



## **COUNTING OF LOWER DECK SERVICE (ARMY OFFICERS)**



The documents are required to be submitted by the Service Officer (Ex-Sailor) countersigned by his present Commanding Officer/ Head of Organisation to process his case for Counting of Former Naval Lower Deck Service in his current employment within 01 year of joining the new service.

### **Documentary Proof to be Submitted along with Application through present Unit:**

<b><u>SER</u></b>	<b><u>NAME OF DOCUMENTS</u></b>
1	Appendix 'A' as per AO 56/2001/PS (03 copy). (Format enclosed)
2	NQS & NFS Certificate (02 copy). (Format enclosed)
3	CDA Account No. Certificate (02 copy). (Format enclosed)
4	Complete copy of Gazette of India regarding commission

### **Procedure at NAVPEN**

(a) After receiving the aforesaid documents, this office forwards the original Service Document (SD) of the officer (ex-sailor) to IRLA section of PCDA (Navy), Mumbai for issuance of non-payment of Service Gratuity (SG) Certificate.

(b) On receipt of the non-payment of SG Certificate, the claim (above mentioned documents) along with original SD and Enrollment form IN 441 are to be forwarded to PCDA (Pension), Allahabad for approval for counting his lower deck 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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**FOR ARMY OFFICER**

**APPENDIX 'A'**

(Refer to Para 3 (b) AO 56/2001/PS)

**CLAIM FOR COUNTING OF PREVIOUS SERVICE IN THE RANK TOWARDS  
PENSION IN RESPECT OF PC OFFICERS**

1. Name of the officer and Service No. & Rank : \_\_\_\_\_  
\_\_\_\_\_
2. Date of Birth : \_\_\_\_\_
3. Date of grant of (as applicable) EC/ SSC/ TC/ PC/ RC/ SC/ SCO : \_\_\_\_\_
4. Details of pre-commissioned service
- |                                      | <b>From</b> | <b>To</b> |
|--------------------------------------|-------------|-----------|
| (a) Service as Non-commissioned      | : _____     | _____     |
| (b) Service as OR                    | : _____     | _____     |
| (c) Service as JCO                   | : _____     | _____     |
| (d) Service as Cadet/Gentlemen Cadet | : _____     | _____     |
5. No and date of Gazette Notifying the Appointment of the officer as Naib Subedar (formerly Jamadar) and Grant of 1<sup>st</sup> Commission. : \_\_\_\_\_  
\_\_\_\_\_
6. Details of pre-commissioned service already counted towards pension. : \_\_\_\_\_  
\_\_\_\_\_

Station: \_\_\_\_\_

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

Signature \_\_\_\_\_  
Name : \_\_\_\_\_  
Rank: \_\_\_\_\_  
P.No.: \_\_\_\_\_

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**COUNTERSIGNED**

Forward to the Principal Controller of Defence Accounts (Pensions), Draupadi Ghat, Pryagraj-211014, for verification and assessment.

Station:  
Date:

**CERTIFICATE FOR NON QUALIFYING OF PRE-COMMISIONED SERVICE IN R/O**

**(NO. \_\_\_\_\_ RANK \_\_\_\_\_ &  
NAME \_\_\_\_\_ )**

1. I \_\_\_\_\_ (Name)  
\_\_\_\_\_ (Rank & No.) hereby state  
that "There is no non-qualifying of the pre-Commissioned service for the period  
from \_\_\_\_\_ to \_\_\_\_\_."

2. The above statement is correct to fullest of my knowledge.

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

Signature \_\_\_\_\_  
Name : \_\_\_\_\_  
Rank: \_\_\_\_\_  
P.No.: \_\_\_\_\_

**COUNTERSIGNED**

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

(Signature of CO/OC of the Unit)

**CERTIFICATE FOR NON FORFEITURE OF PRE-COMMISIONED SERVICE IN R/O**

(NO. \_\_\_\_\_ RANK \_\_\_\_\_ &  
NAME \_\_\_\_\_ )

1. I \_\_\_\_\_ (Name)  
\_\_\_\_\_ (Rank & No.) hereby state that  
"There is no forfeiture of the pre-Commissioned service for the period  
from \_\_\_\_\_ to \_\_\_\_\_."

2. The above statement is correct to fullest of my knowledge.

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

Signature \_\_\_\_\_  
Name : \_\_\_\_\_  
Rank: \_\_\_\_\_  
P.No.: \_\_\_\_\_

**COUNTERSIGNED**

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

(Signature of CO/OC of the Unit)

**CERTIFICATE FOR CDA ACCOUNT NO.**

It is Certified that CDA(O) Account No. in respect of  
(Name) -----  
(Rank & No.) -----  
is -----(CDA Account No.)

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

Signature \_\_\_\_\_  
Name : \_\_\_\_\_  
Rank: \_\_\_\_\_  
P.No.: \_\_\_\_\_

**COUNTERSIGNED**

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

(Signature of CO/OC of the Unit)