

**ACTIONS TO BE TAKEN BY THE NOK ON THE DEMISE OF A SERVING SOLDIER**

1. NoKs must keep latest contact no of important appointment of the units viz. CO, 2IC, Adjutant, Company Commanders and Subedar Major. She also should have contact no of unit ladies.
2. On the demise of soldier, the NoK should contact unit immediately and request for a courier to be despatched to MP-5 in Delhi in case of officers and Record Office in case of JCOs/OR. The courier detailed should be in possession of the following documents :-
  - (a) Copy of detailed report of the casualty.
  - (b) Part II Order notifying death of the officer.
  - (c) Part II Order notifying leave encashment for the current year, if due.
  - (d) Part II Order notifying accumulation of leave for the entire service.
  - (e) Details of death as per Appx 'B' to AO 23/2002/AGI.
  - (f) Statement of Case for Ex-Gratia (duly recommended by Formation Commander not below the rank of Brig), if applicable.
  - (g) Particulars of bankers of NOK, include a cancelled cheque leaf.
  - (h) Authority letters for collection of ACWF cheque from R&W-1 respectively and authority letter for 5 (A) for collection of **WILL** form.
  - (j) MPB-501(in case of wife NOK) or MPB-510 (in case of parents of NOK) duly completed in triplicate with supporting documents as mentioned in note of the forms.
3. The courier, after processing the documents at MP-5/Record Offices will approach the NoK to handover DD/Cheque on account of ACWF and to get pension documents completed.
4. After the pension documents are complete the courier reports to MP-5/Record Offices from where he is further despatched to PCDA (P), Allahabad to collect PPO.
5. Meanwhile the unit must fwd the following documents directly to PCDA (O), Pune (in case of officers) under intimation to MP-5, IHQ of MoD (Army) :-
  - (a) Contingent Bill (IAFA-115) duly countersigned by CO/OC unit for payment of amount accumulated in DSOP Fund Acct (amount to be left blank, which will be completed by the PCDA (O), Pune in favour of the NOK.
  - (b) Appx 'G' to AO 23/2002/AGI (in quadruplicate) for payment of maturity benefits of AGIF (one copy also be sent to AGI Dte directly).
  - (c) Part II Order notifying death of the officer.
  - (d) Part II Order notifying leave encashment of the officer.
6. NoK should ensure that a copy of Aadhar Card, latest Mob no and email ID is updated in unit records.
7. On demise of soldier, Rs 15,000/- as AWWA grant is entitled to the NoK which is paid by the unit.