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**पंजीकृत / REGISTERED**

नौसेना निवृत्ति वेतन कार्यालय  
Naval Pension Office  
द्वारा भा .नौ .पोत .तानाजी  
C/o INS Tanaji  
सायन ट्रोम्बे रोड /Sion Trombay Road  
मानखुर्द / Mankhurd  
मुंबई / Mumbai - 400 088

NAVPEN/GB/COPADD/211738

24 Feb 2022

Paramvir Singh  
(Ex-RPO, P.No. 211738-Z)  
Flat No. A-204  
Plot -B, Umiya Quatre  
(Near Goa Air Port), Dabolim  
Vasco-Da-Gama  
Goa - 403801

**स्थायी पत्ता परिवर्तन हेतु /CHANGE OF PERMANENT ADDRESS**  
**PARAMVIR SINGH, EX-RPO, P.NO. 211738-Z**

1. Refer to ZSKA, Agra Dist. letter No. 433/ZSB/2021/1748 dated 31 Dec 2021.
2. It is intimated that the case for change of permanent address has been examined at this office and it is observed that **'Declaration Form'** has not been duly verified and countersigned by new ZSB, Panaji Dist. Also you are requested that any correspondence/documents need to be forwarded through your respective Old and New ZSB. The same may be verified from ZSB, Panaji Dist. alongwith the requisite documents and forwarded to this office for further necessary action.
3. In view of the above, the 'Declaration Form' and alongwith its enclosures received vide ZSKA, Agra letter ibid are returned herewith unactioned.
4. Further, it is intimated that, the requisite information/procedure for various updation/endorsement is uploaded at NAVPEN website ([https:// www. indiannavy. nic.in /navpen](https://www.indiannavy.nic.in/navpen))



(सुब्रत कुमार बिशवाल / Subrat Kumar Biswal)  
कमांडर /Commander  
स्टाफ अधिकारी ( सामान्य शाखा)  
Staff Officer (General Branch)  
कृते संभारिकी प्रभारी अधिकारी  
for Logistics Officer-in-Charge

**प्रतिलिपि / Copy to:**

The Secretary  
Department of Sainik Welfare  
Collectoratr Building  
Panaji, Goa - 403001

Zila Sainik Kalyan Evam  
Punarvas Adhikari  
Agra - 282 001  
UTTAR PRADESH

For your information and necessary action

With reference to your letter cited above.  
For your information.



## CHANGE OF PERMANENT ADDRESS



The ESM / Veernari is required to submit an application along with requisite documentary proof to Naval Pension office (NAVPEN) duly attested by concerned Zila Sainik Board (ZSB). Post Verification, ZSB is required to forward the application to NAVPEN.

### Documentary Proof to be Submitted along with Application through Concerned ZSB/RSB:

| <u>SER</u> | <u>NAME OF DOCUMENTS</u>  |
|------------|---|
| 1          | (i) Attested copies of proof of residence (Full address) alongwith copy of Aadhaar Card (Any two) :- <ul style="list-style-type: none"><li>• Water Bill (last two months bill)</li><li>• Telephone Bill (Landline or Post paid mobile bill of last two months)</li><li>• Electricity Bill (last two months bill)</li><li>• Bank Statement / copy of passbook for last one year</li><li>• Voter Identity card issued by Election Commission</li><li>• Current valid Ration Card of the applicant</li></ul> |
| 2          | Duly filled <b>Declaration form</b> as per format given vide Army HQ letter No. A/00651/Org-8 (1 of R) (a) dated 07 Jul 1988. ( <b>format enclosed</b> ).   |
| 3          | In case of change of State of ESM the following is also to be submitted: <ul style="list-style-type: none"><li>• An Affidavit ascertaining Change of State duly attested by Magistrate / Notary. (<b>Sample Affidavit enclosed</b>)</li><li>• No Objection Certificate from previous Zila Sainik Board.</li></ul>   |
| 4          | Copy of Discharge Book/IN-271   |

**Note:** An ESM can change his Permanent Address only once after retirement from service.

The Logistics Officer-in-Charge  
{for Staff Officer (GB)}  
Naval Pension Office  
c/o INS Tanaji  
Sion -Trombay Road  
Mankhurd Mumbai – 400 088

Tele: - 022 -25075620  
Email:- navpen-navy@nic.in



## DECLARATION

(As required vide Army HQrs letter NO.A/00651/Org. 8/(I of R(a) dated 07 July 1988)

I, No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_  
hereby declare that I have shifted permanently from district \_\_\_\_\_ to \_\_\_\_\_  
My new and old home addresses are as under :-

| <u>New Address (Fill in Capital)</u> | <u>Old Home Address (Fill in Capital)</u> |
|--------------------------------------|---|
| H.No/NAME                            | H.No/NAME                                 |
| VILL :                               | VILL :                                    |
| PO :                                 | PO :                                      |
| TEHSIL :                             | TEHSIL :                                  |
| DIST :                               | DIST :                                    |
| PIN :                                | PIN :                                     |
| STATE :                              | STATE                                     |

I am enclosing my relevant Documents/Discharge Certificate Serial No. \_\_\_\_\_ for necessary amendment of home addresses is requested to submit my Declaration alongwith my Discharge Certificate to my Record Office \_\_\_\_\_ after verification by your office, and by my old Zilla Sainik Welfare Office \_\_\_\_\_

Signature of the individual

To,

The Zilla Sainik Welfare Officer, Dist. \_\_\_\_\_

### REMARKS OF THE ZILLA SAINIK WELFARE OFFICER

The new home address of the individual has been verified and found correct and it is recommended that the same may please be amended in his Discharge Certificate.

Above declaration alongwith copy Discharge Certificate of the individual is submitted to Zilla Sainik Board \_\_\_\_\_ in triplicate for verification and onward submission to Record Office \_\_\_\_\_ for necessary amendment in Discharge Certificate under intimation to this office.

Letter No. \_\_\_\_\_  
Dated : \_\_\_\_\_

Zilla Sainik Welfare Officer (New)

Letter No. \_\_\_\_\_  
Dated \_\_\_\_\_

The Officer Incharge  
Records. \_\_\_\_\_

Sub : Change of Home Address in r/o \_\_\_\_\_

On verification it has been transpired that the above named individual has permanently shifted from his old address and it is recommended that his new home address may be changed in the Discharge Certificate of the individual. Declaration alongwith Discharge Certificate of the individual is forwarded herewith for necessary amendment in the discharge certificate and early return of the same to the Zilla Sainik Welfare Office \_\_\_\_\_

Zilla Sainik Welfare Officer (Old)

Encl :

## SELF DECLARATION FOR CHANGE OF PERMANENT ADDRESS

1. I, (name of ESM) .....  
Rank: ..... Service Number: ....., was  
enrolled in the Indian Navy on (date of enrollment) ..... and discharged from  
service on (date of discharge) ..... as a Pensioner/Non-Pensioner.

2. I, (Name of ESM) .....  
S/o ..... residing at (address) .....  
.....

do hereby solemnly affirm and state on oath as follows: -

(a) That, as per service records, my permanent address is (full address) .....  
.....

(b) That, I am changing my permanent address from  
(Old Address) (New Address)  
.....  
.....  
.....  
.....

(c) That, I shall at all times hereafter in all records, deeds and writing and in all  
proceedings dealing with transactions, private as well as under all occasions what so ever,  
my permanent address will be known as only (new address) .....  
.....  
.....

(d) That, I am providing this Affidavit for the purpose of evidence for change of my  
permanent address in Naval Records.

3. That, the facts stated above is true and correct to the best of my knowledge, information  
and belief. No information in this aspect has been concealed knowingly.

Date: .....

Place: .....

Signature of Deponent

### VERIFICATION

I, the deponent above named, do hereby solemnly declare and verify that the contents of  
the above Affidavit are true to the best of my knowledge and belief and nothing has been  
concealed or suppressed there from.

Date: .....

Place: .....

Signature of Deponent  
(Magistrate/Notary)