

**FORMAT OF PERSONAL APPLICATION , AFFIDAVIT, DECLARATION, CERTIFICATE
FOR RECTIFICATION OF NAME AND DATE OF BIRTH OF PARENTS**

From : No....Rank..... Name (Retd)

Address

Date :

To

The Chief Record Officer (NER)

..... Records

.....
(Through ZSB.....)

**FORWARDING OF APPLICATION FOR CORRECTION OF NAME AND DATE OF
BIRTH OF PARENT OF NO. Name (RETD)**

Respected Sir,

1. I, No _____ Rank _____ Name _____ (Retd) am submitting the following few lines for your kind consideration and favourable action please.

2. Sir, with due respect it is to inform you that I have retired from Army, on and drawing pension vide SPARSH P.P.O No It is further intimated that in my Service Record/Sheet Roll and ECHS Cards, name and date of birth of my father and mother mentioned as details below which was erroneously recorded at the time of my enrolment based on assumption as there was no such personal identity document i.e. Adhaar Card/voter card/PAN card etc was readily available then :-

As per Existing Service Records /Sheet Roll & ECHS Card		As per Adhaar Card , PAN Card and all civil documents		Rectified Name & DOB Requested Now
Name	Date of Birth	Name	Date of Birth	Name & D.O.B
XXXX	01.07.1953	XXMN	04.10.1955	XXMN - 04.10.1955
PPPP	01.07.1955	PPRS	14.03.1960	PPRS - 14.03.1960

3. ECHS Card was also issued based on the name and D.O.B available in my service records/sheet Roll. As the Date of Birth of my parent mentioned in Adhaar card and PAN card is not matching with the ECHS Card, medical facility has been stopped for them and their ECHS cards are now blocked due to introduction of Adhaar/PAN based annual identification of ECHS beneficiaries.

4. To overcome the issue, I would like to change my parent's Name and Date of Birth in my service records/ sheet roll based on the following documentary proofs through NE Series Part II Order. I am submitting the following documents :-

- (a) An affidavit sworn in before 1st Class Magistrate for change of Name & DOB of parent.
- (b) Photocopies of Aadhar Card (xxxxxxxx) and PAN Card (NNNN) of my father and my mother's Aadhar Card (PPPP) and PAN Card (MMMM) where the correct name and Date of Birth is mentioned duly attested by Zila Sainik Board.
- (c) Copy of voter card (EPIC) of father and mother.
- (d) Copy of Discharge Book, P.P.O, Self Declaration Form duly signed by me and countersigned/attested by Zila Sainik Board.
- (e) Certificate from Local Govt. (Gram Panchayat) regarding name and D.O.B .
- (f) ECHS Card (Name and DOB as per sheet Roll).
- (g) Self Declaration Form.
- (h) Newspaper Advt – in 2 National Dailies in Bengali and English.

5. In view of the above, you are requested to publish my above NE Part II Order for change of my parent's Name and Date of Birth as requested at the earliest so that I can take necessary steps for update records in ECHS to get the medical facilities restored for my old aged parents please.

Thanking you in anticipation

Yours faithfully,

Enclosure : As above.

RankNname (Retd)

XXXX GRAM PANCHAYET

NON AVAILABILITY CERTIFICATE

(Issued under Sec. 17 of the Registration of Birth and Death Act 1969)

This is to certify that a search has been made relating to the Birth on request of the applicant XXXX, S/O Late BBBB of Vill -, P.O. -, Dist -, of his D.O.B **04.10.1955** at the above address. The above matter was not registered in this Panchayet Birth Register. However, this is confirmed that the place mentioned above is within the jurisdiction of this Panchayet. As per Aadhaar Card (MMMM) and PAN Card (NNNN) his/her Date of Birth is **04.10.1955**.

Date : _____

(Authorised Signatory)

(Required separate certificate for father and mother)

DECLARATION

I, No. 123456789 Rank Ex- Hav Name - Bjoy Singh declare the following changes in Name and Date of Birth of my Father - Bharat Singh

Change of Name

(a) Old Name - Bharat Lal Singh

(b) New Name – Bharat Singh

Change of Date of Birth

(a) Old Date of Birth - 01.07.1953

(b) New Date of Birth - 04.10.1955

Address :-

Vill,
PO -
The -
Distt. -
State –

Witnesses :-

1. Signature _____

Name & Address : _____

Signature of ESM

No. _____ Rank _____

Name _____

2. Signature _____

Name & Address : _____

COUNTERSIGNED BY ZILA SAINIK KARYALAYA

DATED :

Secretary
Zila Sainik Board

(Required separate certificate for father and mother)



Before the Court of Ld ACJM (II) 1st Class at XXXXXXX

AFFIDAVIT

I, Bijay Singh (Ex Serviceman No 123456789 Ex Hav), aged about 49 years, son of Bharat Singh, by faith Hindu, by occupation, Ex-Serviceman, resident of Vill ____ PO --- Dist ---- State _____, PIN ---- PS _____ do hereby solemnly affirm and declare as follows :-

1. That I have retired from Army Service on 31-05-2016 and drawing pension vide PPO No 2052123456789 (ARMY).
2. That in my service document and ECHS Card, my father's name is mentioned as Bhim Kr De and date of birth 01.07.1953 which have erroneously been recorded or wrong declaration was given by me due to non availability of information. My Father's **correct name is Bharat Singh and Correct date of birth is 04.10.1955** which have been mentioned in his Aadhaar Card No 325698416 and PAN Card No. 879546124. Due to mismatch of my father's name and date of birth with my service document & ECHS Card and Adhaar card/PAN card, his ECHS Card has been blocked and unable to avail medical facility from ECHS. Now I would like to amend/change the name and date of birth of my father in my service document and ECHS Card from **Bharat Lal Singh, D.O.B 01-07-1953** to **Bharat Singh, D.O.B 04.10.1955**.
3. That the said **Bharat Lal Singh, Date of Birth - 01-07-1953** father of Ex Hav Bijay Singh and **Bharat Singh, Date of Birth - 04.10.1955**, father of Ex Hav Bijay Singh is the same and one identical person. I am swearing this affidavit to read/amend the correct name and date of birth of my father as **Bharat Singh, D.O.B - 04.10.1955**.

That I am an Indian National and the statement given by me above is true to the best of my Knowledge and belief.

(Required separate affidavit for father and mother)

Affidavit required signed by the Exserviceman only, not by the dependents – For Army

For Air Force, affidavit to be made by the Dependent only and must be signed by the dependent only – not by the Exservicemen

News Paper Ad

Name Change & Date of Birth Correction

I, Bharat Singh, Father of Bijay Singh hereby declare that my correct name is Bharat Singh and D.O.B is 04.10.1955 whereas the name & date of birth recorded in service records of my son is Bharat Lal Singh, D.O B - 01.07.1953 which is incorrect. My correct name Bharat Singh and correct date of birth 04.10.1955 be used for all future purposes and same be changed in service records of my son.

(Required separate Newspaper Ad for father and mother)