

DRAFT LETTER FOR APPLYING FOR DEMISE GRANT

From
Name Address, Mobile No. Email ID
Date

To,

The Chief of the Naval Staff
(for Dte of Ex-Servicemen Affairs)
Integrated Headquarters
Ministry of Defence (Navy)
6th Floor, Chanakya Bhawan
Chanakyapur, New Delhi - 110021

SUBJECT: DEMISE GRANT

Dear Sir,

1. I regret to inform you that my husband/ father _____ has expired on _____ at _____ due to _____.

2. His particulars are as follows :

(a)	Rank & P. NO	
(b)	Date of Birth	
(c)	Date of Joining Service	
(d)	Date of Retirement	
(e)	Date of Death (Attach a death Certificate)	
(f)	Address of Correspondence	
(g)	Contact No. email-id	
(h)	Name of NoK	
(i)	Relationship with NoK	
(k)	Details of Children	
(l)	Details of dependent handicapped children	
(m)	Details of dependent daughter(s) (Age more than 25 years, single (unmarried /divorcee and income less than Rs 9000 per month from all sources)	
(n)	Pension Payment Order(PPO) Number (Attach a copy of PPO)	
(o)	Bank Details of NoK (attach a cancelled cheque)	

3. It is requested that the Demise Grant amount be credited into my bank account.

Signature of NOK

Name _____

Relation _____

Date:- _____

Encl.