



**DOCUMENTS REQUIRED FOR GRANT OF
FAMILY PENSION TO UNMARRIED/ WIDOW/
DIVORCED DAUGHTER**



<u>SER</u>	<u>NAME OF DOCUMENTS</u>
1	Form MPB 501 and MPC 60 duly filled in duplicate .
2	Four recent photograph duly attested by a Gazetted Officer.
3	Copy of Death Certificate Father / Mother (as applicable)
4	Copy of Death Certificate of Husband (for widow daughter)
5	Copy of Aadhaar Card & PAN Card of applicant.
6	Copy of Birth Certificate/ Matriculation Certificate of Applicant
7	Photocopy of Bank Passbook/ Cancelled Cheque of applicant.
8	Permanent & Present Correspondence address with Telephone No. and email id.
9	Un-employment and unmarried certificate duly signed by Municipal/ Panchayat/ Revenue Authority and duly countersigned by a District Sainik Welfare Officer.
10	Income certificate of the claimant issued by revenue officer of the concerned district.
11	An affidavit (in original) sworn before First Class Magistrate from brother/sister stating that he has No Objection to the family pension being granted.
12	An affidavit sworn before First Class Magistrate indicating current marital and employment status of the claimant.
13.	Copy of Pension Payment Order (PPO).
14.	Copy of Decree of Divorce (for divorcee daughters)

The Logistics Officer-in-Charge Naval Pension Office c/o INS Tanaji Sion Trombay Road Mankhurd, Mumbai – 400 088	Tele:- 022 -25075608 Email:- navpen-officers[at]navy[dot]gov[dot]in
The Chief of the Naval Staff (for Directorate of Pay & Allowances) IHQ MoD (Navy), Room No. 108, 1st Floor NHQ Annexe Building Talkatora Stadium New Delhi – 110 004	Tele:- 011-21410540 Email:- dpa-navy[at]nic[dot]in

Note:- Above documents be forwarded to NAVPEN by post in Triplicate (Affidavit to be submitted in original with two additional photocopies)

APPLICATION FOR PENSION WIDOW/UNMARRIED/DIVORCE DAUGHTER**Please Note:-**

- A. The issue of this form does not imply that you will be found eligible for pension.
- B. When completed, the form should be sent in duplicate with all available birth and marriage certificate to "The Logistics Officer-in-Charge, Naval Pension Office, C/o INS Tanaji Sion Trombay Road Mankhurd, Mumbai, 400088, directly for further necessary action with a copy to DPA (Pension), IHQ MoD(Navy) Room No. 108, 1st Floor, NHQ Annexe Building, Talkatora Stadium, New Delhi - 110004 for info/record.
- C. Before signing the Declaration please make sure that the questions have been answered correctly (Dashes or ticks are not sufficient answers). This will save correspondence and delay. Please also note that this is an official document and if any person making a false statement, she is committing a legal offence.

PART I PARTICULARS RELATING TO DECEASED OFFICER

1. Surname: _____
(Block letters)
- Full Name : _____
(Block letters) (P.No. _____ PPO No. _____)
2. (a) Ship/ Establishment: _____
(b) Rank: _____
(c) Date of Birth: _____
(d) Place of Birth : _____
3. (To be answered only if death occurred after termination of service).
(a) Date of Death :- _____
(b) Place of Death :- _____
(c) Date of retirement/discharge/ invalidment: - _____

PART II - PARTICULARS OF APPLICANT

4. Surname : _____ First Name:- _____
(Block letters) (Block letters)

5. Address in full :- _____

6. (a) Date of Birth:- _____
- (b) Date & Place of Marriage:- _____
(Birth and Marriage certificates to be attached if available) (copy attached)
- (c) Place of Birth:- _____
7. Were you living apart from your husband at the time of his death for any reason other than his employment with the force? If yes attach a statement of the circumstances.
8. (a) Particulars of children of the deceased officer under 25 years of age (see note overleaf) in respect of whom allowances are claimed.

(BIRTH CERTIFICATES TO BE ATTACHED IF AVAILABLE)

Full Name of each Child	Sex	Date & Place of Birth	Present address (if different from your own state reason)

- (b) Are all the children maintained by you _____
- (c) Nationality _____
- (d) State/Province, you belong _____
9. Have you or any of the children been injured in war _____ If so, state date, place and nature of injury and whether your claim for compensation has been made _____
10. (a) Are you or any of your children in receipt of any pension or allowance: _____
- (b) Have you applied for any pension or allowance (a part from the present application) or do you intend doing so _____ If, so state as to when you have applied _____ or apply _____

PART III - PARTICULARS OF ANY PENSION RECEIVED BY THE DECEASED OR THE APPLICANT OR THEIR CHILDREN

Name of pensioner	Nature of pension or allowance	Rate of amount per month/ annum	By whom paid	Reference No. Authority

DECLARATION (Please see note C on page 1)

I hereby declare that the answers to the questions on this form are true and complete to the best of my knowledge and belief and I claim pension on the basis of the particulars that may be required.

(Witness of Signature)

(Signature of the Applicant)

(Any Commissioned Officers of the Defence Service not below than the rank of Lt of the Navy or equivalent rank)

Address of Witness:-

Date:- _____

State name of the Bank, S/B Account No. Full address of the Bank and the CPPC Branch at which you desire pension should be made payable, if granted (copy of cancelled cheque enclosed).

Name of Bank:- _____

S/B Account No :- _____

STATEMENT OF TOTAL MEANS OF SUPPORT FROM ALL SOURCES OF AN APPLICANT FOR A PARENT'S PENSION / ALLOWANCE IN RESPECT OF THE DEATH OF / MISSING SON (GIVE RANKS, NAME AND UNIT/REGT/CORPS/SHIP/ESTABLISHMENT)

(This form should be completed by the pensioner in duplicate and submitted to NHQ for onwards transmission to the PCDA(P), Allahabad (for Pre Nov 1985 Retirees) or PCDA(N), Mumbai (for Post Nov 1985 Retirees).

1. Applicant's Name _____

2. State present yearly income from	Yourself		Your husband/ wife	
	Rs.	P	Rs.	P
(a) Salary or wages, including overtime, bonus, commission etc.				
(b) Business on own account, (estimated yearly profit).				
(c) Old age or widow pension, state pension number here.				
(d) Any other pension (including the pension commuted if any or grant, give particulars here).				
(e) All other sources of income, give particular here.				

_____ Total income yearly

Where there are two parents the reply to question 3,4,5,6 &7 should cover both Father and Mother.

3. If you sublet or take in lodger or boarders estate the total amount received from this source. _____

4. If you own the house in which you are living, attach annual assessment certificate from municipal authorities and state:-

(a) The net annual value as assessed for income tax _____

(b) The amount of any mortgage still outstanding _____

(c) The rate of mortgage interest _____

(d) Ground rent if any _____

5. Amount of rent being paid for the accommodation if living in the rented house _____
(A receipt of rent from the land lord is to be attached).

6. Give particulars of any other benefits in kind (for example, fee Board)

7. Have you any money invested in the Bank, PO etc? If so give particulars

Note: Certificate from the Bank or Post Office, firm etc regarding the date (s) of sum and annual interest/ dividend thereon, to be attached.

8. Amount of DSOP Fund to the credit of the deceased. _____
9. Amount of insurance of deceased, if any. _____
10. Disposal of the amounts stated 8 and 9 above, if since received. _____
11. Give particulars of all your surviving children including step children and adopted children:-

Name	
Sex	
Date of Birth	
Married, Single or Widower	
Occupation	
Total income PM	
Whether living at home with you	
Whether dependent upon you and if so to what extent	
Rate of monthly contribution made by each member of the family including amount paid for board & loading in if living at home	

Note:- If any son is an apprentice, indicate the stipend/ allowance he is receiving and the date on which apprenticeship will be completed and the salary to be given on accepting the assignment.

2. Before signing the Declaration, you should make sure that all questions on the form have been answered correctly. This will avoid correspondence and delay.
3. This application is an official documents and any person making a statement which he or she knows to be false is committing a legal offence.

DECLARATION BY THE APPLICANT

I declare that the answer to the question on this form are true and complete to the best of knowledge and belief and that I have disclosed all my/ our means of support.

Signature of Applicant	Witness to Signature
Address of applicant Contact No./Email	Any commissioned officer of the Defence Service not below the rank of Lieutenant or equivalent or Magistrate of serving civilian Gazetted Officer under his office seal/ stamp
	Address Date

INCOME CERTIFICATE / INCOME DECLARATION
(As per para (ii) of GOI, MoD letter no. 1(3)/99/D (Pen/Sers) dated 24 Nov 1999)

I _____ daughter of _____ Rank _____
Name _____ (Late) resident at _____
_____ do hereby solemnly affirm and declare as under:-

<u>Ser</u>	<u>Source of Annual Income</u>	<u>for the Financial Year 2020-</u>
(a)	Income from immovable property	Rs.
(b)	Income from Movable property	Rs.
(c)	Income from Employment (Pvt/Govt)	Rs.
(d)	Income from Pension	Rs.
(e)	Income from self-employment/ business	Rs.
(f)	Income from other sources	Rs.
	Total	Rs.

Signature/ Thumb impression of applicant

ATTESTATION
(By Village Officer/ Municipal Councilor)

COUNTERSIGNED
(By Tehsildar/ Revenue Magistrate)

Place :
Date :

Office Seal

NO OBJECTION CERTIFICATE

(Duly prepared in a Non Judicial stamp paper of appropriate value) 

I _____ age about _____ Years daughter of _____
Rank _____ Name _____ No. hereby
certify that _____ and my sister/brother _____ are the
sole surviving children of our Late parents.

I _____ and my sister Miss _____ both are unmarried
buth I Miss _____ also a employee/married _____ and I
hereby certify that I have no objection to my unmarried sister Mis _____ being
granted pension and all other dues and arrears of my Late Father _____

DEPONENT

VERIFICATION

Verified at _____ on this _____ day of _____ that the
contents of my above affidavit are true and correct to the best of my knowledge and belief and
nothing material has been concealed therefrom.

DEPONENT

AFFIDAVIT

(Duly prepared in a Non Judicial stamp paper of appropriate value) 

I _____ daughter of _____ Rank _____
Name _____ P.No. Residential _____ do
hereby solemnly affirm and declare as under:-

1. That my parents name are _____ and _____
2. That my date of birth is _____
3. That I am till unmarried.
4. That none person is dependent upon me
5. That I have no source of income for my daily needs.
6. That Miss _____ is my only sister.
7. That it is my true statement.

DEPONENT

VERIFICATION

Verified at _____ on this _____ day of _____ that the contents of my above affidavit are true and correct to the best of my knowledge and belief and nothing material has been concealed therefrom.

DEPONENT

UN-EMPLOYMENT AND UNMARRIED CERTIFICATE

1. I Miss _____ daughter of _____ declare that I had not a employ of any Govt/ Private sector and I had not married till date.

2. I further solemnly affirm that contents of above declaration are correct and true to the best of my knowledge.

Signature _____
Miss _____ D/o of _____
Rank _____
Name _____
P.No. _____

CERTIFIED BY MUNICIPAL / PANCHAYAT/ REVENUE AUTHORITY

Station :
Dated :

COUNTERSIGNED BY RAJYA/ ZILA SAINIK WELFARE OFFICER

Station :
Dated :