

CHECK OFF LIST FOR SUPERANNUATING & PREMATURE RETIRING OFFICERS

<u>S. N.</u>	<u>SUBJECT</u>	<u>DATE</u>	<u>REMARKS</u>
1.	Issue of Retirement Letter	D- 9 months	IHQ MoD(N)/DOP
2.	Clearance of all Outstanding Advances/Loans	D- 8 months	Officers are advised not to clear advances post D-3 months
3.	Release Medical Exam (RMB)	D- 8 months	Approved copy to reach from DGMS(H) to NAVPEN by D-3 months
4.	Forwarding all Outstanding Claims for TA/DA/LTC	D- 6 months	By Officer
5.	Return of Armed Forces Identity Card applying for Retired Officers Identity Cards.	D- 5 months	To INS Kunjali
6.	Submission of ECHS Application to DOP (submit on-line)	D- 4 months	Application duly verified to reach Dir ECHS By D-3 months So that Cards ready by D-1 month(online)
7.	Pension Documents	D- 4 months	Submit as per NAVPEN Check of List
8.	Application for Closing DSOP Fund Account to NPO	D- 4 months	Individual to NPO
9.	NOK Forms – Declaration of Family Particulars along with Family and Self Photograph	D- 7 Months	Individual to DOP
10.	Service/Family Particulars	D- 3.5 months	From DOP to NAVPEN
11	Issue of Vigilance Clearance	D-3 months	DPS
12.	PCDA(N)/ IRLA Section to carry out audit of LPP/LTD	D-3 months	Hand over to NPO
13.	Last Pay Particulars (LPP)	D-3 months	From NPO to NAVPEN
14.	Long Term Demand (LTD)	D-3 months	From NPO to NAVPEN
15.	Income Tax Clearance up to the Previous Assessment year	D-2 months	NPO
16.	Application for NGIF for Post - Retirement Insurance Cover.	D-2 months	PDNPF to forward PRDIES certificate D-30 days
17.	NAVPEN TO SUBMIT COMPLETE SET OF DOCUMENTS TO PCDA(N)	D-2 months	To PCDA(N)
18.	Issue/Dispatch of PPO	D- 45 days	By PCDA(N)
19.	Issue /Dispatch of LPDC	D- 45 days	By NPO

20.	Issue/Dispatch of ECHS Card	D- 45 days	By ECHS
21.	Issue/Dispatch of Discharge Book and Sea Service Certificate	D- 45 days	By DOP