

Tele : 34307

Addl Dte Gen of Manpower  
(Policy & Planning)/ ORO (Coord)  
Adjutant General's Branch  
IHQ of MoD (Army)  
West Block-III, RK Puram,  
New Delhi - 110066

12656/Gen/T-1/MP 5 (B)

11 Dec 2024

All HQ Comds  
DIAV

**UNIFORM PROCEDURE FOR CHANGE OF NAME /DATE OF BIRTH  
IN PENSION PAYMENT ORDER (PPO)**

1. **Introduction.** A case was taken up by Service HQ for simplification and adopting uniform procedure for **Change of Name/Date of Birth** of retired personnel and their dependents in Pension Payment Order (PPO) of all three Services. A Tri Service Committee was convened under the ADG MP (P & P), IHQ of MoD to formulate a uniform procedure amongst all three Services. The proposal for uniform procedure has been concurred by MoD, DESW vide letter No 1(7)/2013/D(P/P)-Vol II dt 07 Oct 2024.

2. **Aim.** To simplify the procedure and documents required for carrying out changes/ amendments in the Name/ Date of Birth of retired personnel and their dependents.

3. **Procedure.** Following procedure will be adopted for **Change of Name/Date of Birth** of retired personnel and their dependents in Pension Payment Order (PPO):-

(a) **Change of Date of Birth in PPO.**

(i) **Correction of Date of Birth of Retired Officers/JCOs and OR of Indian Army and Equivalent in Indian Air Force and Indian Navy.** There will be no provision for correction of the 'Date of Birth' of retired officers/JCOs/OR of Indian Army and equivalent in Indian Air Force and Indian Navy. Any bonafide mistake will be rectified in accordance with the commissioning letter / enrolment form. Format at **Appendix A.**

(ii) **Correction/Endorsement of Date of Birth for Dependents of Retired Person.** The same will be aligned to the procedure enunciated vide Dept of ESW, MoD vide policy letter No 1(11)/2009-D (Pen/Pol) dt 23 Dec 2014. The following documents will be mandated: -

(aa) 'Self-attested' copy of either PAN Card/Matriculation Certificate/Passport/ECHS Card/Driving License/Election ID Card/Aadhar Card.

(ab) Declaration on non-judicial stamp paper regarding correct date of birth. Format at **Appendix B.**

(ac) In the case of children, certificate of birth from the Registrar/Municipal authorities/ local Panchayat/Head of recognised school if he/she is studying in such a school/ Board of Education. Format at **Appendix C.**

(b) **Change of Name in PPO.**

(i) **Addition /Amendment in Surname / First Name / Middle Name Including Spelling Error in Name of Retired Officer/JCOs and OR of Indian Army and Equivalent in Indian Air Force and Indian Navy.**

The following documents will be mandated: -

- (aa) Personal application by retired personnel.
- (ab) 'Gazette Notification' only for officers, Honorary Commissioned Officers and JCO equivalent ranks. For ORs Affidavit from 1<sup>st</sup> Class Magistrate along with Newspaper Advertisement in English Newspaper.
- (ac) Newspaper cuttings of two national dailies.
- (ad) Copies of PAN Card and Aadhar Card self-attested.
- (ae) Latest Pension account details.
- (af) Any bonafide mistake will be rectified in accordance with the commissioning letter / enrolment form when no change in name is sought. Format at **Appendix D.**

(ii) **Addition /Amendment in Surname Including Spelling Error in Name Provided Pronunciations remain the Same for Dependents of Retired Person.** The following documents will be mandated: -

- (aa) Personnel application.
- (ab) Copies of PAN Card and Aadhar Card self-attested.
- (ac) An affidavit by 1<sup>st</sup> class Magistrate substantiating the change of surname including spelling error in name. Format at **Appendix E.**

(iii) **Addition /Change/Amendment in Main (first) and Middle Name for Dependents of Retired Person.** The following documents will be mandated:-

- (aa) Personnel application.
- (ab) Copies of PAN Card and Aadhar Card self-attested.
- (ac) An affidavit by 1<sup>st</sup> class Magistrate substantiating the change of Main (first) and Middle name. Format at **Appendix F.**
- (ad) Newspaper cutting of minimum two national dailies.

4. For necessary changes/ amendments in Name/Date of Birth of retired personnel and their dependents in Pension Payment Order (PPO), applicants can approach following offices:-

(a) **Offr Veterans / NsOK/ Dependents of Indian Army.** ORO/ MP 5.

(i) **Address.**

Officers Record Office (ORO)  
Adjutant General's Branch  
IHQ of MoD (Army)  
West Block- III, RK Puram  
New Delhi- 110066

(ii) **Landline No.** 01126757700

(iii) **Mob No.** 8800352938, 8130591689

(b) **JCO/OR Veterans/ NsOK/ Dependents of Indian Army.** Respective Record offices.

(Nitin Sharma)

Col

Col MP-5

For Adjutant General

**Encls.** As above

**Copy to:-**

Department of Ex-servicemen Welfare (P&P)  
Room No 224, B-Wing  
Sena Bhawan, New Delhi-11

ADG PS/ AG's Br  
IHQ of MoD (Army)  
Room No 535, 5<sup>th</sup> floor,  
A Block, Defence office complex  
KG Marg, New Delhi-110011

Integrated HQ of MoD (Army)  
Adjutant General's Branch  
Addl Dte MP-8 (I of R)  
West Block-III, RK Puram  
PIN-110066

Integrated HQ of MoD (Army)  
DGMS (Army) MPRS(O)  
'A' Block, Defence office complex  
Room No 334  
KG Marg, New Delhi-110011

Sr AO (P)  
G1/M (Military Section)  
Group-IV, Draupadi Ghat  
PCDA (P), Allahabad (UP)

Office of the PCDA (O)  
Golbar Maidan  
Pune-411001

Office of the Controller General of Defence Accounts  
Ulan Batar Road, Palam, Delhi Cantt-110010

**Appendix 'A'**  
Refer to Para 3 (a) (i)

**BONAFIDE MISTAKE CERTIFICATE FOR CORRECTION OF DATE OF BIRTH OF  
RETIRED OFFICER/ JCO, OR AND EQUIVALENT IN INDIAN AIR FORCE  
AND INDIAN NAVY**

It is certified that as per commission letter/enrolment form, the date of birth of IC/Army No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ is \_\_\_\_\_, whereas, the date of birth has been wrongly mentioned as \_\_\_\_\_ in \_\_\_\_\_. It is found that the same was a mistake and is required to be amended as per commission letter/enrolment form.

Date :

(Respective Service HQ)

Place :

**Appendix 'B'**  
Refer to Para 3 (a) (ii)

**AN AFFIDAVIT FOR CHANGE OF DATE OF BIRTH OF DEPENDENTS**

1. I, IC/Amy No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_, resident of \_\_\_\_\_ do hereby solemnly affirm and declare as under:-

(a) That I want to change date of birth of my spouse/dependent (Name)

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

(b) I am enclosing copy of PAN Card/Matriculation Certificate/Passport/ECHS Card/Driving License/Election ID Card/Aadhar Card as proof.

Date :

Place :

(Signature)

**(On Non Judicial Stamp Paper to be 'Notarized')**

**Appendix 'C'**  
Refer to Para 3 (a) (ii)

**AN AFFIDAVIT FOR CHANGE OF DATE OF BIRTH OF CHILDREN**

1. I, IC/Army No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_, resident of \_\_\_\_\_ do hereby solemnly affirm and declare as under:-

(a) That I want to change date of birth of my children (Name) \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

(b) I am enclosing copy of PAN Card/Matriculation Certificate/Passport/ECHS Card/Driving License/Election ID Card/ Aadhaar card as proof.

(c) I am enclosing certificate of birth from the Registrar / Municipal authorities / local Panchayat / Head of recognized school if he/she is studying in such a school / Board of Education.

Date :

(Signature)

Place :

**(On Non Judicial Stamp Paper to be 'Notarized')**

**Appendix 'D'**  
Refer to Para 3(b) (i)

**BONAFIDE MISTAKE CERTIFICATE FOR CORRECTION OF NAME OF RETIRED OFFICER/ JCO AND OR AND EQUIVALENT IN INDIAN AIR FORCE AND INDIAN NAVY**

It is certified that as per commission letter/enrolment form the name of IC/Army No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ is \_\_\_\_\_, whereas, the name has been wrongly mentioned as \_\_\_\_\_ in \_\_\_\_\_. It is found that the same was a mistake and is required to be amended as per commission letter/enrolment form.

Date :

Place :

(Respective Service HQ)

**Appendix 'F'**  
Refer to Para 3 (b) (iii)

**AN AFFIDAVIT FOR CHANGE OF NAME OF DEPENDENTS (ADDITION/  
CHANGE/AMENDMENT IN MAIN (FIRST) AND MIDDLE NAME)**

1. I, IC/Army No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_, resident  
of \_\_\_\_\_ do hereby solemnly affirm and declare as under:-

- (a) That I want to change name of my spouse/ dependent from  
\_\_\_\_\_ to \_\_\_\_\_.
- (b) I am enclosing copy of Aadhar Card and PAN card self attested as proof.
- (c) Newspaper cuttings of two national dailies.

Date :

(Signature)

Place :

**(To be sworn before 1<sup>st</sup> Class Magistrate)**

**Appendix 'E'**  
Refer to Para 3 (b) (ii)

**AN AFFIDAVIT FOR CHANGE OF NAME OF DEPENDENTS (ADDITION/  
AMENDMENT IN SURNAME INCLUDING SPELLING ERROR IN NAME  
PROVIDED PRONUNCIATION REMAIN THE SAME)**

1. I, IC/Army No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_, resident  
of \_\_\_\_\_ do hereby solemnly affirm and declare as under:-

(a) That I want to change name of my spouse/ dependent from

\_\_\_\_\_ to \_\_\_\_\_.

(b) I am enclosing copy of Aadhar Card and PAN card self-attested as proof.

Date :

(Signature)

Place :

**(To be sworn before 1<sup>st</sup> Class Magistrate)**