

PRE- RECEIPT

I _____ (Name, Rank) P.No. _____

acknowledge the receipt of souvenir (silver salver/crest) presented by the Indian Navy on the occasion of my retirement/release from the Naval Service in accordance with Navy Order 34/2016.

(a) Date of Commission / Joining : _____

(b) Date of Retirement : _____

(c) Authority NHQ Letter No. : _____

Signature : _____

Name : _____

Rank : _____

P.No. : _____

Date :

Countersigned

Office Seal: _____ CO/Head of Department

I _____ hereby authorise _____
(Name, Rank, P.No) to collect the above Silver Salver/Crest on my behalf.

For DNPf office use

Charged off from ledger Souvenir _____ on date _____
LF No. _____

Instructions to Retiring/Releasing Officers

- (a) Eligibility for Salver/Crest is as per Navy Order 34/2016.
- (b) The individual officers are requested to forward pre-receipt alongwith DOP letter to DNPf office atleast 15 days to 01 month in advance for timely engraving of the souvenir.
- (c) In case the pre-receipt is received late, engraving may not be feasible and plain souvenir would be issued.