSO's

<u>Ser</u>	<u>CRSO</u>	<u>Geographical Area</u>	<u>Contact No.</u>	<u>Address</u>
01.	CRSO (North)	Delhi, NCR, Haryana, HP, J&K and Punjab	011-24121429 Mb: 8130558888 9868174466 Fax 011-24121430	The Commanding Officer {for CRSO (North)} INS India, Dalhousie Road New Delhi – 110011
02.	CRSO (Central)	MP, Rajasthan, UP & Uttarakhand	011-24121429 Mb: 9650693980 Fax 011-24121430	As above
03.	CRSO (East)	AP, Chhattisgarh, Orissa, Tamil Nadu & Pondicherry	0891-2813067 Fax 0891-2510275	The Flag Officer Commanding-in-Chief, {for CRSO (East)} Headquarters, Eastern Naval Command, Visakhapatnam - 530014
04.	CRSO (NE)	Bihar, Jharkhand, WB, NE States	033-2221436/456 Mb: 9874699709	The Commanding Officer {for CRSO (NE)} INS Netaji Subhash Hastings, Kolkata – 22
05.	CRSO (West)	Goa, Gujarat, Karnataka, Maharashtra, Dadra & Nagar Haveli, Daman & Diu	022-22751998 Mb: 9867274965 Fax 022-22698393	The Flag Officer Commanding-in-Chief, {for CRSO (West)} Headquarters, Western Naval Command, Ballard Pier, Near Tiger Gate, Naval Dockyard, Mumbai – 400001
06.	CRSO (South)	Kerala & Lakshadweep	0484-2873333 0484-2873334 Mb: 9446028261 Fax 0484-2667398	The Flag Officer Commanding-in-Chief, {for CRSO (South)} Headquarters, Southern Naval Command, Naval Base, Kochi – 682004
07.	CRSO (A&N)	A&N Islands and Kardip	03192-248294 Mb: 9531856044 Fax 03192-232829	The Naval Component Commander {for CRSO (A&N)} Headquarters, Naval Component C/o Navy Office, Port Blair - 744102