

INSTRUCTION FOR RETIRED OFFICER'S IDENTITY CARD

1. **Photograph.** Two photographs in civil dress with royal blue background, with tie, without spectacles of the following sizes are to be forwarded along with the application:-

- (a) One Photo prints of 5 cms × 5 cms (Showing Name, Rank and No. superimposed on it digitally in the lower half
- (b) One Photo print of 4.7 cms × 3.7 cms

2. **Renewal of Retired Officer's Identity Card:-** Retired Officer's Identity Card can be renewed free of cost after 05 years. Retired Officer Identity card may however be renewed before the stipulated period of 05 years, on payment of sum of Rs. 50 (Rupees Fifty Only). The concerned Officer is advised to deposit Rs 50/- with the Reserve Bank/State bank of India on Military Receivable Order (MRO) in favour of CDA (Navy), Mumbai. The officer is to forward the duplicate copy of the MRO to the Commanding Officer, INS Kunjali.

3. **Loss of Retired officer's Identity Card:-** In the event of loss of a Retired Officer's Identity card, the officer is to immediately report the loss to the nearest Police Station where the loss occurred. The officer also has to inform the Local Naval authority and the Commanding Officer, INS Kunjali at the earliest, explaining the details and the circumstances under which the loss occurred, along with the copy of FIR. The Commanding Officer, INS Kunjali will then report the matter, indicating the previous loss, if any to the Integrated Headquarters, Ministry of Defence (Navy) and obtain approval for replacement of the identity card, if the same has been requested by the Officer. On receipt of approval, the following penalties will be levied and are to be paid through MRO (Military Receivable Order) at the Reserve Bank of India or State Bank of India as applicable, in favour of CDA (Navy) Mumbai. The Officer is to forward the duplicate copy of the MRO to the Commanding Officer, INS Kunjali:-

(a)	First Loss	:	Rs 2000/-
(b)	Second Loss	:	Rs 3500/-
(c)	Third and subsequent losses	:	Rs 5000/- for each loss

4. **Use of Identity Card by Retired Officer:-** Retired Officer's Identity Card are to facilitate identification at service functions, ceremonial occasion and whilst drawing rations, canteen goods and for obtaining medical treatment in service hospital. The Retired Officer's Identity card is not acceptable as a pass / permit for entry into defence Headquarters/ Unit/Installation. The Retired Officers are to be permitted entry into Defence headquarters/Units/ Installations only with the prior approval of the Officer being visited.

5. The Retired Officer Identity Card is not to be photostated.

Tel No. of I card section = 022-22143623 & 22143615

PRESENT IN CHARGE OF I CARD SECTION = MAA ANUP KUMAR

APPLICATION FOR RENEWAL OF RETIRED OFFICER'S IDENTITY CARD

(a) Rank, full name and personal number _____

(b) Ship/establishment at the time of retirement _____

(c) Identity Card No and date of issue _____

(d) Reason for seeking renewal _____

(e) Address to be indicated on I Card _____

(f) Colour of Hair _____

(g) Blood Group _____



Left Hand Thumb Impression

Signature

Note:-There should be a clear lateral separation between Left Hand thumb impression and signature of individual and vertical separation from Sub - Para (g) above, to facilitate scanning and incorporation of the images on the card.

UNDERTAKING

I, (Rank, Name & No)

retired from naval service with pension on..... I undertake to notify the Commanding Officer, INS Kunjali, South Colaba, Mumbai -400 005, whenever there is a change in my permanent address, as indicated at Sub-Para(e) above. Two photographs(without specks)with blue background, as per specifications indicated below are enclosed.

- Enclosures:** - 1. One 5cm x 5cm photo in civil dress with tie, with Rank, Name & No superimposed on it digitally in the lower half.
2. One 4.7cm x 3.7cm in civil dress with tie.

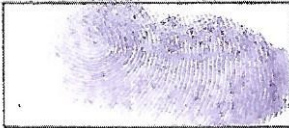
At.....
Date.....

Signature.....
Name
Rank & No.....

APPLICATION FOR RENEWAL OF RETIRED OFFICER'S IDENTITY CARD

- (a) Rank, full name and personal number CAPTAIN (RETD) ADARSH PAL SINGH SAMRA (01586-B)
(b) Ship/establishment at the time of retirement INS ANGRE (ADD)
(c) Identity Card No and date of issue 050830, 13.09.2007
(d) Reason for seeking renewal DEFACING
(e) Address to be indicated on I Card 18-SIGNALS VIKAR, MHOW CMP
PIN. 453441

- (f) Colour of Hair GREY
(g) Blood Group B⁺IVE



Left Hand Thumb Impression



Signature

Note:-There should be a clear lateral separation between Left Hand thumb impression and signature of individual and vertical separation from Sub - Para (g) above, to facilitate scanning and incorporation of the images on the card.


UNDERTAKING

I, Capt APS Samra (01586-B)..... (Rank, Name & No)

retired from naval service with pension on 15 Sep 2007..... I undertake to notify the Commanding Officer, INS Kunjali, South Colaba, Mumbai -400 005, whenever there is a change in my permanent address, as indicated at Sub-Para(e) above. Two photographs(without specks)with blue background, as per specifications indicated below are enclosed.

- Enclosures: - 1. One 5cm x 5cm photo in civil dress with tie, with Rank, Name & No superimposed on it digitally in the lower half.
2. One 4.7cm x 3.7cm in civil dress with tie.

At MHOW
Date 10 Dec 15

Signature 
Name APS SAMRA
Rank & No CAPTAIN (01586-B)