

UNDERTAKING FOR LOCAL DISCHARGE

PART I

(To be completed by sailor in Triplicate)

1. I hereby certify that I am being released locally i.a.w 101 IG of 27 Mar 2020. I am willing to accept all delays in finalisation of my accounts and other dues to me for not having followed the specified routine of release formalities through the Release Centre due to the ongoing Pandemic of COVID-19.

2. It is further certified that I have checked my Personal and Service Particulars on CABS site and all my details have been found correct.

3. All payments due to me may be remitted to me through money order/bank draft/Cheque/NEFT at the following address at my own risk and cost.

Salary Account Details

A/c No. _____
Bank Name _____
IFSC _____
Address _____

Pension Account Details

A/c No. _____
Bank Name _____
IFSC _____
Address _____

Signature _____
Name _____
Rank _____
P. No _____
Ship/Estb. _____

Place:- _____
Date: _____

PART II

(To be completed by Sailor's Commanding Officer)

4. The information required by the Release Centre/ NAVPEN for finalisation of accounts and other release formalities is furnished bellow: -

- (a) Date of entering service : _____
- (b) Date of expiry of existing engagement : _____
- (c) Date of leaving ship/Estb : _____
- (d) No of days leave granted and period : _____
- (e) Date of actual discharge from service : _____
and cause/nature of discharge _____

- (f) Genform No. and date : _____
- (g) Medical Category at the time of release : _____
(on the basis of Release Medical Board\
Release Medical Examination Reports.)
- (h) Application to close AFPPF fund account : On _____
forwarded to Naval Pay Office, Mumbai Vide letter _____
dated _____
- (j) Tools kits/BRs surrender certificate, : Vide letter _____
forwarded dated _____
- (k) Release Medical Board conducted and : On _____
forwarded Vide letter _____
dated _____
- (l) Vigilance Clearance Certificate : Vide letter _____
forwarded dated _____
- (m) No Demand Certificate forwarded : Vide letter _____
dated _____
- (n) Old Canteen Smart cards have been : _____
surrendered
- (p) De-Kitting certificate has been generated : Vide letter _____
through ICMS and forwarded dated _____
- (q) Permanent Identity Card and Provost : Vide letter _____
Warrant Surrender Certificate forwarded dated _____

5. It is certified that the release procedure/formalities prescribed under the existing instructions have been completed and all the concerned authorities have been informed with regard to the local release of the above sailor.

(Signature of the Commanding Officer)

File No: - _____

Date: - _____

Unit Seal