

## **THE NAVY FOUNDATION**

### **MUMBAI CHAPTER**

#### **Working Rules - 2020**

##### **The Genesis**

The Navy Foundation Mumbai Chapter (Short Title: NFMC ) is the successor to Anchor-hold, the pioneering Association of Retired Naval Officers founded in 1974 by the late Cmde Jadhav Chaterji, AVSM ( R-0017N) known as 'Jadu' amongst his friends and colleagues. Jadu was deeply committed to the welfare of retired officers. The Anchor-hold was a highly successful organization. Its members met voluntarily once or twice a month and participated in local functions such as plays, musical soirees etc. It maintained a close relationship with the Western Naval Command. Capt Raj Mohindra (60030-F) was the founding Honorary Secretary of Anchor-hold and later President of NFMC for 9 years.

The late Admiral J G Nadkarni, PVSM, AVSM, NM, VSM (00086-W) former CNS & the founding father of the Navy Foundation, had a meeting with Cmde Chaterji where he paid a rich tribute to Anchor-hold and suggested its merger with the proposed Navy Foundation. Anchor-hold initially was a bit reluctant. It conveyed its fears that it might become a unit under NHQ with interference in its day to day functioning and thereby lose its freedom.

After deliberations at NHQ, Admiral Nadkarni again had a meeting with Cmde Chaterji where he confirmed that the proposed Navy Foundation will

have the full support of NHQ in all aspects and that each unit of the Foundation would be totally autonomous. He also confirmed that apart from one annual meeting, there would not be any interference by NHQ in its day to day functioning. He also assured that there will be no rank consciousness or hierarchy in the Foundation.

A special General Body meeting of the Anchor-hold was held where it was unanimously agreed to merge it with the Navy Foundation in light of the assurances given by the Navy. Admiral Nadkarni expressed his deep appreciation of the decision taken by Anchor-hold. He stated that the rich experience of Anchor-hold in running a Retired Officers Association would be immensely useful to the Navy Foundation.

The Navy Foundation was established on 27 Dec 1988. The Anchor-hold merged with it in 1989 when the Mumbai Chapter was born. The Mumbai Chapter was fortunate to have inherited the legacy and the sound administration of the Anchor-hold.

**The rest as they say is history!**

### **Aims and Aspirations**

The Mumbai Chapter (NFMC) has progressively given new impetus to its working during the last 5/6 years and thus given it a new orientation. The emphasis essentially has been on improving the welfare facilities for the members and Veer Naaris and to introduce new concepts and fresh ideas. These have included appointment of a Mentor, usually a friend of the family, for each Veer Naari. In order to focus attention on all welfare measures, one of the Co-opted member of the Managing Committee (MC) will be designated as Welfare Officer. He will be assisted by a lady member as Assistant Welfare

Officer. The Mentors will maintain a close link with the Veer Naaris and will be available to them, in the hour of their need. The Chapter has also initiated a Marriage Bureau for the children of the Naval officers as a felicitator. This has made a promising start. The Chapter is ever ready to provide assistance to any Naval Veteran Officer or his spouse in distress. Members of the MC will visit any member or his spouse admitted in hospital and provide whatever assistance that may be required by them. The Soman Memorial Lecture held annually has become a prestigious event. This year the Chapter organized a unique event in Mumbai: a Parade by the Veterans on the Marine Drive on Sunday 12<sup>th</sup> January, 2020. The contingent included nearly 600 Veterans, a Division of Sea Cadet Corps, their band and NCC Cadets. This event proved to be immensely successful. Hundreds of Sunday morning walkers on the Marine Drive cheered the Parade and some of them even started walking with the contingents. Even the Serving Officers along with their families participated as spectators. This event in Mumbai has brought the Navy much closer to the civilian populace. The Parade also evoked praise from FOC-in-C (West). The Chapter intends to make it an annual event on a bigger scale, to be held at the Marine Drive on a Sunday morning preceding 14<sup>th</sup> January, being the “Veterans Day” celebrated every year by all three services since 2016.

In conclusion, the Aims and Aspirations of the Mumbai Chapter are to lay a much greater emphasis on the welfare of its members and the Veer Naaris, in addition to its normal activities, in the coming years.

## **THE NAVY FOUNDATION MUMBAI CHAPTER**

### **Working Rules – 2020**

#### **(Short Title: NFMC Working Rules – 2020)**

#### **The Navy Foundation**

1. The Navy Foundation Mumbai Chapter (NFMC) shall be a secular and non-political body and shall not be affiliated to any political organization or institution. Navy Foundation Mumbai Chapter shall be governed by NFMC WORKING RULES- 2020.

#### **The Objectives of the Foundation**

2. The objectives of the Foundation based on the Memorandum of Association of the Navy Foundation (Short Title: MOANF) are:--
  - (a) To provide facilities for those officers who have served in and retired from the Navy to maintain contact and fraternal relationship between themselves.
  - (b) To acquire, preserve and display articles of historical and educational value concerning the Navy.
  - (c) To carry out charitable, social, philanthropic, cultural, educational and other activities for the benefit of the retired fraternity.
  - (d) To provide assistance to the beneficiaries in matters concerning pensions, grants, gratuity allowances etc.
  - (e) To create amongst the public, interest in the Navy and promote maritime activities.
  - (f) To promote interest in Defense studies with particular reference to Naval developments and maritime activities.



- (g) To create awareness amongst the public about the problems of ex-Naval personnel and their families and to enlist co-operation from other Institutions, organizations, establishments for their resettlement or otherwise to help them in solving their problems.
- (h) To hold periodical conferences, meetings, seminars, lecture etc which will be a matter of interest to the Navy or the Veterans and their families.
- (i) The Mumbai Chapter shall be designated as Navy Foundation Mumbai Chapter (Short Title: The Chapter) and it shall endeavor to implement the aforesaid objectives of NF and to hold all such other activities as are incidental or conducive to the attainment of the above objects.

### **Chapters of the Navy Foundation**

3. The Chapters of the Navy Foundation shall be broadly guided by the MOANF but will have total autonomy of local functioning. The Mumbai Chapter shall have an elected Core Managing Committee (CMC). The aforesaid MOANF shall be the Constitution of the Navy Foundation. The C-in-C of the Western Naval Command shall be the Regional Head of the Mumbai Chapter. The C-in-C at the Command level will provide all admin support to the Chapter.

#### **Authority**

- (a) Chap-3 ,Pg 12 ,Para 5 of MOA of NHQ promulgated vide Letter No DX/900/DESA/MOA dated 3<sup>rd</sup> August, 2017.
- (b) IHQ (MOD) Letter No DX/900/AGM-2015 dated 24th November, 2015.
- (c) Para 3 of the MOM of 27<sup>th</sup> AGM of NF held at Kochi on 05 May 2019 forwarded vide NHQ letter no=DX/900/AGM-2019 dated 24 May 2019.

## **Membership**

### **Eligibility**

4. Any person who has served in the Royal Indian Navy, the Indian Navy and the Naval Reserves as a Commissioned Officer, is solvent and of sound mind and has not been convicted by a court of law in a criminal case shall be eligible to become a member of the Foundation. On demise of a Veteran, who was not a member of NFMF, his spouse would be eligible to become a member without charging any joining fee.

### **Categories of Members**

5. The categories of members of Chapter are as follows:---

- (a) **Members**

Any person who is eligible to become a member under the above quoted rule may become a Life Member on payment of one time subscription as approved at the AGM.

- (b) **Honorary Members**

The CMC may, at its discretion, invite eminent personalities interested in maritime affairs to become Honorary Members of the Chapter. Honorary Membership, unless specified, will be for life and no subscription will be payable for such membership.

- (c) **Officers who have retired after 1st October 2017**

As per NHQ directive, Veterans who have retired after 1<sup>st</sup> October, 2017 can join any Chapter of their choice in the country, irrespective of their place of residence. They are also not required to pay any joining registration fee. Their registration fee will be paid by PDESA to the Chapter they decide to join.

**Authority**

IHQ(MOD) letter no-DX/VSF/331/17 dated 27 July , 2017

- (d) **Foreign Nationals**

Indian Navy Veterans holding foreign citizenship will continue to be enrolled as members of the Chapter. However, if such members are attending events/functions

being held in Defense environment, their security clearance will have to be obtained from the appropriate authority.

### **Subscription**

6. Members shall at the time of admission, pay one time Life Membership fee of Rs 3,000.00 (Rupees Three Thousand only), as approved at the AGM held on 19<sup>th</sup> June, 2011. This will be subject to revision from time to time as approved at the AGM.
7. In the event of a member moving to another Chapter or coming from another Chapter, no financial transaction will take place. Members of other Chapters, also wishing to become a member of the Mumbai Chapter, may be inducted as Temporary members of the Chapter. These Temporary members can take part in the proceedings of meetings /AGM of NFMC but they would not be eligible for voting on any issue, whatsoever. Such members shall not be charged any additional entrance fee as long as they have paid to their parent Chapter.

#### **Authority**

- (a) NHQ Letter No DX/900/NF Policy dated 9<sup>th</sup> October, 2018
- (b) Para 65 of the MOM of 27<sup>th</sup> AGM of NF held at Kochi on 05 May 2019 forwarded vide IHQ/MOD(Navy) letter DX/900/AGM-2019 dated 24 May 2019
- (c) IHQ/MOD letter DX/900 dated 27 Jun 2013

### **Voting Rights**

8. Members and Veer Naaris shall have voting rights at the General Body, both at Physical and Virtual Meetings, of the Chapter. Outstation Members, Honorary Members and Members holding Foreign Citizenship shall have no voting rights.

### **Cessation of Membership**

9. The membership of any person shall stand automatically terminated on his/her death or resignation. In the event of death of a member, his membership will be passed to his spouse without any charges.

10. The Core Committee shall be entitled to terminate the membership of any member, if a resolution is passed by it that the said member has acted in a manner prejudicial to the Aims & Objectives of NFMC thus bringing disrepute to the Foundation. The membership shall stand terminated from a date as specified in the resolution or from the date of the resolution, if no such date is stated. In addition ,the CMC may order the termination of membership of any member ,if it is satisfied that :--

- a) He / She has been found to be of unsound mind by a court of law ,or
- b) He/She has been convicted by a criminal court of an offence involving moral turpitude.
- c) He/She has been declared insolvent by a court of law.
- d) Members can be suspended up to one year by CMC if he/she brings disrepute to NFMC thus damaging the fabric of the Foundation.

11. A person whose membership has been terminated or who has resigned will be required to pay the subscription again if his readmission is approved by CMC.

### **Register of Members**

12. A Register of Members, separately for Members and Honorary Members, shall be maintained showing the following details:

- (a) S No
- (b) Name in full
- (c) Rank
- (d) Service No
- (e) Name of Spouse
- (f) Date of joining
- (g) Postal Address
- (h) Cell No
- (i) Landline No
- (j) WhatsApp No
- (k) Date of Birth

- (l) Date of Birth of Spouse
- (m) Date of Wedding Anniversary
- (n) Life Membership No

13. If the name of any member is struck off, the reasons thereof and date of occurrence shall be recorded in the Register. If any member is transferred to another Chapter, the name and date of transfer shall be intimated to PDESA. The Register shall be open to members for inspection at all reasonable times. The Register may also be maintained in the form of Excel sheet.

#### **Managing Committee**

14. The Chapter shall be broadly guided by the Constitution of the Navy Foundation but will have complete autonomy of local functioning. The Chapter shall be governed by the Working Rules of the Navy Foundation Mumbai Chapter-2020 as delineated herein, and shall have an elected CMC comprising the following:

- (a) The President
- (b) The Honorary Secretary
- (c) The Honorary Treasurer

For smooth functioning of the Chapter , additional Committee members may be co-opted by the President .These Co-opted members along with CMC will constitute the Managing Committee (MC) One of the Co-opted members of the MC or a NFMC member who volunteers to be the Welfare Officer, shall be designated as Welfare Officer

#### **Functions of the Core Managing Committee ( CMC )**

15. The CMC shall:

- (a) Be elected for a term of three years. All elected members shall retire on expiry of their terms, but would be eligible for re-election as approved at the AGM. The Chapter shall have complete autonomy of functioning as stipulated in the Constitution of the Foundation. It shall frame its own Working Rules, duly approved and ratified by at least

2/3<sup>rd</sup> of the members present at the AGM. A copy of Working Rules shall be forwarded to PDESA/NHQ and the Regional Governing Council (W)for information.

**Authority**

NHQ Letter No DX/900/AGM – 2015 dated 11<sup>th</sup> October, 2015

- (b) The CMC shall be responsible for the administration of the Chapter in accordance with the rules and regulations stipulated in the Mumbai Chapter Working Rules – 2020.
- (c) If in the interest of the Chapter, if CMC considers it necessary to make any alterations to the existing Working Rules, the proposed draft of the revised rules shall be placed before the AGM for approval.
- (d) Appoint a duly qualified Chartered Accountant (CA) in an Honorary or paid capacity to audit the Chapter accounts. As long as there are no adverse comments against the CA, his services can be continued.
- (e) Arrange meetings and social get-togethers, seminars on contemporary events, lectures by men and women of eminence and other functions periodically.
- (f) Sanction expenses and grants for all Official functions organized by NFMC.
- (g) Appoint a Welfare Officer from amongst the Co-opted Committee Members or any member of NFMC who volunteers to be the welfare Officer, to look after and coordinate all the welfare activities of the Chapter.
- (h) To look after the welfare of any member or Veer Naari in distress and bring this to the notice of the President. If necessary, approach PDESA/Patron NFMC, to seek appropriate help and assistance.
- (i) The CMC/MC shall meet at least once every quarter. If it is not possible to meet physically, the meetings may be held over Video Conferencing. The Honorary Secretary

shall write the Minutes of the Meeting and circulate these to all concerned after approval by the President.

### **The President**

16. The President shall:

- (a) Preside over MC meetings and the AGMs. His ruling on points of procedure or the results of the voting at the meetings shall be final.
- (b) Sign jointly with the Secretary or any other member of the CMC, all contracts, documents, deeds or any other document requiring joint signatures on behalf of the Chapter.
- (c) Lay down policy for the welfare of the members and Veer Naaris and guide the Welfare Officer in the execution of these duties.
- (d) Co-opt Area wise Member in consultation with the Honorary Secretary, who in the unfortunate event of death of a Member or Member's spouse or Veer Naari, will attend his/her funeral and carry out the associated functions as described in paras 30-34 below.
- (e) Call for an emergency meeting, as required, the notice period for which may depend upon the situation warranting such a meeting.
- (f) Be empowered to take a decision on any urgent matters ,which shall be submitted to the next Managing Committee meeting for ratification.

### **The Honorary Secretary**

17. The Honorary Secretary shall:

- (a) Be responsible for the administration of the office and staff.

- (b) Maintain all books and records and conduct correspondence, send emails, Whatsapp Posts on behalf of the President.
- (c) Maintain an up to date Register of Members in the form of Excel sheets containing the details of the Members, as set out in Para 12above.
- (d) Be in-charge of all the moveable/immoveable assets of the Chapter.
- (e) Advise the President on all matters of administration and policy of the Chapter.
- (f) Call the MC meetings, the AGM and other meetings as instructed by the President and maintain a record of the proceedings of such meetings.
- (g) Coordinate the activities of the Welfare Officer in consultation with the President.
- (h) Be responsible for organizing all functions and events of the Chapter.
- (i) Carry out such other duties as may be assigned to him by the President or the CMC from time to time.

#### **The Honorary Treasurer**

18. The Hon. Treasurer shall:

- (a) Be the custodian of all funds of the Chapter. He shall be responsible for the safe custody of the cash, cheque books, seals, FDs and all financial documents of the Chapter and maintenance of accounts in accordance with the current regulations.
- (b) Be responsible for arranging the audit of the accounts of the Chapter by the appointed Chartered Accountant.



- (c) Officiate as Honorary Secretary in the event of his non-availability of Hon Secy due to any reason as decided by the President.
- (d) Keeping the CMC informed about the state of the finances of the Foundation.
- (e) Carry out such other duties as may be assigned to him by the President from time to time for efficient functioning of the Foundation.

### **Welfare Officer**

19. The Welfare Officer shall:

- (a) Maintain an updated list of Veer Naaris of the Chapter and appoint a Mentor, preferably a friend of the family and living nearby, for each of the Veer Naaris, in consultation with the Honorary Secretary and the President. The aforesaid list shall contain their Names, Addresses, Cell/Landline Nos and email id.
- (b) Coordinate with the Mentors to ensure they are carrying out their duties appropriately with the Veer Naaris as spelt out by the President in his Memorandum.
- (c) Coordinate visits to the Members/Spouses/Veer Naaris admitted in hospital.
- (d) In the event of death of a Member, Member's Spouse or Veer Naari, the Welfare Officer shall, in consultation with the President/Honorary Secretary, appoint the Mentor say 3-4 days after the death. The Mentor's name and contact details shall be communicated to the NOK. The Welfare Officer shall inform the NOK that number of actions, e.g. Family Pension ,ECHS cards etc, are required to be taken after the demise of a Naval Officer. This has been listed in a special docket being prepared by Capt Raj Mohindra, one of our esteemed member and former President of the Chapter. A Soft / Hard copy of this document shall also be provided to the NOK by the Mentor. The Mentor should assist the NOK in completing all such action as a matter of priority.

(e) Coordinate the activities of the Chapter's Marriage Bureau and ensure timely responses in consultation with the President for its felicitation.

20. The Welfare Officer shall be assisted either by his wife or by a lady Assistant Welfare Officer who shall be volunteered/nominated from the willing spouses of members. Lady Assistant Welfare Officer can also be a Veer Naari.

### **Raising of Funds**

21. The fundraising activity of the Chapter shall be restricted to the Members of the Chapter. The Chapter shall not raise funds from any other source. The Chapter may accept voluntary donations from Donors provided they are authentic and do not belong to or represent an undesirable organization or source. The corpus funds allotted to the Chapter shall be invested only in nationalized banks and public sector undertakings.

### **Financial Year**

22. The Financial Year for accounting purposes shall be from 1<sup>st</sup> April to 31<sup>st</sup> March.

### **Financial Powers**

23. The CMC shall have full financial powers for management of the Chapter and its activities.

### **Audit**

24. A duly qualified CA shall be appointed by the Chapter in an honorary or paid capacity, as appropriate, for conducting the audit. The Auditor shall have the right of access to all books of accounts, vouchers and other financial documents of the Chapter. He shall also be provided every assistance in the form of information or explanations to enable him to perform the audit effectively. A copy of the audited accounts shall be forwarded to PDESA by 31<sup>st</sup> July every year. The audited balance sheet shall be signed by all three members of the CMC.

25. The audited Balance Sheet and the accounts shall be placed before the AGM every year.

### **Income Tax**

26. The Chapter shall have a PAN card and file Income Tax returns every year as per regulations through the appointed CA. This shall be the responsibility of the Honorary Treasurer.

### **Accounts**

27. The CMC shall cause true accounts to be kept of all financial transactions and shall lay before the General Body the audited balance sheet once a year. All funds of the Chapter shall be deposited in a nationalized bank as decided by the CMC. The bank accounts shall be operated under joint signatures of any two members of the CMC.

### **Dignified Last Rites**

28. The Chapter has issued a Memorandum which provides Guidelines for performance of the Last Rites of Members, Spouses and Veer Naaris.

29. In the unfortunate event of the passing away of Retired Commanding in Chief, Vice Chief and equivalent and Gallantry Awardees, who are members of the Chapter, the Honorary Secretary shall inform CRSO who in turn will inform the Commanding Officer, INS ANGRE for providing Military funerals, as stipulated in NO-18/2016.

30. In case of unfortunate death of a Member of the Chapter, Hon Secy will immediately inform the Regimental State Unit (RSU) i.e CRSO (West) who in turn will inform the Regimental Coordinating Unit (RCU) i.e CO INS Hamla, for providing necessary logistics, administrative support to the NOK of the deceased, at the funeral. A copy of the Memorandum at para 28 above shall be sent by email / WhatsApp etc., to the Area Co-opted Member by Hon Secy as a matter of Top Priority, for attending the funeral and laying of Wreath on behalf of President and all members of NFMC.

31. In respect of the death of a Veteran, the Honorary Secretary shall contact CRSO as soon as the news of the death is received by him. The CRSO will inform CO/EXO/GO INS HAML A by Email/Tel /FAX/ WhatsApp etc., who time and circumstances permitting, will depute one officer and two sailors in Dress No 2 for laying wreaths on behalf of CNS and FOC-in-C (West) on the mortal remains. The Office Assistant of NFMC will bring the Naval Ensign and a blue tooth speaker, for playing of the Last Post, before the funeral, after laying of the wreath ceremony is completed. The mortal remains of the Veteran shall be draped with the Naval ensign before laying of the wreaths and removed after the last post.
32. In the event of death of a Veer Naari or a Member's spouse, the Co-opted Member will lay a wreath on behalf of the President and Members of the Chapter.

### **Dress Code for Members**

33. The Chapter has designed a pocket badge for the Blazer as also Side & Sea caps for the Veterans. These designs were accepted by NFMC Patron in 2018. Members may wear these, if desired, at functions such as the Navy Day, C-in-C's Annual Lunch, AGM, Soman Lecture, Veterans Day Parade etc. The CMC will normally advise the dress code to the members for various functions.

### **Authority**

- a) WENCO (P&A) -2015 ,Art 1803 / 1807 (iii)
- b) Navy Order -18 / 2016
- c) Item iv) of MOM of AGM Part 1, Appendix "A" of 27<sup>th</sup> AGM held at Kochi on 05 May 2019.
- d) Item iv) ( C ) of MOM of 26<sup>th</sup> AGM ,Part 1 held at Vizag on 11 Mar 2015
- e) Para 3 of MOM of 24<sup>th</sup> AGM of NF held at Kochi on 11 Oct 2015

### **Annual General Body Meeting**

34. The AGM shall be held every year on a date not beyond six months after the closure of the accounts on 31<sup>st</sup> March. A minimum of two months notice shall be given to the Members for holding the AGM.
35. The agenda shall include the reading and passing of the Minutes of the last AGM followed by the presentation and adoption of the report of the MC and the audited accounts. The Agenda shall be circulated by email/Whatsapp to all Members at least 14 days in advance of the AGM.
36. The election of the CMC shall be conducted every three years. Members, who have completed their tenure, would be eligible to stand for re-election at the AGM.
37. All Reports, Accounts, Motions/Resolutions shall be adopted if passed at the AGM. The quorum for the General Body Meeting shall be 1/5<sup>th</sup> of the active members on the register attending the AGM or 20 members, whichever is lower. In the event of absence of quorum at the time of commencement of AGM, the meeting shall stand adjourned, at the same place, for 30 minutes and on expiry of the time, the President shall again call the meeting to order, and transact the business on the Agenda, with whatever number of members that may be present, which shall constitute the valid quorum for holding the AGM. In case of unfinished business, the General Body meeting may be adjourned. In extra-ordinary circumstances, AGM may be held virtually .

#### **Preparation of Agenda**

38. In preparing the Agenda for the AGM, the CMC will have the right to:
- (a) Determine the sequence in which the business is conducted at the meeting.
  - (b) Frame and introduce any Resolution which may be considered for smooth running of the Chapter.

- (c) Reject any agenda/motion point which is not received by the stipulated date or is considered inconsistent with the Aims and Objectives of the Chapter.

### **Special General Body Meeting**

39. The CMC or the President may convene a Special General Body Meeting (SGM) if considered necessary.

- (a) A Notice as decided at the AGM, for transaction of extra ordinary/special business with only a single point Agenda shall be issued.

- (b) The rules for the conduct of AGM shall also apply to SGM except that the period of the notice shall be 30 days. The SGM will also be called by the President on presentation to him, a written requisition by not less than 1/5<sup>th</sup> of the total strength of members of the Chapter or a minimum of 100 members residing in Mumbai, for considering such matters as may be specified in the requisition. The SGM notice shall intimate the specific purpose for which the meeting is being convened and no business other than the one notified, shall be transacted at such meetings, without the sanction of the President. 1/5<sup>th</sup> of the members entitled to vote, will form the quorum. If the quorum is not complete at the starting of the SGM, the meeting shall stand adjourned, at the same place, for 30 minutes and on the expiry of the time, the President shall again call the meeting to order and transact the business on Agenda, with whatever number of members that may be present which shall constitute the valid quorum for holding the SGM. In case of unfinished business, the SGM may be adjourned by the President.

### **Election of Core Members of the Managing Committee**

40. Since all CMC members retire triennially at the AGM, elections shall be held once in three years as per the procedure given below:

- (a) Along with the notice for the AGM at which elections are to be held, nominations shall be invited for the post of the President, Honorary Secretary and Honorary Treasurer,

duly proposed and seconded and confirming the willingness of the proposed candidate. Nomination forms should reach President/Honorary Secretary by the date notified to all members. Votes at the AGM will normally be taken by show of hands or as decided by the President. In case the number of candidates is more than the number to be elected, the candidates securing higher votes shall stand elected. In case of a tie, the candidate will be declared elected by a casting vote of the President unless there is a voluntary withdrawal by a candidate.

- (b) In the event of inadequate receipt of valid nominations, the General Body shall fill in the vacancies by calling for proposals and thereafter holding election at the meeting itself.

#### **Non-availability of President**

41. In the event of non-availability of the President for the meetings convened by NHQ or by RGC (West) the Honorary Secretary or any other member of the MC, as decided by the President, may officiate in place of the President. However for the AGM/SGM only, any member of the Chapter, preferably a former President, may preside over the AGM/SGM.

#### **Alteration of Rules and Regulations**

42. These rules and regulations may be altered by the vote of a majority of Members present and voting at any General Body Meeting provided that notice of such alteration has been given to all members of the Chapter at least 14 days before the date of the AGM. No rules of the Chapter may be altered and no new rules adopted unless passed by a majority of 2/3<sup>rd</sup> members present and voting at the AGM.

#### **The Working Rules - 2017**

43. The Working Rules - 2017 shall stand superseded by these Working Rules to be designated as "Navy Foundation Mumbai Chapter Working Rules-2020" (Short Title: NFMC Working Rules – 2020). It is, hereby, certified that this is the correct copy the Rules and Regulations of the NFMC.

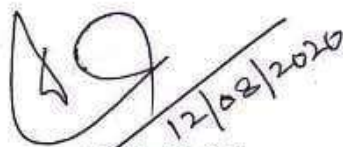
The Working Rules -2020

44. NFMC Working Rules – 2020 have been passed by full majority of 172 out of 173 members present at the Virtual AGM held on 09 Aug 2020 on “MS Team” VCon App , in the presence of PDESA Cmde Pankaj Sharma from NHQ ,Secy RGC(W) Cmde Simon Xavier ,Dir RC ECHS Cmde Sandeep Chakravorty and CRSO Capt Sunil Anand from HQWNC.



LCdr F Tarapore ,VSM (Retd)  
Honorary Treasurer (L-219)  
(02296-T)

09 Aug 2020

  
12/08/2020

Cdr Raj Dutta(Retd)  
Hony Secretary (L-689)  
(02179-A)

09 Aug 2020

  
09/08/20

Cdr Vijay Vadhera ,N.M (Retd)  
President (L-149)  
(01235-F)

09 Aug 2020



## MEMORANDUM OF ASSOCIATION

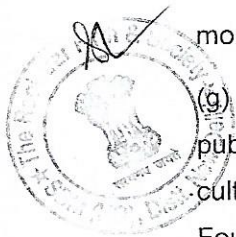
Refer Para '3'


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## THE NAVY FOUNDATION

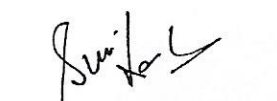
1. **Name.** The name of the Society shall be "The Navy Foundation".
2. **Registered Office.** The Registered Office of the Society shall be situated in the Union Territory of Delhi and at present is located at Directorate of Ex Servicemen Affairs, 6<sup>th</sup> Floor, Chanakya Bhawan, Chanakyapuri, New Delhi - 110021.
3. **Objects of the Foundation.** The Navy Foundation (hereinafter referred to as "The Foundation") shall be a secular and non-political body which shall not be affiliated directly or indirectly with any political organisation or institution. The objects of the Foundation are:-
  - (a) To provide facilities for those who have served in and retired from the Navy to maintain contact and fraternal relationship between themselves.
  - (b) To acquire, preserve and display articles of historical and educational value concerning the Navy.
  - (c) To carry out charitable, social, philanthropic, cultural, educational and other activities for the benefit and to look after the interests generally to the beneficiaries, namely the retired fraternity and others,
  - (d) To provide assistance to the beneficiaries in matters concerning pensions, grants, gratuities, allowances, etc.
  - (e) To establish and manage alone or in cooperation with others, hostels, guest houses or such other establishments primarily for the benefit of the beneficiaries and other Naval Personnel and their dependents.
  - (f) To establish, promote and manage recreational, canteens, playgrounds, community centres, clubs, sanatorium homes or other institutions or facilities for the physical, mental and moral well-being of the beneficiaries and for the care of the aged and invalid amongst them.
  - (g) To print and publish books, periodicals, pamphlets, newspapers and any other publications and to undertake production of or assist in the production of films, scripts, dramas cultural shows etc as may be considered necessary for the promotion of the objects of the Foundation.
  - (h) To promote interest in Defence studies with particular reference to Naval developments and maritime activities.

Recommended as on dated 2/8/17



  
(CMDE HS CHOPRA, Retd)

  
(CMDE S M ANWER)

  
(ADMIRAL SUNIL LANBA)

President

- (j) To create amongst the public, interest in the Navy and promote interest in maritime activities.
- (k) To create trusts and or other similar institutions to award scholarships, stipends, loans, financial assistance for promotion of studies and research.
- (l) To create awareness amongst the public about the problems of ex-Naval personnel and their families and to enlist co-operation from other Institutions, organisations, establishments, departments and other bodies for their resettlement or otherwise to help them in solving their problems.
- (m) To place at the disposal of the Government, the Services of the Foundation or any or its branches, to be utilised in the event of wars, calamities, natural or otherwise, whether local or at the National level.
- (n) To hold periodical conferences, meetings, seminars, lectures, exhibitions, film shows on matters of interest to the Navy or the ex-Naval personnel and their families.
- (p) To do all such other things as are incidental or conducive to the attainment of the above objects.
- (q) Income of society shall be utilised for its objectives only.

4. The name, addresses and occupation of the present members of the Governing Council to whom the management of the affairs of the Association is entrusted, as required by Section 2 of the Societies Registration Act XXI of 1860 (Punjab Amendment Act 1957) as extended to the Union Territory of Delhi are as follows :-

Sl.No.	Name	Address & Occupation	Designation
--------	------	----------------------	-------------

5. We, the undersigned are desirous of forming into a Society, namely, "The Navy Foundation" under the Societies Registration Act XXI of 1860 (Punjab Amendment Act 1957) as extended to the Union Territory of Delhi in pursuance of this Memorandum of Association, and request that Association be registered

Sl. No	Name	Address & Occupation	Signature
1.	Admiral JG Nadkarni, PVSM, AVSM, NM, VSM, ADC	CNS, NHQ	—Sd—
2.	Rear Admiral YN Inamdar, AVSM (Retd)	A-67, Gulmohar Park, New Delhi-49	—Sd—
3.	Commodore MC Goel, VSM (Retd)	CLO, CGHQ	—Sd—
4.	Lt Cdr DS Sandhu	Secy, NGIF NHQ	—Sd—
5.	Captain AK Sachdeva	DESA NHQ	—Sd—
6.	Commodore B Bhasin	DEP (NPF), NHQ	—Sd—
7.	Capt RL Prabhakar VSM (Retd) IN	Secy, INAF NHQ	—Sd—

(CMDE HS CHOPRA, Retd)

(CMDE S M ANWER)

(ADMIRAL SUNIL LANBA)

Treasurer

Secretary



Integrated Headquarters  
Ministry of Defence (Navy)  
Dte of Ex-Servicemen Affairs  
6<sup>th</sup> Floor, Chanakya Bhawan  
Chanakyaपुरी  
New Delhi 110021

DX/900/AGM-2015

24 Nov 15

MINUTES OF THE 24<sup>TH</sup> ANNUAL GENERAL MEETING (AGM) OF NAVY  
FOUNDATION HELD AT KOCHI ON 11 OCT 15

1. The 24<sup>th</sup> Annual General Body Meeting of the Navy Foundation was held at SNC Officers' Mess, Kochi on 11 Oct 15 under the Chairmanship of Admiral RK Dhowan, PVSM, AVSM, YSM, ADC, the Chief of Naval Staff and President Navy Foundation. The following were present: -

(a) Invitees

- |      |                                     |                   |
|------|-------------------------------------|-------------------|
| (i)  | Vice Admiral Sunil Lanba PVSM, AVSM | FOC-in-C (South)  |
| (ii) | Cmde P Suresh                       | CO INS Venduruthy |

(b) Members

- |       |                                 |                  |
|-------|---------------------------------|------------------|
| (i)   | Vice Admiral AK Jain, AVSM, VSM | Vice President   |
| (ii)  | RAdm Sunil Anand, NM            | Secy RGC (West)  |
| (iii) | RAdm Pradeep Rana, VSM          | Secy RGC (East)  |
| (iv)  | Cmde Ajay Saxena, PDESA, VSM    | Secretary        |
| (v)   | Cmde VK Pisharody, NM           | Secy RGC (South) |
| (vi)  | Cmde AC Tiwari                  | Legal Member     |
| (vii) | Cmde HS Chopra, PDNPF (Retd)    | Treasurer        |

(c) In Attendance

- |       |                       |                         |
|-------|-----------------------|-------------------------|
| (i)   | Cmde MK Jetly         | PDPA                    |
| (ii)  | Cmde Subhash Gadhavi  | PDECHS (Navy)           |
| (iii) | Capt DR Sharma (Retd) | Member Secretary, INCCB |
| (iv)  | Capt B Bhattacharya   | JDESA (NF)              |

(d) Charter Representatives.

- |     |                          |                          |
|-----|--------------------------|--------------------------|
| (i) | RAdm Arun Auditto (Retd) | President Mumbai Chapter |
|-----|--------------------------|--------------------------|



### The Organisational Set up

3. The Navy Foundation is an All India Body headquartered at New Delhi. The Chief of the Naval Staff is the President of the All India Body, which has a Governing Council to oversee matters at national level. Regional Charters have been established at various stations all over the country. Each Charter is entirely autonomous as regards its functioning, membership, finances and day-to-day affairs. The functioning of NF is governed by an MOA (copy enclosed).

### Role of Indian Navy

4. The role of the Indian Navy in assisting NF is as follows:-

- (a) Provide requisite assistance to Charters to establish their offices and associated facilities.
- (b) Provide naval facilities for get-togethers, meetings etc, depending upon availability of resources in Naval Establishments.
- (c) Issue e-news letters and distribute relevant publications to all the Charters. Publish and distribute 'Quaterdeck', an annual magazine of Navy Foundation.
- (d) Sponsor films, lectures and other similar activities on maritime matters on an as required basis.

### Delegation of Authority to Commands

5. The Navy Foundation Charters are presently being administered by IHQ, MoD(N). It is seen that inspite of geographical proximity of NF charters to various Commands, they are organisationally out of the loop for providing any assistance to the NF charters. Though Command HQs are providing the desired support to NF charters, there is ambiguity about which naval station to be nominated/ addressed for assistance. There is therefore a need to delegate responsibility to Command HQs to look after a cluster of NF Charters based on the geographical location, with IHQ, MoD(N) providing the overall Headquarters support. This arrangement would also be based on the same organisational and functional template as the organisation of Veteran Sailors' Foundation (VSF), which is working efficiently because of decentralisation of Command and Control.



Ref Para 5 (c)

(4)  
(a)

Tele: 011- 26113163  
Fax: 011- 2412 1068

Directorate of Ex-Servicemen Affairs  
Integrated Headquarters, MoD (N)  
6<sup>th</sup> Floor, Chanakya Bhawan  
Chanakyapuri  
New Delhi - 110 021

DX/VSF/331/17

27 Jul 17

The Logistic Officer-in-Charge  
Naval Pension Office  
INS Tanaji  
Sion-Trombay Road  
Mankhurd  
Mumbai-400088

### MEMBERSHIP – NAVY FOUNDATION AND VETERAN SAILORS' FORUM

1. **Introduction.** A vast range of issues are projected by veterans for necessary resolution through liaison with concerned agencies like MoD, Service HQs, NAVPEN etc. Navy Foundation and Veteran Sailors' Forum serve as channels to project these issues to DESA and disseminate feedback/ important information to the veterans in lieu, on a regular basis. These organisations, therefore, serve as vital links between the retired fraternity and the Navy.
2. **Membership.** Presently, membership to these organisations is on voluntary basis and one time membership fee is levied from the ESMs. While it is advisable for veterans to obtain membership of Navy Foundation/ Veteran Sailors' Forum on a voluntary basis, it is noted that very few retiring naval personnel opt for it, thereby remaining isolated from the Service and losing out on an effective channel of communication. This has been the case despite persistent efforts and advisories issued by DESA. Apart from lack of awareness/ effort on the part of the individuals concerned, it is felt that this could well be owing to their reluctance to pay the membership fee. Therefore, this issue was reviewed and the following has been decided:
  - (a) All naval personnel retiring wef 01 Oct 2017 will be provided membership to NF/ VSF and Membership fee would be funded through INBA.
  - (b) All retired naval personnel prior to 01 Oct 2017 will be governed by the existing rules as hitherto. Efforts will be made by the respective agencies to encourage retired naval community to join NF/VSF.
3. **Membership Form.** A common membership application form for Navy Foundation/ VSF is to be used. Membership forms along with other retiring forms will be provided by NAVPEN to retiring sailors and by DOP to the retiring officers. New members are required to fill up this application form and indicate the preference for Charter. This will, henceforth, become mandatory part of the outgoing procedure for all retirees. Sample membership form is placed at Appendix A.

Ref: Para 5 (c)

(4)


(2)

4. Membership Fee and Funds. Contribution through the membership fee is main source of income for both Navy Foundation and Veteran Sailors' Forum. The record of Funds is maintained by the respective Chapters. A rank-based membership fee is levied for life-time membership. Keeping in line with the above, the following has been decided that one time membership fee would be paid from the INBA as follows:-

- (a) Rs 2000 for officers.
- (b) Rs 300 for CPOs & above and Rs 200 for POs & below.
- (c) Nil for Widows.

5. Procedure. In order to streamline the process, the following procedure is to be followed:-

- (a) All filled up applications are to be sent to DESA by the respective agencies for collation. DESA is to collate all applications and raise demand to DPNF (INBA) for the membership amount every six months ie January and July.
- (b) On receipt of the membership forms, DESA is to allocate membership numbers to the Ex-Sailors and obtain membership numbers from the concerned NF Chapters telephonically and endorse it on the form.
- (c) Xeroxed copy of the membership form is to be retained at DESA and original membership form along with the amount received from DPNF is to be sent to the concerned Charter.

  
(Saleem M Anwer)  
Commodore  
PDESA

Enclosure: - Appendix A

Internal:-    SO/ COP    SO/CPS    PDOP    PDNPF

Distribution:-

All NF Chapters

All VSF Charters



Ref Para 7 (a) 5

Tele: 01124121068

Dte of Ex-Servicemen Affairs  
IHQ/MoD (Navy)  
6<sup>th</sup> Floor, Chanakya Bhawan  
Chanakyapuri  
New Delhi 110021

DX/900/NF Policy

09 Oct 18

The President  
Navy Foundation  
Bengaluru, Chandigarh, Chennai,  
Coimbatore, Delhi, Goa, Hyderabad,  
Jaipur, Kerala, Kolkata, Lucknow, Mumbai,  
Odisha, Pune & Visakhapatnam Chapter

**GUIDELINES FOR IMPLEMENTATION OF SEQUENTIAL MEMBERSHIP NUMBERS  
FOR NAVY FOUNDATION MEMBERS**

1. It has been observed that a majority of Navy Foundation chapters are not allotting any membership numbers to their permanent members. Non-allotment of membership number leads to confusion and inability/delay in distinguishing between permanent members with voting rights and non-permanent/temporary/associate members not vested with any voting rights. Incorrect membership count also leads to unfair distribution of yearly financial grant provided by IHQ MoD (Navy) to all Navy Foundation chapters.

2. The issue was also discussed during the recently held meeting of the Regional Governing Council (North) of Navy Foundation at New Delhi under the Chairmanship of CPS, Vice President Navy Foundation. In order to obviate the difficulties enumerated above, it has been decided that permanent membership numbers are to be allotted to all members of every chapter of Navy Foundation. For the sake of uniformity across all chapters, guidelines for issue of membership numbers are as follows:-

(a) All veteran officers granted membership (Permanent/Temporary) of a Navy Foundation chapter are to be allotted with a membership number.

(b) Permanent membership numbers are to be prefixed with three letter acronym of the concerned chapter. Standardised acronyms of chapters are placed at Encl for ready reference.

(c) Membership numbers are to be in four digit format and are to be sequentially allotted. Example: Membership numbers of Delhi Chapter would begin with **DEL 0001** and continue as **DEL 0002, DEL 0003** and so on.

MVA (L-00)

Ref: Para 7


(5) (4)  
(le)

(d) A permanent membership register containing full details of all permanent members is to be maintained.

(e) Membership of Navy Foundation would be strictly restricted to permanent membership of only one chapter. But, members would be free to seek temporary membership of any other chapter of their choice due compulsions of job/residency etc. All such Ty members would be allotted their membership numbers prefixed with words TY.

(f) All Ty members would be free to take part in the proceedings of meetings/AGM of chapters but they would not be eligible for voting on any issue, whatsoever.

3. It is requested that these guidelines be implemented wef 31 Oct 2018.

  
(Vivek Karnavat)  
Commodore  
Secretary, Navy Foundation

Encl: As above



59. **Annual Medical Checkup for Veterans.** As prevention is better than cure, medical check-up annually for veterans, at discounted rates with corporate hospitals be arranged.
60. **Comments.** This issue has been recommended to Central Organisation, ECHS for consideration.
61. **Concessional Dental Implants.** The earlier point for dental implants (which is expensive), for veterans at least on 50% discount basis is to be hastened.
62. **Comments.** The case is being prepared at IHQ MoD(Navy)/ECHS for taking up with Central Organisation ECHS, for early implementation.
63. **Inclusion of Veterans in Running of ECHS.** At least one third of the senior management of ECHS may be run by Retired Officers instead of serving. Besides regular meetings (twice a year) with the Local chapters of NF with Regional office is also to be considered.
64. **Comments.** The issue will be taken up with Central Organisation ECHS, for consideration after due examination at IHQ MoD(Navy).
65. **Dual Membership of NF.** NF membership for veterans in more than one Chapter is to be clarified.
66. **Comments.** Membership of Navy Foundation is for only one parent Chapter only as NF is one organisation and Chapters are its subsidiaries. Individual members may seek additional membership for other Chapters, but these will be as additional/associate memberships without any voting rights.




(d) A permanent membership register containing full details of all permanent members is to be maintained.

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It is requested that these guidelines be implemented wef 31 Oct 2018.



(Vivek Karnavat)  
Commodore  
Secretary, Navy Foundation

As above



### The Organisational Set up

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~~WENCO~~ WENCO Art. 1803-1807 (iii) - 2015

Appendix 'G'  
{(Refer to Para 1809(b))}

7

#### ENTITLEMENT OF NOK ON DEATH OF A NAVAL PENSIONER

1. In case of death of a Naval pensioner, the Regimental State Unit (RSU) through Regimental Coordinating Unit (RCU) is to provide necessary logistics, administrative and morale support to the spouse/NoK. The following assistance be provided to the NoK by the Concerned unit:-

##### Funeral

2. Two officers/sailors be deputed on temporary Duty, with wreath, to attend the funeral of the Naval pensioner on behalf of the Service. In case of death of a gallantry medal awardees holding Nau Sena Medal (Gallantry) or above medal, a full contingent for ceremonial funeral is to be deputed. A sum upto Rs. 3000/- would be reimbursed by CRSO to meet expenditure measured towards funeral of pensioner. This is subject to the condition that the officers/sailors deputed have actually attended the funeral and incurred the expenditure. The amount is not payable to widow/NOK. CRSO (West) is to ensure that the concerned RSU/RCU takes these essential steps/actions expeditiously.

Action	RSU/RCU
--------	---------

##### Opening of Bank Account

3. A savings account in a Bank, preferably with a Bank/branch nearer to native/selected place and authorized to disburse pension to defence pensioner/family pensioner be opened in favour of widow/NoK, if not already holding a joint account.

Action	RSU/RCU
--------	---------

##### Family Pension

4. The widow of the pensioner is required to submit an application alongwith death certificate, photocopies of Pension Book, joint photograph, PPO etc. to the PDA/DPDO/Bank for commencement of the family pension.

Action	CRSO/RSU
--------	----------

##### Medical Facilities

5. The family and dependant of the deceased Naval personnel are eligible for free medical treatment through ECHS subject to laid down conditions. The action would be taken by OIC, ECHS at IHQ MoD (N) to provide ECHS card on receipt of application from widow/NoK.

Action	OIC, ECHS at IHQ MoD (N)
--------	--------------------------



Appendix 'B'

(Refer to Para 1803(4)(iii))

DETAILS OF RSUs / RCUs AND THEIR AREAS OF RESPONSIBILITY

S.No.	Regimental State Units (RSUs)	Regimental Coordinating Units (RCUs)	State falling under jurisdiction of RSUs / RCUs
01	INS Shikra		Dadra and Nagar Haveli
02	INS Kunjali	MO(MB) Ghatkopar	Daman and Diu
		INS Trata	Aurangabad, Latur, Hingoli, Jalana, Nanded, Parbhani, Beed, Osmanabad
			Akola, Ahmednagar, Nashik, Dhule, Nandurbar, Jalgaon, Buldana, Washim, Yavatmal & Amravati
03	INS Tunir	NCC Nagpur	Gondiya, Nagpur, Chandrapur, Gadchiroli, Bhandara, Wardha
04	INS Shivaji	NCC Pune	Solapur, Satara, Kolhapur, Pune, Sangli
05	INS Hamla	NCC Ratnagiri	Mumbai city, Raigadh, Ratnagiri, Bombay Suburban Thane, Singhudurg
06	INS Gomantak	--	North Goa & South Goa
07	INS Dwarka	NCC Baroda	Tapi, Valsad, Surat, Bharuch, Narmada, Navsari, Dohad, The Dangs, Vadodra
08	NOIC(GJ)	NCC Ahmadabad	Ahmedabad, Patan, Anand, Banas Kantha, Mahesana, Kheda, Panch Mahal, Gandhinagar, Sabar Kantha
09	INS Valsura	NCC Bhavnagar	Rajkot, Jamnagar, Kutch Bhavnagar, Amreli, Junagarh, Surendernagar & Porbandar
10	INS Kadmaba	NCC Bangalore	Bengaluru, Chikballapur, Kolar, Ramanagaram & Tumakuru
		NCC Mangalore	Dakshin Kannada, Chikmagalur, Chitradurga & Hassan
		NCC Mysore	Mysore, Kodagu, Chikmagalur & mandya
		NCC Udupi	Udupi, Shivamoggu, Haveri, Bellary, & Davangere
		NCC Karwar	Uttar Kannada, Dharwad, Belgaum, Gadag & Bagalkot
		NLC Bangalore	Bidar, Kalaburgi, Bijapur, Raichur & Bagalkot



RESTRICTED

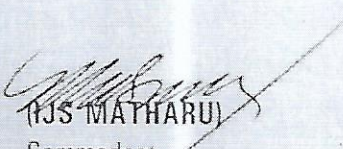
18 - 20  
2016

"  
MILITARY FUNERALS  
"

NO - 18/2016

## NAVY ORDERS

Integrated Headquarters of  
Ministry of Defence (Navy)  
New Delhi  
13 Jun 2016

  
(VJS MATHARU)  
Commodore  
Principal Director of Administration  
for Chief of the Naval Staff

RESTRICTED



RESTRICTED

3

18

PART - IADMINISTRATIVE AND GENERALNO 18/2016 STATE AND MILITARY FUNERALS

(CY/1271/FUNERAL)

General

1. A military funeral is accorded on the death of a serving member of the Armed Forces.
2. Military funeral honours may be accorded to a non-service person under orders of the Central Government. It is then known as State Funeral. The procedure followed in the two types of funerals are generally the same. Variations, if any, are indicated where necessary. General procedure for these are as per Section XIII, Chapter II of Regs Navy Part III (Statutory) and Chapter 8 of INBR 1834.
3. State/Military Funeral in the event of death of the President, Prime Minister, former President or Governor will be undertaken by the Armed Forces. The procedure for immersion ceremony of ashes of a late VIP, if required to be undertaken, is placed at Appendix A.
4. State Funerals for dignitaries other than the President, Prime Minister, former President or Governor will be undertaken by the Police.
5. In the case of State Funerals for other dignitaries/political personalities an appropriate representative(s) should lay the customary wreath on behalf of the Service Chiefs.

RESTRICTED



Ref Bq '33'

(H)

Item IV) of MOM of AGM Part 1, App "A" of 27<sup>th</sup> AGM held -  
- at Kochi on 05 MAY 2019 <sup>13</sup>

Appendix 'B'  
(Refer to Para 27 & 28)

### AGM Part II (Chaired by CNS)

#### Status of Old Agenda Points (Part II)

##### Provision for Retirement Home for Veterans

Deliberations. Feedback regarding particulars of volunteers who wish to stay in a retirement home was sought from NF Chapters and the Coast Guard. However, the response was poor. President NF mentioned that enough deliberations have been made towards making retirement homes by all three services but because of lack of volunteers they have been turned down.

• Decision. The President directed that the Point be closed.

##### Headgears for Naval Veterans

Deliberations. NIFT was approached to design a Side Cap and the proposal received was turned down on file as the consultation charges were exorbitantly high. Thereafter, the NF Chapters were approached and again there were divergence in views between side cap and sea cap. NF Goa has intimated that a prescriptive step is not required towards designing of a veterans head gear view diverging views of veterans and it be left to individual preference. However, President NF directed that Sea caps without braids and stars will be designed for naval veterans and the design will be forwarded to all the chapters.

Decision. The President directed that the Point be closed.

#### New Agenda Points (Part II)

##### Conduct of Biennial Admiral JG Nadkarni Memorial Lecture

Deliberations. NF Pune Chapter sought approval to conduct Adm JG Nadkarni memorial lecture biennially at Pune. President NF approved the proposal.

Decision. The President directed that the Point be closed.



26<sup>th</sup> AGMAGM PART - IItem I - Welcome Address by CPS

11 Mar 2018

at VIZAG

See Pg. 11, Para 65, 66  
for Nite's Council on  
Dual MembershipItem II - Presentation on Naval Welfare Schemes by PD NPFItem III - Update on ECHS by PD ECHSNEW AGENDA POINTSItem IV - Last Rites of Deceased Naval Veterans.

(a) There has been a persistent demand from the veterans' community for adoption of additional ceremonials and procedures similar to Army and Air Force for accord of dignified last rites to the departed naval veterans. NF Mumbai has now requested that along with laying of wreath on the body of the deceased veteran, Naval Ensign be also draped on the mortal remains of the veteran as is being done by IAF for their departed.

(b) Staff Comments. The issue was discussed earlier in 23<sup>rd</sup> AGM of Navy Foundation and based on the outcome of discussion a Policy letter was also issued on the subject. However, the issue was again raised during last year's GCM by President Kerala Chapter. The issue was deliberated on file at NHQ and procedures adopted by the three Services were examined in detail. IN and IAF depute serving personnel in uniform to lay a wreath on the mortal remains of departed veteran. IAF ensign is also draped over the body/coffin of the departed. In case of Army, a separate mechanism known as 'ADLRS' (Assured Decent Last Rites Scheme) has been instituted for Army veterans. ADLRS functions at the level of local URC and one retired JCO & NCO each have been employed at CSDs who in turn visit the family of the deceased veteran, attend the funeral and lay a wreath on behalf of the Army Chief. An amount of Rs. 17,000.00 and Rs. 12,500.00 is provided by the Army & the IAF respectively on demise of a veteran whereas IN provides a grant of Rs 30,000.00. In addition, IN has also been arading a Guard of honour for departed gallantry award winners.

(c) As per extant orders on the subject issued vide NO 18/16, Military funerals can be accorded to only the retired Service Chiefs, C-in-C/ VCNS and equivalent. No other category of retired personnel, including gallantry award winners are eligible for military funeral. However, abridged ceremonials could be undertaken at the discretion of local naval authority subject to availability to manpower and resources.



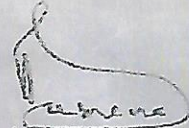
MOM of 24<sup>th</sup> GCM AF NF of KOCHI on 11 Oct 2015

(14)

3 In view of the above, it is requested that para 14 (c) of the above quoted letter be amended to read as follows: -

"On receipt of information regarding death of a Naval Pensioner, including those who have donated their body to a hospital, the concerned RSU / RCU is to depute suitable personnel for wreath laying ceremony on behalf of the Service. In case of death of a veteran who has donated his body to a hospital, the wreath laying ceremony is to be undertaken at the time when the NoKs are bidding farewell to the mortal remains, prior handing over the body to the hospital. In case of death of a gallantry medal awardee holding Nau Sena Medal (Gallantry) or above, as far as possible, a full contingent for ceremonial funeral will be deputed by the RSU. Nominated personnel are to be deputed on temporary duty to nearest Army / Air Force / Naval NCC unit. In cases, where deputing a full contingent is not feasible, it may be endeavored to depute a limited contingent without arms and ammunition. INBA would reimburse monetary expenditure towards the funeral of pensioners as per Enclosure VII".

4. It is further requested that RCUs / RSUs under respective Commands be informed accordingly and the same be brought into force with immediate effect.

  
(Ajay Saxena)  
Commodore  
PDESA

Encl: - As above

Copy to:-

The Naval Officer-in-Charge  
West Bengal  
[for CRSO (NE)]  
c/o Navy Office, Hastings  
Kolkata - 700022

The Commodore  
Bureau of Sailors  
Cheetah Camp  
Mankhurd  
Mumbai - 400088

The Commanding Officer