

Dte of Air Veterans  
Air Headquarters  
Subroto Park,  
New Delhi – 110010

Air HQ/99803/30/DAV-III (Adm)

28 Aug 19

As per Distribution List

**PROMULGATION OF NE POR FOR CASUALTIES  
OF EX- AIRMEN, NCs (E) AND THEIR SPOUSE/CHILDREN/DEPENDENTS**

1. Annexed herewith please find a copy of policy on promulgation of NE POR for casualties of Air Veteran, Airmen, NCs(E) and their spouse and children duly signed by Air Cmde AV vide this directorate letter of even reference dated 27 Aug 19.
2. The cases of those Airwarriors/ NCs (E) retired from 2006 till the issuance of this policy will be processed at DAV till **31 Dec 2019** as one time measure.

Sd/xxx  
(Monica Mishra)  
Wg Cdr  
Wg Cdr AV Wel (A&N)

**Annexure** : As stated

**Distribution List**

**External**

1. All units directly under Air HQ
2. PCDA (P), Allahabad
3. Jt CDA (AF), Subroto Park.
4. Air HQ (VB) {DPA}
5. AFA (HO)
6. KSB, New Delhi (For dissemination to all ZSBs/RSBs)
7. AOC, AFRO
8. All Commands of IAF

**Internal**

1. Dir (Coord)

Tele: 23297700

Dte of Air Veteran  
Air HQ (SP)  
Subroto Park  
Delhi Cantt - 110010

Air HQ/99803/30/DAV-III (Adm)

27 August 2019

As per Distribution List

**PROMULGATION OF NE POR FOR CASUALTIES  
OF EX- AIRMEN, NCs (E) AND THEIR SPOUSE/CHILDREN/DEPENDENTS**

**Appendix**

- A - Sample of Self Declaration/ Affidavit (For correction of DOB of Spouse)
- B - Sample of Self Declaration/ Affidavit (For correction of DOB of Adult Child)
- C - Sample of Self Declaration/ Affidavit (For correction of DOB of Minor Child)
- D - Sample of Self Declaration
- E - Sample of Affidavit (For Marriage)

**Annexure**

- I - List of Mandatory Documents for NE POR

**INTRODUCTION**

1. Personnel Occurrence Report (POR) constitutes the most crucial part in the maintenance of service record of Air Veteran & their spouse/children/dependents after retirement/discharge from IAF. All occurrences pertaining to Air Veterans/pensioners relating to marriage, re-marriage, divorce, child birth, change of name/NOK/date of birth, adoption etc. after retirement are promulgated in NE POR for action by those responsible for their documents and information of all those who are affected. This policy covers all aspects of the subject mentioned above encompassing procedure, timelines and provides specimen of all related documents for the purpose of ease and uniformity.

**AIM**

2. The aim of this policy letter is to lay down the procedure, timelines & documents required for NE POR with respect to casualties pertaining to Ex-airmen, NCs (E) of Indian Air Force after retirement and their spouse/children/dependents.

## LIMITATION PERIOD

### Pensioners Retired in or after 2006

3. The airmen / NCs (E) are required to vet their service particulars / family details / DOB/Date of marriage etc. meticulously during "Annual Perusal of Documents." Any amendment required is to be undertaken **WHILE IN SERVICE ONLY** prior to retirement / discharge.

4. DAV shall process cases in respect of those Air Veterans who fall in the category of Ex Servicemen. Also NE PORs shall be promulgated at DAV only in respect of those casualties which occur after the discharge of the airmen / NCs (E) from the service or within two years preceding the date of retirement / discharge. All other PORs for occurrences while in service are to be promulgated at the place of posting of the individual only.

5. The application for promulgation of NE POR by the Air Veterans / pensioners is to be submitted to DAV within 05 years from the date of occurrence along with requisite documents. Any amendments / correction in the personal / family details of airmen /NCs(E) shall not be entertained at DAV so as to match it with details in Aadhaar /PAN Card / Voter ID Card /Marriage Certificate / Birth Certificate / Divorce Decree/ Adoption Deed etc. The required amendment is to be carried out in the requisite document issued by competent civil authorities. Endeavour should be made to make necessary changes/POR during the life time of pensioner/family pensioner to establish the bonafide.

### Pensioners Retired before 2006

6. The pensioner / family pensioner has to submit the application along with requisite documents and justification for inordinate delay in getting the POR promulgated. In addition the applicant has to submit at least one document bearing the details as proposed to be changed and which should have been issued prior to 2006.

## PROCEDURE & DOCUMENTS

### Change of Name

7. The detailed procedure & documents required for change of name for Air Veteran, their spouse & children has been given in this Directorate letter Air HQ/99803/30/DAV-III (Adm) dated 19 Jun 19. In order to promulgate the POR for change of name, respective section shall issue the advisory to Ex-airmen/NCs (E) as per Directorate letter Air HQ/99803/30/DAV-III(Adm) dated 19 Jun 19 to submit the following documents.

- (a) A national newspaper advertisement in English or Hindi as per **Appendix 'E' (as applicable)** to Directorate letter Air HQ/99803/30/DAV-III (Adm) dated 19 Jun 19.
- (b) Affidavit/ Self Declaration in original as per **Appendix 'A' to 'D'** (as applicable) to Directorate letter Air HQ/99803/30/DAV-III (Adm) dated 19 Jun 19, duly countersigned by Zila Sainik Board/ First Class Magistrate.

- (c) Gazette Notification of Central/State Gazette Notification in original (***applicable for self of the rank of Ex-Master Warrant Officer and Ex- Warrant Officers only***).
- (d) DOB Certificate
- (e) Matriculation/Higher Secondary/ College Certificate.
- (f) Recognised Education Board Certificate.
- (g) Recognised University Certificate of admission or graduation.
- (h) Finger prints of the person whose name is sought to be changed along with the latest photograph.

### **Amendment/ Correction or Endorsement of Date of Birth**

8. The amendment/correction of date of birth shall be applicable for spouse & children of Air Veteran only based on birth certificate issued by Registrar of Births and Deaths or Matriculation certificate issued by recognised school boards. The date of birth recorded in the school certificates issued by any school/ board of education not recognized by the state education boards/CBSE/ICSE/UGC shall not be accepted. ***No change of date of birth shall be accepted for Air Veteran himself. The date of birth of Air Veteran recorded in service record shall be final & binding.***

9. The following documents need to be provided by Air Veteran/ pensioner for spouse and children for correction/endorsement of date of birth.

#### (a) **Amendment/Correction of Date of Birth of Spouse/Child**

- (i) Personal application by Air Veteran/ pensioner for correction/ amendment of date of birth.
- (ii) Self declaration in original countersigned by ZSB/AFA or an Affidavit sworn in before Class-I Magistrate as per **Appendix 'A', 'B' or 'C'** (as applicable).
- (iii) Documents as listed at **Annexure-I** (as applicable). Documents forwarded by Air Veteran/ pensioner should be self attested. The birth certificate/matriculation certificate should have the annotation of name of father and mother.

#### (b) **Endorsement of Date of Birth of Spouse.**

- (i) Personal application by Air Veteran/ pensioner for endorsement of date of birth.
- (ii) Self declaration in original as per **Appendix 'D'**.
- (iii) Ink signed self attested copy of birth certificate issued from Registrar of Births and Deaths **OR** any one document mentioned at **Annexure-I**, duly self attested. The date of birth should be annotated in DDMMYYYY or DDMMYY format.

### **Birth of Child**

10. Air Veteran is to forward the following documents for NE POR of birth of a child.
- (a) Personal application.
  - (b) Ink signed self attested copy of birth certificate issued by Registrar of Births and Deaths.
  - (c) Self declaration as per **Appendix 'D'**.

**Note. Cases prior to 1999 where registration of birth was not mandatory shall be dealt as per merit of the case based on documents so produced (Matriculation Certificate issued by Recognised School Boards). As far as practicable, applicant should forward at least one document with annotation of father's/mother's name.**

### **Marriage/Re-marriage**

11. Air Veteran is to forward the following documents for NE POR of marriage/ Re-marriage.
- (a) Personal application.
  - (b) Ink signed self attested copy of marriage certificate issued by the Registrar of Marriages **OR** Affidavit in original as per **Appendix 'E'** by the individual stating that said marriage is solemnized after discharge from service with full details of wife i.e. name of wife before marriage, name after marriage, date of birth of wife, place of marriage, date of marriage, custom of marriage, status of wife before marriage (divorce/widow/spinster etc.) and address of NOK after marriage sworn in before Class-I Magistrate.
  - (c) Self declaration as per **Appendix 'D'**.
  - (d) In case wife is divorcee or widow, submit ink attested certified true copy of divorce decree or death certificate of 1<sup>st</sup> husband issued by competent court or Registrar of Births & Deaths. If Air Veteran is also divorcee or widower, he should also submit ink attested certified true copy of divorce decree or death certificate of 1<sup>st</sup> wife issued by competent court or Registrar of Births & Deaths. The certificates should be duly self attested.
  - (e) Two copies of joint photograph duly attested by Zila Sainik Board/AFA/Gazetted Officer.
  - (f) Ink signed self attested copy (any one) of Date of Birth proof in DD/MM/YYYY **or** DDMMYY format in respect of wife from the list of documents mentioned at **Annexure-I.**

**Death of Air Veteran/Spouse/Children**

12. On death of Air Veteran/ wife/ children, Air Veteran/NOK is to submit following documents.

- (a) Personal application.
- (b) Original/ ink signed self attested copy of death certificate duly countersigned by ZSB/AFA/Gazetted Officer.

**Divorce**

13. Air Veteran is to forward the following documents in case of divorce.

- (a) Personal application.
- (b) Complete ink attested certified true copy of divorce decree (Absolute) issued by the competent court of law. The decree should be self attested and duly countersigned by ZSB/AFA/Gazetted Officer on all pages.

**Adoption**

14. Air Veteran is to forward the following documents for adoption of a child.

- (a) Personal application.
- (b) Ink signed self attested copy of adoption deed. Each page of adoption deed is to be attested. The adoption deed should be countersigned either by ZSB or AFA or any Gazetted officer.
- (c) Ink signed self attested copy of birth certificate issued by Registrar of Births and Deaths.

**Dependents of Air Veteran**

15. Air Veteran shall be requested to forward the following documents for declaring entitled family members as dependents.

- (a) Personal application giving details of dependent and their relationship.
- (b) Income certificate stating that their combined monthly income is not more than Rs 9000/- pm issued by Distt. Revenue authority along with details of moveable and immoveable property.
- (c) A Certificate from Tehsildar /Magistrate stating the details of Air Veteran's parents, their relationship and the fact that they are wholly dependent on Air Veterans and residing with him.
- (d) Self Declaration as per **Appendix 'D'**.
- (e) Date of birth/age proof of dependent in format DD/MM/YYYY.

### **Change of Permanent Home Address (PHA)**

16. Air Veteran/ pensioner is to submit Declaration Form in **triplicate** for change of Permanent Home Address as per Air HQ/40722/1/PA (RC) dated 07 Dec 1988 through Zila Sainik Board. Declaration form should be verified by old and new Zila Sainik Board. **Further, discharge books either in original or photocopy is not required to be forwarded along with declaration forms.**

### **Self Declaration**

17. Self Declaration as per **Appendix A to D** submitted by the Air Veterans **should be in original.**

### **Affidavit**

18. An affidavit as per **Appendix A, B, C & E** (as applicable) **should be sworn in before First Class Magistrate.** In case individual has forwarded an affidavit signed by 1<sup>st</sup> Class Magistrate on his own then same shall be accepted in place of affidavit mentioned at **Appendix A , B, C & E** provided the contents of such affidavit meets the requirement of the casualty for which it is submitted.

### **Attestation of Documents**

19. The photo copy of documents mentioned in Paras above for promulgation of NE POR for various casualties should be self attested.

### **Actions at DAV on Receipt of Application**

20. Any application by Air Veteran/ pensioner which subsequently needs processing of case with Jt CDA(AF) or PCDA (P), as the case may be, for issue of PPO shall be dealt by the respective section i.e, Service Pension or Family Pension or Disability Pension. All other cases wherein issue of PPO is not envisaged shall be dealt by Welfare Section.

21. On receipt of application from individual, respective section will scrutinise/ verify the documents submitted along with the application with service record held at this Directorate. In case of any discrepancy observed in the application/documents so submitted, the application shall be rejected and Air Veteran/ pensioner shall be advised to furnish details as per documents/ procedure mentioned above. Respective Officer-in-Charge of the section is permitted to carry out verification in doubtful cases. If any case is found to be doubtful, the approval can be denied within the ambit of this policy. Further, after scrutiny of the case by the respective section the application along with documents will be forwarded to Welfare Section for promulgation of NE POR.

22. Further, on promulgation of NE POR, Welfare Section will intimate the Air Veteran/ individual and return the documents with copy of NE POR to concerned section/ Document Library. Any changes in Long Roll (LR) be made by i/c Document Library only.

23. If the case warrants issue of Corr PPO then concerned section shall pursue the case with PCDA (P)/ Jt CDA (AF). POR shall not be promulgated for correction of name which falls under the category "Correction of Name" as per Para 5 of Directorate letter Air HQ/99803/30/DAV-III (Adm) dated 19 Jun 2019. All such cases shall be processed for approval of Gp Capt AV (A&N) on note.

24. **Documentation.** On promulgation of NE POR, the service records shall be amended by Document Library (DL) with annotation of authority. In all existing service documents, the New Name, Date of Birth etc. will be recorded before the old entry which will be enclosed in brackets preceded by the word "Formerly". In all documents subsequently prepared, the New Name, Date of Birth etc only will be used.

### **CONCLUSION**

25. The methodology enumerated above would bring about required uniformity and simplification of procedures. This would also ensure robust mechanism to alleviate any cases of fraud/ misrepresentation.

26. The ISO will come into effect from 01 Sep 19. Cases received prior to 01 Sep 19 will be dealt with as per previous policy.

Sd/xxx  
(S Sreekanth)  
Air Cmde  
Air Cmde AV

**Annexure.** As stated

### **Distribution List**

#### **External**

1. All units directly under Air HQ
2. PCDA (P), Allahabad
3. Jt CDA (AF), Subroto Park.
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7. AOC, AFRO
8. All Commands of IAF

#### **Internal**

1. Dir (Coord)

**Appendix 'A'**  
**(Refer to Para 9&18)**

**SELF DECLARATION/ AFFIDAVIT**  
**(FOR AMENDMENT/CORRECTION OF DATE OF BIRTH OF WIFE)**

I, \_\_\_\_\_ (Name of wife as per birth POR/RCSR) is legal wife of \_\_\_\_\_ residing at \_\_\_\_\_ (Address) do hereby solemnly affirm and state on oath as follows:-

- (a) That, amend my date of birth from \_\_\_\_\_ (date of birth as per POR) to \_\_\_\_\_ (actual date of birth of wife) due to \_\_\_\_\_ (reason for change).
- (b) That both date of birth \_\_\_\_\_ and \_\_\_\_\_ pertain to one and the same person.
- (c) That, I am producing birth certificate issued by ---- and school certificate issued by ----- for the purpose of evidence for my date of birth.
- (d) 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 will annotate date of birth as \_\_\_\_\_ (date of birth).

Finger Print of person whose DOB is proposed to be changed (Left hand in case of male & Right hand in case of female)				

Self attested latest passport size photograph of person whose DOB is proposed to be changed
---

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.

Signature of Deponent

**TO BE COUNTERSIGNED BY ZSB/AFA/FIRST CLASS MAGISTRATE**

**Appendix 'B'**  
**(Refer to Para 9&18)**

**SELF DECLARATION/ AFFIDAVIT**  
**(FOR AMENDMENT/CORRECTION OF DATE OF BIRTH OF ADULT CHILD)**

I, \_\_\_\_\_ (Name of child as per birth POR/RCSR) is legal son/daughter of \_\_\_\_\_ residing at \_\_\_\_\_ (Address) do hereby solemnly affirm and state on oath as follows:-

- (a) That, amend my date of birth from \_\_\_\_\_ (date of birth as POR/RCSR) to \_\_\_\_\_ (DOB as per birth certificate/ school certificate).
- (b) That both date of birth \_\_\_\_\_ and \_\_\_\_\_ pertain to one and the same person.
- (c) That, I am producing birth certificate issued by ----- and school certificate by - ----- for the purpose of evidence for my date of birth.
- (d) 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 will annotate date of birth as \_\_\_\_\_ (as per birth certificate/ school certificate).

<b>Finger Print of person whose DOB is proposed to be changed (Left hand in case of male &amp; Right hand in case of female)</b>				

Self attested latest passport size photograph of person whose DOB is proposed to be changed
---

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.

Signature of Deponent

**TO BE COUNTERSIGNED BY ZSB/AFA/FIRST CLASS MAGISTRATE**

**Appendix 'C'**  
**(Refer to Para 9&18)**

**SELF DECLARATION/ AFFIDAVIT**  
**(FOR AMENDMENT/CORRECTION OF DATE OF BIRTH OF MINOR CHILD)**

I, \_\_\_\_\_ (Name of self) am legal father of \_\_\_\_\_ (Name of child as per birth POR) residing at \_\_\_\_\_ (Address) do hereby solemnly affirm and state on oath as follows:-

- (a) That amend the date of birth of my child \_\_\_\_\_ (Name of child) from \_\_\_\_\_ (DOB as per birth POR/RCSR) to \_\_\_\_\_ (DOB as per birth certificate/ school certificate).
- (b) That both date of births \_\_\_\_\_ and \_\_\_\_\_ pertain to my child \_\_\_\_\_ (name of child).
- (c) That, I am producing birth certificate issued by ----- and school certificate issued by ----- for the purpose of evidence for his/her date of birth.
- (d) 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 will mention date of birth as \_\_\_\_\_ (new date of birth).

<b>Finger Print of person whose DOB is proposed to be changed (Left hand in case of male &amp; Right hand in case of female)</b>				

Self attested latest passport size photograph of person whose DOB is proposed to be changed
---

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.

Signature of Deponent

**TO BE COUNTERSIGNED BY ZSB/AFA/FIRST CLASS MAGISTRATE**

**Appendix 'D'**  
**(Refer to Para 9, 10,**  
**11, 15 & 17)**

**SELF DECLARATION**

**(The written declaration by Air Veteran/pensioner as given hereunder will be submitted along with the application)**

I \_\_\_\_\_ (name of Air Veteran/pensioner) Son/Daughter/Wife of \_\_\_\_\_ Age \_\_\_\_\_ Years Resident of \_\_\_\_\_ (address) District \_\_\_\_\_ State \_\_\_\_\_ hereby declare that the information given in application, affidavit and other documents enclosed is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if the information given by me is proved false/not true, I will have to face the punishment as per law. Also, all the benefits availed by me shall be summarily withdrawn.

The details of Ex-Servicemen is Service No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ (In block capital letter), Trade \_\_\_\_\_

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Air Veteran/Pensioner  
Mobile No: \_\_\_\_\_

**TO BE COUNTERSIGNED BY ZSB/AFA**

**SPECIMEN AFFIDAVIT**  
**(FOR MARRIAGE SOLEMNISED AFTER DISCHARGE FROM SERVICE)**

I, .....(existing Name of Pensioner as mentioned in PPO/Pension Certificate) Son of .....presently residing at..... (Address) do hereby solemnly affirm and state on Oath as follows:-

- (a) That I have proceeded on discharge from service wef..... after completion of .....years of service and granted Service/Invalid/Disability Pension vide PPO No.....
- (b) That I was married to ...../ unmarried at the time of discharge from service.....Name of my wife.....is mentioned in PPO.....
- (c) That my wife named.....have expired on ..... or I have been granted Divorce from my wife named.....vide Divorce Decree from the Court of.....vide order dated.....
- (d) That I have married to.....on.....(date) at.....(Place). The date of birth of my wife is.....(in words.....). I have registered my marriage at.....The details of my marriage are as follows:-
  - (i) Name of Wife (before marriage):.....
  - (ii) Name of Wife (after marriage):.....
  - (iii) Date of Marriage:.....
  - (iv) Place of Marriage:.....
  - (v) Forms of Marriage (i.e Hindu/Muslim/Christian Rites/Special Marriage).....
  - (vi) Status of Wife (before marriage) (Single/Widow/Divorcee).....
- (e) That, I am producing this Affidavit for the purpose of proof of marriage.
- (f) That what is stated above is true and correct to best of my knowledge, information and belief. Nothing material has been concealed there from.

Finger Print of all fingers of Right Hand of the wife with whom marriage has been solemnised				

Attested latest Joint passport size photograph of self and wife
---

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.

Signature of Deponent

**TO BE COUNTERSIGNED BY FIRST CLASS MAGISTRATE**

**Annexure - I**  
**(Refer to Para 7 to 16)**

**LIST OF MANDATORY DOCUMENTS**  
**FOR PROMULGATION OF NE POR**

1. **Change of Name**

- (a) A national newspaper advertisement in English or Hindi as per **Appendix 'E' (as applicable)** to Directorate letter Air HQ/99803/30/DAV-III (Adm) dated 19 Jun 19.
- (b) Affidavit/ Self Declaration in original as per **Appendix 'A' to 'D'** (as applicable) to Directorate letter Air HQ/99803/30/DAV-III (Adm) dated 19 Jun 19, duly countersigned by Zila Sainik Board/ First Class Magistrate.
- (c) Gazette Notification of Central/State Gazette Notification in original (***applicable for self of the rank of Ex-Master Warrant Officer and Ex- Warrant Officers only***).
- (d) DOB Certificate
- (e) Matriculation/Higher Secondary/ College Certificate
- (f) Recognised Education Board Certificate
- (g) Recognised University Certificate of admission or graduation
- (h) Finger prints of the person whose name is sought to be changed along with the latest photograph

2. **Amendment/Correction of Date of Birth of Spouse/Child**

- (a) Birth certificate issued by the Registrar of Births & Deaths
- (b) Matriculation Certificate issued Recognised School Boards
- (c) Self Declaration in original as per **Appendix 'D'**.
- (d) Affidavit in original as per **Appendix 'A' to 'C'** (as applicable)

3. **Endorsement of Date of Birth of Spouse**

- (a) Self declaration in original as per **Appendix 'D'**
- (b) Proof of Date of Birth (At least any one document).
  - (i) Birth Certificate issued by the Registrar of Births & Deaths
  - (ii) Matriculation Certificate issued Recognised School Boards
  - (iii) Aadhaar Card
  - (iv) PAN Card
  - (v) Indian Passport
  - (vi) Vote Identity Card

4. **Birth of Child**

- (a) Birth Certificate issued by the Registrar of Births & Deaths
- (b) Self Declaration in original as per **Appendix 'D'**

5. **Marriage/Re-Marriage**

- (a) Ink signed self attested copy of Marriage Certificate
- (b) Affidavit in original as per **Appendix 'E'**
- (c) Self Declaration as per **Appendix 'D'**
- (d) Death Certificate of 1<sup>st</sup> husband in case wife is widow
- (e) Divorce Decree in case wife is divorcee
- (f) Two copies of joint photograph
- (g) Ink signed self attested copy (any one) of Date of Birth proof in DD/MM/YYYY or DDMMYY format in respect of wife from the list of documents mentioned at Para 3(b) above.

6. **Death of Air Veteran's Spouse/Children**

- (a) Original / Ink signed self attested copy of Death Certificate

7. **Divorce.**

- (a) Complete ink attested certified true copy of Divorce Decree

8. **Adoption**

- (a) Ink signed self attested copy of Adoption Deed.
- (c) Ink signed self attested copy of Birth Certificate

9. **Dependents of Air Veteran**

- (a) Income Certificate by Distt. Revenue authority
- (b) Certificate from Tehsildar /Magistrate
- (c) Self Declaration as per **Appendix 'D'**
- (d) Date of birth/age proof of dependent in format DD/MM/YYYY or DD/MM/YY

10. **Change of Permanent Home Address (PHA)** Declaration Form in **triplicate** as per Air HQ/40722/1/PA (RC) dated 07 Dec 1988 through Zila Sainik Board.