

APPLICATION FOR CERTIFICATE OF SERVICE

1. First three pages of **Revised form of Declaration of Family** in DOP site is to be filled and submitted for issue of certificate of service for officers. Application form, duly filled by the veteran, be forwarded on the following address by post to DESA:-

IHQ MoD/ (Navy)
Directorate of Ex-Servicemen Affairs
601 Chanakya Bhawan
Chanakyapuri
New Delhi – 110021
Tel No 011-24121068

2. It is further intimated that in addition to affixing of relevant photographs on the application form, following additional photos are to be enclosed separately:-

(a) 02 in no. passport size photo of veteran (in uniform if available or in civis).

(b) 02 in no .combined group photo of family members (size 3.5cmX5.5cm).

(C) Copy of PPO

3. It may kindly be noted that for veterans there is no requirement of photo in uniform (if not available) or countersignature of CO. The Certificate of service will be issued in the name of the officer only. Post retirement occurrences are to be registered with Directorate of Personnel for record and re- issue of family particulars with amendment.

**PARTICULARS OF NEXT OF KIN AND OTHER MEMBERS OF THE FAMILY-
OFFICERS**

(Form to be filled by the individual in UPPER case, using Adobe Reader 8.0)

Photo of Father duly attested by the Commanding Officer	Photo of Mother duly attested by the Commanding Officer	Photo of Next of Kin duly attested by the Commanding Officer	Photo of Other near relative duly attested by the Commanding Officer
Photo of Spouse duly attested by the Commanding Officer	Photo of Child duly attested by the Commanding Officer	Photo of Child duly attested by the Commanding Officer	

Personal Particulars :

Name

Rank Personnel No Unit

Permanent Home Address

State Code Country

Marital Status (Married-M, Single-S,
Divorcee-D, Widower-W) Religion (Hindu-H, Muslim-M, Sikh-S, Christian-C,
Atheist-A, Buddhist-B, Jain-J, Jew-W,
Zorastrian-Z, Other-O)

NOK Particulars :

Name

Relationship

Permanent Address

State Code Country

Identification Mark

Date

Signature of Officer

COUNTERSIGNED

Date

Signature
Rank & Name
Designation
Ship/Establishment

Other Near Relative Particulars :

Name

Relationship

Permanent Address

State Code Country

Identification Mark

Children Particulars (Including adopted children) :

1). Name

Place of Birth Date of Birth

State Code Country

Birth registered with

Occupation (if any) Sex Marital Status (Married-M, Single-S, Divorcee-D, Widower-W)

Office Address (if any)

2). Name

Place of Birth Date of Birth

State Code Country

Birth registered with

Occupation (if any) Sex Marital Status (Married-M, Single-S, Divorcee-D, Widower-W)

Office Address (if any)

Date

Signature of Officer

COUNTERSIGNED

Date

Signature
Rank & Name
Designation
Ship/Establishment

Particulars of Spouse :

Name

Maiden Name (if applicable)

Place of Birth Date of Birth

Nationality Marital Status of spouse prior to marriage (Single-S, Divorcee-D, Widower-W)

Identification Mark of Spouse

Father's Name

Father's Address

Particulars of Marriage :

Place of Marriage

Date of Marriage

Under what rites / law

Registration No. (if registered)

Place of Registration (if registered)

Date

Signature of Officer

COUNTERSIGNED

Date

Signature
Rank & Name
Designation
Ship/Establishment