



ISSUE OF DUPLICATE DISCHARGE/ SERVICE CERTIFICATE



The ESM 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 (If loss of Original Service Certificate/ Discharge Certificate):

<u>SER</u>	<u>NAME OF DOCUMENTS</u>
1	Self written Application
2	Original FIR copy

Documentary Proof to be submitted along with Application through concerned ZSB (Mutilated condition of Original Service Certificate/ Discharge Certificate):

<u>SER</u>	<u>NAME OF DOCUMENTS</u>
1	Self written Application
2	Original mutilated Service Certificate

Note: Duplicate Discharge Certificate will be issued by General Branch Section for those retired between 01 Jan 1987 to 31 Dec 2012. For retirees' w.e.f **01 Jan 13**, Please make correspondence directly on address:

"Release Centre, Naval Pension office, c/o INS Tanaji, Sion- Trombay Road, Mankhurd, Mumbai – 400088".

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