

**GUIDELINES FOR ENDORSEMENT OF
UNMARRIED / WIDOW / DIVORCEE DAUGHTER'S NAME IN PPO**

1. As per latest policy, name of Unmarried / Widow / Divorcee Daughter of a pensioner may be endorsed in PPO during the life time of the pensioner/family pensioner subject to terms and conditions laid down in various policy letters. Before applying for endorsement of unmarried / widow / divorcee daughter's name in Pension Payment Order (PPO), please ensure that name of wife is endorsed in PPO / Corrigendum PPO / JN PPO. (***Name of wife mentioned in Pension Book/Certificate as next- of-kin is not to be treated as endorsement in PPO***).
2. In case name of daughter is not endorsed in service records, pensioner/family pensioner is to first apply for NE POR for birth of daughter as per existing policy. If there is mismatch of name or date of birth of daughter in service records and her other documents i.e Matriculation certificate/Aadhar Card/PAN Card etc, first apply for NE POR for change of name of daughter by submitting an Affidavit/Self Declaration duly countersigned by 1st class magistrate/Zila Sainik Board and newspaper advertisement, (only in case of change of name), copy of photo identity and date of birth proof.
3. The following documents / information are to be submitted to Directorate of Air Veteran by the Pensioner / Family Pensioner for endorsement of name of unmarried / widow / divorcee daughter in PPO / issue of Corr PPO:-
 - (a) An application from the Pensioner / Family Pensioner duly recommended by Zila Sainik Board.
 - (b) **Marital Status Certificate** obtained from Village Head / Municipal Councillor stating that the daughter is unmarried or has not re-married after death of her husband / divorce from her husband and **permanently staying with the parents**
 - (c) **Divorce Decree**, in case of divorcee daughter issued by the Competent Court or **Death Certificate** of husband, in case of widow daughter. In case of Widow daughter, certificate from the Village Head / Municipal Councillor of the husband's place of residence (as per in-laws house) stating that after death of husband, she is not staying in husband's house and permanently shifted with the parents.
 - (d) **Income Certificate** declaring annual income of daughter from all sources duly signed by not below the designation of Revenue Officer / Tehsildar / Mondal Revenue Officer. ***In case of child/children of widow/divorcee daughter are employed, children's earning / income also to be included.***
 - (e) **Employment Status Certificate** obtained from Village Head / Municipal Councillor / 1st Class Gazetted Officer. In certificate issued by Village Head / Municipal Councillor, it should be mentioned that she is not in receipt of any kind of pension from any department.
 - (f) **An affidavit** from the Daughter as well as Pensioner / family pensioner deposed before 1st class Judicial Magistrate, as per the attached specimen, regarding marital status and dependency of the daughter on the pensioner/family pensioner.
 - (g) **Aadhar and PAN Card of daughter.** Name of daughter, pensioner/family pensioner in these documents should match with service records/PPO. In case of any mismatch, either get name changed in Aadhar / PAN Card or apply for change of name in service records/PPO in accordance with revised policy issued by Dte of AV, Air HQ vide Air HQ/99803/30/DAV-III (Adm) dated 19 Jun 19 and 27 Aug 19 available on website www.iafpensioners.gov.in
 - (h) Appendix-A (Application for Endorsement of Family Pension) along with Annexure-II, in triplicate. (*Blank form of Appendix A and Annexure-II annexed herewith*). Name/signature of daughter whose name is required to be endorsed in PPO, is to be mentioned in Appendix-A at all places wherever, name/signature of spouse/wife is mentioned

AFFIDAVIT FROM PENSIONER / FAMILY PENSIONER
(FOR ENDORSEMENT OF UNMARRIED / WIDOW / DIVORCEE DAUGHTER'S NAME IN PPO)

(ON STAMP PAPER FROM 1st CLASS MAGISTRATE)

I, _____ (full service particulars of the Service Pensioner /
Family Pensioner) Son / husband of _____ presently residing at
_____ (address) do hereby solemnly affirm and
state on Oath as follows :-

(a) That I am drawing Service Pension / Disability Pension with Service Element of Disability pension
/ Family Pension wef _____ after discharge from Service / death of my husband vide
PPO No _____

(b) That _____ (name of unmarried / widow / divorcee daughter) is my
daughter and her name is already entered in service records / born after my discharge from service and
her name is not recorded in service documents

(c) That my daughter named _____ is unmarried / was married to
_____ (name of her husband) son of _____ (name of father
of her husband) resident of _____ (address of her
husband) on _____ (date of marriage).

(d) That husband of my said daughter named _____ has expired on
_____ or my said daughter has been granted divorce from her husband vide Divorce
Decree No _____ dated _____ by the Court of
_____ (name and place of the court).

(e) That my said daughter is not having any child / is having following child/children :-

Name of Child	Sex	Date of Birth	Whether Studying (Yes/ No)	Whether Employed or working (Yes / No), If yes, mention annual income

(f) That my said daughter is employed with _____ / unemployed and fully dependent
upon me and permanently residing with me.

(g) That I undertake that in case my said daughter gets married or gets employed anywhere or
became self dependent and dependent on her children, I will inform to Air Force authorities and Pension
Sanctioning Authority [O JCDA (AF), Subroto Park, New Delhi / O/o PCDA (Pension), Allahabad]
immediately in writing for de-notification of name of my said daughter from Pension Payment Order (PPO).

(h) That, I am producing this Affidavit for the purpose of endorsement of my unmarried / widow /
divorce daughter's name in PPO

(i) That what is stated above is true and correct to best of my knowledge, information and belief.
Nothing material has been concealed there from. I am aware that in case, above information is found
incorrect, suitable legal action may be initiated against me.

Date _____

Place _____

VERIFICATION

Signature of deponent

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

AFFIDAVIT FROM UNMARRIED / WIDOW / DIVORCEE DAUGHTER
FOR ENDORSEMENT OF SINGLE / WIDOW / DIVORCEE DAUGHTER'S NAME IN PPO)

(ON STAMP PAPER FROM 1st CLASS MAGISTRATE)

1. I, ... Daughter of
..... (full service particulars of the Service Pensioner / Family Pensioner)
presently residing at (address) do hereby
solemnly affirm and state on Oath as follows:-

(a) That, my father / mother is drawing Service Pension / Disability Pension with Service Element of Disability pension / Family Pension wef vide PPO No
.....

(b) That, I am unmarried / was married to (name of her husband) son of
..... (name of father of her husband) resident of
..... (address of her husband) on
(date of marriage).

(c) That my husband named has expired on or I
have been granted divorce from my husband vide Divorce Decree No dated
..... by the Court of (name and place of the court).

(d) That I have not been granted any maintenance allowance / granted maintenance allowance of Rs
..... pm by the Court for a period of wef

(e) That I am not having any child / is having following child/children :-

Name of Child	Sex	Date of Birth	Whether Studying (Yes/ No)	Whether Employed or working (Yes / No). If yes, mention annual income

(f) That I am still unmarried and I am employed with / unemployed and fully dependent upon my parents and permanently residing with him / her. I have / have not been given any property at my in-laws home after death / divorce of my husband.

(g) That I undertake that in case I get married or get employed anywhere or became self dependent and dependent on my children, I will inform to Air Force authorities (Dte of Air Veteran) and Pension Sanctioning Authority [O/O JCDA (AF), Subroto Park, New Delhi / O/o PCDA (Pension), Allahabad] immediately in writing for de-notification of my name from Pension Payment Order (PPO).

(h) That, I am producing this Affidavit for the purpose of endorsement of my name in PPO.

(i) That, what is stated above is true and correct to best of my knowledge, information and belief. Nothing material has been concealed there from. I am aware that in case, above information is found incorrect, suitable legal action may be initiated against me.

Finger Print of all fingers of Right Hand of the Unmarried / Widow / Divorcee daughter				

Attested latest
passport size
photograph of
deponent
(daughter)

Date :

Place :

Signature of deponent (Daughter)

VERIFICATION

I, ... the deponent above name, 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 (Daughter)

FORM OF APPLICATION

(To be submitted in triplicate by Personnel Below Officer Rank (PBOR) to Dte of AV)
(THROUGH PENSION DISBURSING AUTHORITY)

To,

Directorate of Air Veteran
Subroto Park, New Delhi – 110010

Sir,

With a view to revise my pension/ordinary family pension entitlement shown in my PPO in terms of the Min of Def letter No 1(2)/98/D(Pen/Ser) dated 14 Jul 1998 the requisite particulars are given below:

1. Name of the Pensioner (PBOR) :
2. Service No, Rank, Trade & Group :
3. Rank in which pensioned :
4. Type of Pension admissible :
5. Name of the Family Pensioner, in case of Family pension (applicable only when Applicant is a family pensioner) :
6. Date of Discharge / Death of PBOR :
7. Date from which Pensioned / Family Pension commenced :
8. Pension Payment Order (PPO No) (in case Original pension was sanctioned in Pension Circular, please quote District P.C No, Volume Part, Date and Descriptive Serial No. :
9. Office and Address of Pension Disbursing Authority (Paying Bank Branch with SB/ A/C No / Treasury / DPDO /PAO) :
10. (a) Name of Surviving Spouse :
(b) PPO No, where ordinary/family Pension has been granted to Spouse (separately through Corri PPO) :
11. Name of the applicant, if the application is made on :
Behalf of pensioner / family pensioner for life time arrears
12. Address of the Pensioner / Family Pensioner / Applicant :

Date :

Signature of Pensioner / Family Pensioner

PART – II (To be completed by PDA)

1. Pension revised at per month for rank
Group And qualifying service Years. Table No
In addition:-
(a) Ad-hoc Ex-Gratia, if any Rs
(b) Gallantry Award, if any Rs
(c) Disability Element, if any Rs
(d) Disability Element, if any Rs

2. As per our records OP of Rs and EP of Rs does not match from the Table No Please intimate RCP payable to the pensioner wef 01.01.1996.

3. Particulars at S.No 1 to 10 verified and forwarded to the Dte of AV, New Delhi – 10.

Date :

Signature Rubber Stamp of Pension
Disbursing Authority

PDA DETAILS

(FOR ENDORSEMENT OF WIDOW / DIVORCEE / UNMARRIED DAUGHTER'S NAME IN PPO)
(To be submitted in duplicate)

Service No	
Rank	
Name	
Group	
Original PPO No	
Joint Notification PPO No (if wife's name is already notified)	
Corr PPO No for change of name of Self, Wife or change of rank etc, if any issued)	
PDA Details (Where, annual Life Certificate is submitted)	
Bank Account No (If pension is drawn directly from Bank). In case pension is forwarded to Bank by DPDO, Bank details not to be mentioned here)	
Bank's Full Address including IFS Code of the Branch.	

Date :

Signature of the Pensioner

Verified by PDA (DPDO / Bank)

Office Stamp

Date :

Signature of DPDO / Bank

PROFORMA OF PERSONAL APPLICATION

**PARTICULARS FOR GRANT OF FAMILY PENSION TO
UNMARRIED / WIDOW / DIVORCEE DAUGHTER**

(To be raised in triplicate)

1. Details of Pensioner:-

- (a) Service No. Rank & Name:
- (b) Date of Discharge
- (c) Original PPO No.
- (d) Issued by :-

2. Details of Family Pensioner :-

- (a) Name & Relation with Service Pensioner :
- (b) Date of Marriage
- (c) Present Address
- (d) PPO No. in which family pension was notified :-

3. Details of Unmarried / Widow / Divorcee daughter :-

Name & Address	Date of Birth	Marital Status	Whether Employed Or not	Remarks

4. Details of other child(ren) who is/are eligible for family pension :-

Place :

Date :

Signature of Pensioner

APPENDIX - A

To

Director-III
Directorate of Air Veterans
Subroto Park, New Delhi-10

Photograph of
Widow /
Divorcee
Daughter (To be
Attested by
Gazetted Officer)

**SUBJECT : ENDORSEMENT OF FAMILY PENSION ENTITLEMENT IN THE
PENSION PAYMENT ORDER IN RESPECT OF WIDOW/DIVORCEE/UNMARRIED DAUGHTERS**

Sir,

With reference to Ministry of Defence letter No. 1(11)/2014-D(Pen/Pol) dated 15 Jul 16, I hereby apply for endorsement of entitlement of family pension in the PPO.

The requisite particulars are given below:

- (1) Name of pensioner :
- (2) Present Address :
.....
- (3) Service No. :
- (4) TS/PS No. :
- (5) (i) Rank Last held :
- (ii) Rank for pension :
.....
- (6) Date of retirement / discharge :
- (7) Name of Record office in the case of Personnel Below Officers Rank :
- (8) Original PC/PPO No. & year (in the case of pension circular (PC)
quote Pension Circular No. Part and Descriptive Sl. No.) :
- (9) Details of Family Pension from other sources :
- (10) Name of handicapped children, if any :
- (11) Particulars of pension Disbursing Authority :
(a) Station :
- (b) Treasury/DPDO/PAO/Bank/Post office :
- (c) Bank branch with full address and SB A/C No :
- (12) Particulars of pay last drawn at the time of retirement :
- (13) E-mail ID :
- (14) Aadhaar No. :
- (15) Mobile No. :

- (16) Details of family, eligible for family pension in terms of Pension Regulation. (name of widow / divorcee / unmarried daughter only to mentioned)

SI No	Name (s) and address of members of family	Relationship with the pensioner	Date of Marriage	Aadhaar No.	Marital status	Date of Birth

- (17) Attested photograph of _____ is pasted above
(Attestation can be done by any Gazetted officer, Pension Disbursing Officer such as Manager, of bank, Record Officer, Village Sarpanch, S.D.M, Block Development Officer, MLA/MLC etc)

- (18) a. Signature or thumb impression of Widow / Divorcee /Unmarried daughter

.....

- b. Marks of identification.....

Signature or left hand thumb impression of the pensioner

Name, address & signature of witnesses:-

Name	Full Address	Signature

PART – II

The particulars furnished above have been verified from available records. Column No. could not be verified at our end.

Signature of Pension Disbursing Agency

(PDA)

(With Office Stamp)

PART – III

The particulars furnished above have been verified with reference to Service records.

Station:

Date:

Signature of RO
Service Headquarters

PART – IV

Ordinary family pension @ _____ p.m sanctioned vide PCDA(P) Corr. PPO No.
..... dated.....

Signature of AO / RO