

CHECK OFF LIST - RELEASE FORMALITIES

(Authority: Navy Order 17/2013)

	<u>Ser</u>	<u>Action To Be Taken</u>	<u>Action By</u>
M-24	1	Expiry of Engagement Serial (EES) issued by CABS.	CABS
M-14	2	Sailors to forward Willingness / Unwillingness Certificate for further service to CABS.	Unit
M-13	3	Initiate action for regularisation of leave by ships / units	Unit
	4	Initiate action for removal of 'R' if pending. <i>(Auth: Regulation 133 of Regs Navy Part II)</i>	Unit
	5	IN-14 (GCB Return) rendered to CABS in case of award / deprivation / restoration of GCB, if GCB pay has not been adjusted in relation to removal of 'R'	Unit
	6	Ensure BOSL No. is allotted by CABS if GCB pay not adjusted.	CABS
M-12	7	Release Serials (RS) published by CABS.	CABS
	8	NAVPEN forwards Pension forms and ECHS forms to unit.	NAVPEN
	9	SDs to be updated and locally audited by NLAOs prior forwarding to NAVPEN	Unit
M-11	10	Prepare duplicate SDs and forward original to NAVPEN (VR Section) with following documents:-	Unit/ Individual
	11	(a) Pension forms duly completed in all respects	Unit/ Individual
		(b) Three copies of joint passport size colour photo of sailor and his wife duly attested by any Commissioned Officer on reverse.	Unit/ Individual
		(c) Three copies of self PP size colour photo of individual sailor duly attested by any serving Commissioned Officer on reverse	Unit/ Individual
		(d) Application for NOC civil employment duly completed	Unit/ Individual
		(e) Application for NOC for civil passport duly completed	Unit/ Individual

		(f) Application for issue of Graduation / Matric equivalent certificate for those who have completed minimum 15 years of service (enclose original Matric / ET 1 certificate)	Unit/ Individual
M-10 to 5	12	Action for finalisation of account and pension claims at Naval Pay Office, Mumbai and NAVPEN respectively iaw Para 16 of Navy Order 17/2013.	NAVPAY/ NAVPEN
M-8	13	Ensure completion of Release Medical Examination of S1A1 sailors	Unit/ Individual
	14	Ensure completion of Release Medical Board of LMC sailors	Unit/ Individual
	15	Apply online for ECHS card through website www.echs.gov.in .	Individual
	Ser	<u>Action To Be Taken</u>	<u>Action By</u>
M-6	16	NAVPEN to complete the verification of online ECHS application.	NAVPEN
	17	Forward Release Medical Examination report of S1A1 sailors to NAVPEN through Administrative Authority.	Unit/ Individual
	18	Forward Release Medical Board report of LMC sailors to NAVPEN	Unit/ Individual
M-5	19	Recover permanent identity cards and issue surrender certificate to sailor. <i>(Auth: Para 36 of CNO 01/03)</i>	Unit
M-3	20	Duly completed Ex-Servicemen Canteen Smart Card Application (Pink Colour form) along with the following to be forwarded to Unit Run Canteen, INS Tanaji, Sion-Trombay Road, Mankhurd, Mumbai – 400 088: (i) Attested photocopies of existing canteen smart cards. (ii) DD for Rs. 135/- per card (including Rs. 5/- for handling charges) in favour of CO, INS Tanaji, URCF A/c	Unit/ Individual
	21	A copy of application for final closing of AFPP Fund Account as per Appendix 'I' (Part-II) of NO 09/09 forwarded to Naval Pay Office, Mumbai and one copy handed over to individual	Unit/ Individual

	22	De-Kitting Certificate to be issued to sailor iaw Appendix 'E' of NO 17/2013.	Unit/ Individual
	23	BRs and Tool Kits to be recovered and action to regularize losses.	Unit
	24	Action on 'No Demand Certificate' by CO and MES	Unit
D-30	25	Issue dependent Identity card to the family members of retiree.	Unit
	26	Issue necessary genforms for upto date payments (MLR and CILQ), process upto date CEA payment and make upto date dip money payment.	Unit
	27	Prepare leave encashment Genform for the current year.	Unit
	28	Sailor to report release Centre PM 15 of the month / date specified.	Unit/ Individual
	29	Regional Center, ECHS (Mumbai) to forward ECHS smart cards to NAVPEN.	-
D-15	30	Carry following to Release Centre while reporting for release:-	Individual
		(a) Manuscript record sheet in triplicate duly updated and audited by NLAO including assessment on the date of transfer.	Individual
		(b) Original Matric / ET 1 certificate if not forwarded earlier alongwith application (for issue of Eqvt. to Graduation / Matric Certificate).	Individual
		(c) Latest passport size coloured photographs (in plain clothes):- Photographs should be with sky blue background. Avoid photographs in black shirt / coat. Scanned photographs are not to be accepted. Photo - Self- five copies, self and wife – four copies, self with wife and children – two copies	Individual
		(d) Copy of the De-Kitting certificate through ICMS.	Individual
		(e) Pmt Identity Card Surrender Certificate	Individual
		(f) Four ink signed copies of transfer Genform (with notation of details of casual leave availed in the current year)	Individual
		(g) Vigilance Certificate with Unit round stamp.	Individual
		(h) Provost Warrant Surrender Certificate (Provost sailors only)	Individual

	(j) Ink sign copy of authorisation to make private arrangement for CILQ (If drawing CILQ)	Individual
	(k) A copy of application for final closing of AFPP Fund Account as per Appendix 'I' (Part-II) of NO 09/09 already forwarded to NPO.	Individual
	(l) Copy of No Demand Certificate from COs / MES, outgoing routine	Individual
	(m) Copy of latest Kindred Roll with correct DOB of all family members as forwarded alongwith pension forms/SDs	Individual
	(n) Leave encashment Genforms for previous and current year.	Individual
	(p) Copy of time bar sanction and Genform for leave encashment (If any).	Individual
	(q) Leave records (for sea service extract), Details of award of GCB, Medal and Annual Assessment and units served (for concerned correction in documents, if any)-2 sets.	Individual
	(r) Ex Servicemen application form, duly filled in black ink and photos attested, for issue of Canteen Smart Card / Surrender Certificate, if not forwarded earlier. Refer M-3 Ser 20.	Individual
	(s) Xerox copy of PAN card (03 copies).	Individual
	(t) Original certificate of PRC undergone.	Individual
	(u) Transfer Genform should bear notation "Continue to draw CILQ at old duty station" (if drawing CILQ).	Individual
	(v) Photocopy of leave sheet (after dispatching of SDs) / manuscript sheet maintained by the unit attested and audited by NLAOs.	Individual
	(v) Uniforms – 8As, 10As and No. 2s (MCPOs holding Hon. Commission for Aug and Jan Batch)	Individual
31	Sailors to carry a 'To Whom So Ever It May Concern' Certificate with the permanent address/SPR mentioned therein issued by unit for getting their Ration Card etc. made in civil after retirement.	Unit/ Individual

Note: M – Month of Release; D – Day of Release

