



## CHANGE OF PERMANENT ADDRESS



The ESM / Veernari is required to submit an application along with requisite documentary proof to Naval Pension office (NAVPEN) duly attested by concerned Zila Sainik Board (ZSB). Post Verification, ZSB is required to forward the application to NAVPEN.

### Documentary Proof to be Submitted along with Application through Concerned ZSB/RSB:

<u>SER</u>	<u>NAME OF DOCUMENTS</u>
1	(i) Attested copies of proof of residence (Full address) alongwith copy of Aadhaar Card (Any two) :- <ul style="list-style-type: none"><li>• Water Bill (last two months bill)</li><li>• Telephone Bill (Landline or Post paid mobile bill of last two months)</li><li>• Electricity Bill (last two months bill)</li><li>• Bank Statement / copy of passbook for last one year</li><li>• Voter Identity card issued by Election Commission</li><li>• Current valid Ration Card of the applicant</li></ul>
2	Duly filled <b>Declaration form</b> as per format given vide Army HQ letter No. A/00651/Org-8 (1 of R) (a) dated 07 Jul 1988. ( <b>format enclosed</b> ).
3	In case of change of State of ESM the following is also to be submitted: <ul style="list-style-type: none"><li>• An Affidavit ascertaining Change of State duly attested by Magistrate / Notary. (<b>Sample Affidavit enclosed</b>)</li><li>• No Objection Certificate from previous Zila Sainik Board.</li></ul>
4	Copy of Discharge Book/IN-271

**Note:** An ESM can change his Permanent Address only once after retirement from service.

<b>The Logistics Officer-in-Charge {for Staff Officer (GB)} Naval Pension Office c/o INS Tanaji Sion -Trombay Road Mankhurd Mumbai – 400 088</b>	<b>Tele: - 022 -25075620 Email:- navpen-navy@nic.in</b>
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## DECLARATION

(As required vide Army HQrs letter NO.A/00651/Org. 8/(I of R (a) dated 07 July 1988)

I, No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_  
hereby declare that I have shifted permanently from district \_\_\_\_\_ to \_\_\_\_\_  
My new and old home addresses are as under :-

<u>New Address (Fill in Capital)</u>	<u>Old Home Address (Fill in Capital)</u>
H.No/NAME	H.No/NAME
VILL :	VILL :
PO :	PO :
TEHSIL :	TEHSIL :
DIST :	DIST :
PIN :	PIN :
STATE :	STATE

I am enclosing my relevant Documents/Discharge Certificate Serial No. \_\_\_\_\_ for necessary amendment of home addresses is requested to submit my Declaration alongwith my Discharge Certificate to my Record Office \_\_\_\_\_ after verification by your office, and by my old Zilla Sainik Welfare Office \_\_\_\_\_

Signature of the individual

To,

The Zilla Sainik Welfare Officer, Dist. \_\_\_\_\_  
=====

### REMARKS OF THE ZILLA SAINIK WELFARE OFFICER

The new home address of the individual has been verified and found correct and it is recommended that the same may please be amended in his Discharge Certificate.

Above declaration alongwith copy Discharge Certificate of the individual is submitted to Zilla Sainik Board \_\_\_\_\_ in triplicate for verification and onward submission to Record Office \_\_\_\_\_ for necessary amendment in Discharge Certificate under intimation to this office.

Letter No. \_\_\_\_\_

Dated : \_\_\_\_\_

**Zilla Sainik Welfare Officer (New)**

Letter No. \_\_\_\_\_

Dated \_\_\_\_\_

The Officer Incharge  
Records. \_\_\_\_\_

Sub : Change of Home Address in r/o \_\_\_\_\_

On verification it has been transpired that the above named individual has permanently shifted from his old address and it is recommended that his new home address may be changed in the Discharge Certificate of the individual. Declaration alongwith Discharge Certificate of the individual is forwarded herewith for necessary amendment in the discharge certificate and early return of the same to the Zilla Sainik Welfare Office

**Zilla Sainik Welfare Officer (Old)**

Encl :

**SELF DECLARATION FOR CHANGE OF PERMANENT ADDRESS**

1. I, (name of ESM) .....  
Rank: ..... Service Number: ....., was  
enrolled in the Indian Navy on (date of enrollment) ..... and discharged from  
service on (date of discharge) ..... as a Pensioner/Non-Pensioner.

2. I, (Name of ESM) .....  
S/o ..... residing at (address) .....  
.....  
.....

do hereby solemnly affirm and state on oath as follows: -

(a) That, as per service records, my permanent address is (full address) .....  
.....

(b) That, I am changing my permanent address from  
(Old Address) (New Address)  
.....  
.....  
.....  
.....

(c) That, I shall at all times hereafter in all records, deeds and writing and in all  
proceedings dealing with transactions, private as well as under all occasions what so ever,  
my permanent address will be known as only (new address) .....  
.....  
.....

(d) That, I am providing this Affidavit for the purpose of evidence for change of my  
permanent address in Naval Records.

3. That, the facts stated above is true and correct to the best of my knowledge, information  
and belief. No information in this aspect has been concealed knowingly.

Date: .....

Place: .....

Signature of Deponent

**VERIFICATION**

I, the deponent above named, do hereby solemnly declare and verify that the contents of  
the above Affidavit are true to the best of my knowledge and belief and nothing has been  
concealed or suppressed there from.

Date: .....

Place: .....

Signature of Deponent  
(Magistrate/Notary)