

PERSONAL AND CONFIDENTIAL (WHEN FILLED)

# **FAMILY LOGBOOK**

***BASED ON NWWA FAMILY***

***LOGBOOK©***

PERSONAL AND CONFIDENTIAL (WHEN FILLED)

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**Mission.** To make our family financially stress-free in case of any unexpected turn of event in life.

**Note:** This booklet is to ensure that all important details of the family are recorded and kept safely at the residence. Family members be educated on its availability for use in case of unforeseen circumstances.

**CHAPTER I**

**PERSONAL**

Name: \_\_\_\_\_ Personal No: \_\_\_\_\_

Rank: \_\_\_\_\_ Mobile No: \_\_\_\_\_ E-mail Id: \_\_\_\_\_

Branch/Cadre: \_\_\_\_\_ Date of Joining Navy: \_\_\_\_\_

Present Unit: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Address of Spouse: \_\_\_\_\_

\_\_\_\_\_

NOK Details: \_\_\_\_\_

**DETAILS OF THE FAMILY MEMBERS**

<b>Name</b>	<b>Relation</b>	<b>DOB</b>	<b>Blood Group</b>	<b>Contact No</b>	<b>Email ID</b>

**PERSONAL DOCUMENTS**

<b>Document</b>	<b>Number</b>	<b>Place of Issue</b>	<b>Expiry Date</b>
<b>Passport</b>			
<b>Driving License</b>			
<b>PAN Card</b>			
<b>Vehicle Details</b>			
<b>Aadhaar Card</b>			
<b>Voter ID Card</b>			
<b>Dependent Card</b>			

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Document	Number	Place of Issue	Expiry Date
Canteen Cards			
Birth Certificate			
Education Certificate			
Marriage Certificate			
Domicile Certificate			
Club Membership			
Professional Membership			
Digilocker			

PANCARD AND INCOME TAX DETAILS OF FAMILY MEMBERS

Name	Father's/ Husband's Name	PAN Card No & Issue Date	Last Income Tax Return Filed	File No

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**PASSPORT DETAILS OF FAMILY MEMBERS**

<b>Name</b>	<b>Passport No</b>	<b>Issue Date</b>	<b>Expiry Date</b>	<b>Issuing Authority</b>	<b>Previous Passport Details</b>

**DRIVING LICENSE- FAMILY MEMBERS**

<b>Name</b>	<b>Driving License No/ Licensing Authority</b>	<b>Issue Date</b>	<b>Valid from</b>	<b>Valid Till</b>	<b>Remarks</b>

**RATION CARD**

<b>Name</b>	<b>Ration Card No/Issuing Authority</b>	<b>Issue Date</b>	<b>Remarks</b>

**AADHAAR CARD - UID DETAILS OF FAMILY MEMBERS**

<b>Name</b>	<b>Aadhaar Card No/Enrolment No</b>	<b>Issue Date</b>	<b>Remarks</b>

**VOTER IDENTITY CARD- DETAILS OF FAMILY MEMBERS**

<b>Name</b>	<b>Name of Father/Husband</b>	<b>Identity Card No.</b>	<b>Issue Date</b>

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**INSURANCE- LIC POLICY**

<b>Name/ Nominee</b>	<b>Policy No/ Issuing Office</b>	<b>Amount Insured</b>	<b>Issue Date/ Maturity date</b>	<b>Table &amp; Term</b>	<b>Premium/ Date of Last Payment</b>	<b>Remarks (Linked email, etc)</b>

**INSURANCE- OTHERS**

<b>Name/ Nominee</b>	<b>Company</b>	<b>Policy No</b>	<b>Amount Insured</b>	<b>Premium</b>	<b>Issue Date/ Maturity date</b>	<b>Amount Assured</b>

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**VEHICLE INSURANCE POLICY**

<b>Vehicle Details</b>	<b>Policy No/ Issuing Office</b>	<b>Amount Insured</b>	<b>Issue / Expiry date</b>	<b>Premium Paid</b>	<b>Remarks</b>

**MEDICLAIM POLICY**

<b>Name &amp; Type of Policy</b>	<b>Policy No/ Previous Policy No</b>	<b>Amount Insured</b>	<b>Issue Date/ Maturity Date</b>	<b>Premium</b>	<b>Remarks</b>

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**CHAPTER II**

**BANKS & CARDS**

**BANK ACCOUNTS**

Bank Name	Branch	Acc No	Type of Account	Operating Instructions (Single/ joint)	Nominee(s)	Mobile Number (optional)	Remarks (Net Banking ID, Email, etc)

**Defence Salary Package Account No \_\_\_\_\_**

**FIXED DEPOSIT/ RECURRING DEPOSIT/ COMPANY DEPOSIT**

<b>Bank/ Company Name &amp; Branch</b>	<b>Type of Dep (SOR/ FDR/ RD)</b>	<b>FDR No.</b>	<b>Date of Dep.</b>	<b>Amount (Rs)</b>	<b>Due Date</b>	<b>Nominee(s)</b>	<b>Mobile Number (optional)</b>	<b>Loan/OD Availed (if any)</b>

**DEBIT CARD**

<b>Name</b>	<b>SB A/c No/ Bank Branch</b>	<b>Debit Card No</b>	<b>Remarks</b>

**CREDIT CARD**

<b>Name</b>	<b>SB A/C No/ Bank Branch</b>	<b>Credit Card No</b>	<b>Remarks</b>

**LOCKER DETAILS**

<b>Name</b>	<b>SB Ale No/ Bank Branch</b>	<b>Locker No</b>	<b>Remarks</b>

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**BANK LOAN**

Type of Loan	Principal Amount	Rate of Interest	Date of Loan	EMI per month of Loan & Total No of Instalments	Remarks

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**CHAPTER III**

**FUNDS & INVESTMENTS**

**PUBLIC PROVIDENT FUND**

<b>Bank Name &amp; Branch</b>	<b>Mobile No (optional)</b>	<b>PPF A/C No</b>	<b>Maturity Date</b>	<b>Nominee(s)</b>

**DSOP / AFPP**

<b>Subscription</b>	<b>Nominee(s) &amp; Percentage</b>

**PENSION A/C**

<b>Bank Name &amp; Branch</b>	<b>Type of Account &amp; Pension A/C No.</b>	<b>Operating Instruction</b>	<b>PPO No.</b>	<b>Nominee(s)</b>

**MUTUAL FUNDS**

Folio Number	Name of Fund	Applicant	Nominee(s)	Total Amount Invested

**DEMAT ACCOUNT DETAILS**

<b>DP ID &amp; Demat A/C No</b>	<b>Demat Bank Details</b>	<b>Depository Name</b>	<b>Held Singly/ Jointly &amp; Nominee(s)</b>

**DETAILS OF MISCELLANEOUS INVESTMENTS OTHER THAN  
PROPERTY**

<b>Type of Investment</b>	<b>Details of Investment</b>	<b>Remarks/Nomination</b>
<b>Bonds</b>		
<b>NSS or NSC Investment</b>	Give details for each as under:- Type of Bond Issued by Certificate No Value of Amount Maturity Date Maturity Amount	
<b>Post Office Accounts, if any</b>	For each Certificate, give Details of: Certificate No. _____ Invested Amount _____ Maturity Date _____ Maturity Amount _____	
<b>Any other Monetary Investment</b>	Type of Account _____ Account No _____ Invested Amount _____ Maturity Date _____	

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**CHAPTER IV**

**PROPERTY**

**HOUSE PROPERTY**

<b>Property details &amp; standing in the name of</b>	<b>How acquired (Inherited/ Loan) Bank loan Details: Loan Amt, Inst. Amt. O/s. Amt.</b>	<b>Reg No/ Share Certificate No.</b>	<b>Ins. Policy No, Amt. &amp; Due Date</b>	<b>Mortgage with Bank Name &amp; Branch/ Place of Docs.</b>



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**PROPERTY TAX**

Name/ Details of Property	Tax Amount	Property Identification No (PIN)	Construction (Sq. Mtrs)	Periodicity

**ELECTRICITY / WATER**

Name	House Details	Meter No	Customer No	Deposit (Rs)	Remarks

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**LANDLINE**

<b>Name</b>	<b>House Details</b>	<b>Phone No</b>	<b>Customer ID/ Account No</b>	<b>Deposit LL/ BroadBand/WiFi (Rs)</b>	<b>Remarks</b>

**GAS CONNECTION**

<b>Name</b>	<b>House Details</b>	<b>Consumer No</b>	<b>Connection Serial No</b>	<b>Deposit (Rs)</b>	<b>Mobile No</b>

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**OTHER ASSETS**

<b>Name/ Details of Asset</b>	<b>Movable/ Immovable Assets</b>	<b>Remarks</b>

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**CHAPTER V**

**MISCELLANEOUS**

**READY REFERENCE**

<b>Ser</b>	<b>Category</b>	<b>Name</b>	<b>Address</b>	<b>Mobile / Contact Number</b>
(a)	Family Doctor			
(b)	Financial Planner			
(c)	Tax Consultant			
(d)	Insurance Agent			
(e)	Stock Broker			
(f)	Contact numbers of three service personnel very close to you			

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<b>Ser</b>	<b>Category</b>	<b>Name</b>	<b>Address</b>	<b>Mobile / Contact Number</b>
(g)	Nearest Police Station			
(h)	Nearest Fire Station			
(i)	MI Room			
(j)	Military Hospital			
(k)	Civil Hospital			
(l)	ECHS			
(m)	Naval Exchange			
(n)	DNV			
(o)	NAVPEN			
(p)	NPO			
(q)	DNPF			
(r)	Zila Sainik Board			
(s)	Nearest INCS/CSD Canteen to Home Station			

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**LOCATION OF IMPORTANT DOCUMENTS**

<b>Personal Will</b> <b>My will is executed on:</b> <b>Copy of the will is kept at:</b>	
<b>Spouse Will</b> <b>My will is executed on:</b> <b>Copy of the will is kept at:</b>	
<b>Insurance Policies</b>	
<b>Investment Papers</b>	
<b>Property Records</b>	
<b>Birth Certificate</b>	



<b>Marriage Certificate</b>	
<b>Domicile Certificate</b>	
<b>Important Agreements</b>	
<b>Other Important Papers</b>	
<b>POWER OF ATTORNEY</b>  Power of Attorney executed for Wife/Son/Others  My Power of Attorney is  Deed Executed on  Details kept in File No.	

**MY DEBT/ LIABILITIES:**

I am guarantor of Mr./ Mrs.

(Give complete details)

I have borrowed from:

(Give complete details)

**MONEY OWED TO / FROM (BY OR ON LOANS TAKEN OR GIVEN TO)**

Taken From/ Given To	Amount	Remarks
<b>Money Owed to: If Any</b>		
<b>Money Owed from : If Any</b>		
<b>Other Liabilities</b>		

**PENSION DETAILS****ORIGINAL PPO**

<b>Original PPO No</b>		<b>Date of Issue</b>	
<b>Name as per PPO</b>		<b>Rank as per PPO</b>	
<b>Basic Pension</b>		<b>Residual Pension</b>	
<b>Retirement Gratuity</b>		<b>Commutated Value of Pension</b>	

**NAME OF SPOUSE AND DEPENDENTS AS PER PPO**

<b>Sl. No</b>	<b>Name</b>	<b>DOB</b>	<b>Relationship</b>	<b>Aadhar No</b>

**CORRIGENDUM PPOs**

<b>Sl No</b>	<b>Corr PPO No</b>	<b>Date of Issue</b>	<b>Details of amendment/ revision issued (like name, rank, basic pension etc.)</b>

## CHAPTER VI

## READY RECKONER

## ENTITLEMENTS IN CASE OF UNFORESEEN CASUALTY

S.No	Heads	Remarks
(a)	Ex-Gratia grant	
(b)	DSOP/ AFPP	
(c)	DLIS	
(d)	DCRG	
(e)	NGIS	
(f)	Leave Encashment	
(g)	Reimbursement for Final Move to Home Town	
(h)	Demise grant from INBA	
(i)	Defence Salary Package Account Insurance	
(j)	Pension along with ECHS card	

**Note:** 1. Entitlements may vary on case to case basis

2. Details of Central Government entitlements are available at [www.ksb.gov.in](http://www.ksb.gov.in)

**ENTITLEMENT TO NOK FOR DEATH IN SERVICE**

**LIBERALISED FAMILY PENSION (LFP)**

<b>Family Pension Admissible</b>	<b>Category</b>	<b>Reckonable Emoluments (RE)</b>	<b>Widow</b>	<b>Not survived by widow, but survived by children</b>	<b>Dies as Bachelor or as Widower, without children</b>	<b>Widow supports children/ has no children on remarriage</b>	<b>Widow does not support children after remarriage</b>
LFP	D&E	Level of Pay in Pay Matrix, MSP, NPA, 'X' Group Pay, Classification Allowance where applicable	100% of RE	60% of RE to eldest eligible child	(a) If both parents, 75% of LFP to them. (b) If single parent, 60% of LFP to him/her. (c) If no parent, 60% of LFP to dependent eldest brother(s)/sister(s)	Widow – 100% RE	Widow – 30% of RE  Eldest child – 60% of RE

**SPECIAL FAMILY PENSION**

SFP	B&C	Pay in Pay Matrix, MSP, NPA, 'X' Group Pay, Classification Allowance, where applicable	60% of RE	60% of RE to eldest eligible child	50% of SFP to parents/eligible brother and sister (in absence of parents)	Full SFP to widow	Widow- 30% of RE  Eligible Child - 50% of SFP
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**EX-GRATIA LUMP SUM COMPENSATION**

<b>Ser</b>	<b>Description</b>	<b>Amount</b>
(a)	Death occurring due to accidents in course of duties	₹ 25 Lakhs
(b)	Death in the course of duties attributable to acts of violence by terrorists, anti-social elements etc.	₹ 25 Lakhs
(c)	Death occurring in border skirmishes and action against militants, terrorists, extremists, sea pirates.	₹ 35 Lakhs
(d)	Death occurring while on duty in the specified high altitude, inaccessible border posts, on account of natural disasters, extreme weather conditions.	₹ 35 Lakhs
(e)	Death occurring during enemy action in war or such war like engagements, which are specifically notified by MoD and death occurring during evacuation of Indian Nationals from a war-torn zone in foreign country.	₹ 45 Lakhs

**DEATH GRATUITY**

<b>Ser</b>	<b>Length of Qualifying service</b>	<b>Rate of Death Gratuity</b>
(a)	Less than One year	2 times of monthly emoluments
(b)	One year or more but less than 5 years	6 times of monthly emoluments
(c)	5 years or more but less than 11 years	12 times of monthly emoluments
(d)	11 years or more but less than 20 years	20 times of monthly emoluments
(e)	20 years or more	Half month's emoluments for every six monthly period of qualifying service subject to a maximum of 33 times of emoluments

**GRANT OF EDUCATION CONCESSION TO CHILDREN OF ARMED FORCE  
PERSONNEL WHO ARE MISSING/ DISABLED/ KILLED IN ACTION**

<b>Ser</b>	<b>Category</b>	<b>Amount</b>
(a)	Tuition Fee	Full reimbursement of tuition fee (Capitation Fee and Caution money not included), including school bus/railway pass charges
(b)	Hostel Charges	Full Hostel charges.
(c)	Cost of Books/ Stationery	Rs. 2000/- per annum or amount spent, whichever is less.
(d)	Cost of Uniform	Rs. 2000/- per annum or amount spent, whichever is less.
(e)	Clothing	Rs. 700/- per annum or amount spent, whichever is less.
(f)	Classes	Available for school going children from 02 classes prior 1 <sup>st</sup> class till First Degree college.
(g)	Performance of child in class	No nexus. If fails, then also admissible.
(h)	Increase	25% each time when DA rises by 50%.



**DEATH LINKED INSURANCE SCHEME (DLIS)**

<b>Ser</b>	<b>Eligibility</b>	<b>Dies after 05 years of Service</b>
(a)	Entitlement	<p>Not more than Rs 60,000 to NoK depending upon the average of last three years.</p> <p>If average is less than Rs 60,000 – Amount in the Fund Balance.</p> <p>If average is more than Rs 60,000 - Rs 60,000.</p>
(b)	Balance in DSOP/AFPP during last three years	<p>Rs 25,000 for Lt Cdr and above.</p> <p>Rs 15,000 for MCPO II/ MCPO I.</p> <p>Rs 10,000 for Art IV to Chief Artificer and Sea I to Chief Petty Officer.</p> <p>Rs 6,000 for Sea II.</p>