

**DOCUMENTS REQUIRED FOR AMENDMENT OF DATE OF BIRTH OF
DEPENDENTS AND FAMILY MEMBERS IN SERVICE RECORDS OF JCOs/OR**

1. **Supporting documents.**

Ser No	Correction/amdt of date of birth of	Supporting Documents
(a)	Children	<p>(i) Birth Certificate issued by Concerned Registrar of Births (in case child is yet to join school)</p> <p>(ii) For Matriculate/School Going Children, Matriculation Certificate or equivalent issued by State Board of Education, CBSE and ICSE as the case may be (In case child is in lower class, then date of birth recorded in school records duly certified by Head of School). Such certified will be got further verified by Record Office Concerned. Certificate issued by KG/LKG& UKG will not be accepted.</p> <p>(iii) Declaration by applicant through an affidavit sworn in before a Class I Magistrate/Notary.</p> <p>(iv) Application from Indl concerned.</p> <p>(v) Recommendation of Zila Sainik Welfare Officer.</p>
(b)	Wife	<p>(i) Birth certificate issued by concerned Registrar of Births.</p> <p style="text-align: center;">OR</p> <p>(ii) For matriculate, matriculation certificate or equivalent issued by State Board of Education, CBSE and ICSE, as the case may be.</p> <p style="text-align: center;">OR</p> <p>(iii) In case wife is non matriculate, then Aadhar /UID Card.</p> <p>(iv) Marriage certificate showing date of birth of bride issued by Registrar of Marriage.</p> <p>(v) Declaration of applicant through an affidavit sworn in before a Class I Magistrate/Notary.</p> <p>(vi) Application from individual concerned.</p> <p>(vii) Recommendation of Zila Sainik Welfare Officer.</p>
(c)	Parents	<p>(i) Birth cert issued by concerned Registrar of Births.</p> <p style="text-align: center;">OR</p> <p>(ii) For matriculate, matriculation certificate or equivalent issued by State Board of Education, CBSE and ICSE, as the case may be.</p> <p style="text-align: center;">OR</p> <p>(iii) In case of non matriculate, then Aadhar/UID Card.</p> <p>(iv) Declaration by applicant through an affidavit sworn in before a Class I Magistrate /Notary.</p> <p>(v) Application from indl concerned.</p> <p>(vi) Recommendation of Zila Sainik Welfare Officer.</p>

Ser No	Correction/amdt of date of birth of	Supporting Documents
(d)	Brothers/Sisters	<p>(i) Birth Certificate issued by concerned Registrar of Births.</p> <p>(ii) For matriculate /school going children , matriculation certificate or equivalent issued by State Board of Education, CBSE and ICSE as the case may be. Those who are still in school, then date of birth recorded in school records to be certified by Head of School (such certificate will will be got verified further by concerned Record Office) .</p> <p>(iii) Declaration by applicant through an affidavit sworn in before a Class I Magistrate/Notary.</p> <p>(iii) Application from individual concerned.</p> <p>(iv) Recommendation of Zila Sainik Welfare Officer.</p>

2. Application will be processed by Zila Sainik Welfare Officer . All documents will be submitted in original alongwith one copy to be attested by Zila sainik Welfare Officer /Dir RSB as the case may be.

Auth :- IHQ of MoD (Army) letter No A/20105/MP 8 (I of R) (a) dated 27 Jan 2014 and even No dt 13 Nov 2014.

**DOCUMENTS REQUIRED FOR CHANGE OF NAME OF WIDOWS OF
DECEASED SOLDIERS AND WIVES OF VETERANS**

1. Application from widow/veteran alongwith supporting documents duly attested and recommended by respective Zila Sainik Board.
2. Photocopy of original discharge book duly attested by Zila Sainik Board to be att with application.
3. **Supporting documents.**

Ser No	Description of Document	Remarks
(a)	Aadhar Card	Mandatory (CTC/Self attested)
(b)	Pension Certificate OR PAN Card OR Birth Certificate issued by the Registrar of Birth and Death OR Matriculation Certificate with photograph issued by recognized School Board OR Voter Identity Card OR Indian Passport	CTC/Self attested
(c)	Affidavit/Self declaration duly attested by Zila Sainik Board as per Specimen encl as Annex I	Original
(d)	News paper advertisement for change of name of spouse as per specimen encl as Annex II	Original

4. Part II order will be published by the Record Office on approval of OIC Records. Zila Sainik Board/Widow/Veteran will be given a copy of Part II order. Format of Part II Order att as Annex III. Zila Sainik Board will endorse the changes in Original Disch Book with full signature of ZSWO.
5. On receipt of Part II order, Zila Sainik Board will incorporate changes in the Original Disch Book.
6. LPC cum data sheet duly signed by the spouse/veteran and verified by the PDA (Bank/DPDO). Record Office will process LPC cum data sheet for issue of corr PPO.
7. **In case of offrs Only.** LPC cum data sheet as attached will also be fwd duly authenticated by the PDA (DPDO/Bank).

Auth :- IHQ of MoD(Army) letter No A/20105/MP 8 (I of R)(a) dt 03 Apr 2018.

DOCUMENTS REQUIRED FOR CHANGE OF BANKERS

1. Application form from the Bank for opening of Account (sample form att).
2. Service Particulars of Officers/JCOs/OR.
3. Copy of 1st Page of Previous Pass Book and cancelled/Blank cheque having complete address of the Bank.
4. Previous account will not be closed till pension/salary commence in new account.
5. Documents required by the Bank for Opening of New Account.
 - (a) Aadhar Card.
 - (b) PAN Card.
 - (d) Address Proof .
 - (e) Photograph of single/Joint as required.