

**APPLICATION FOR LOAN/GRANT FROM INBA**  
**(for use by serving Officer/Sailors)**

1. Name in full \_\_\_\_\_ Rank \_\_\_\_\_ P.No. \_\_\_\_\_
2. Marital Status: Married/Single \_\_\_\_\_
3. Date of Birth \_\_\_\_\_ Date of Joining Navy \_\_\_\_\_ Date of retirement/Release \_\_\_\_\_
4. DSOP/AFPP fund credit balance on the date of application Rs. \_\_\_\_\_  
monthly income of spouse Rs. \_\_\_\_\_.
5. Particulars of previous loan/grant availed from INBA, if any:-

<b>Month repaid &amp; Year</b>	<b>Amount</b>	<b>Purpose</b>	<b>Loan/Grant</b>		<b>Balance</b>	<b>If, date</b>
			<b>INBA</b>	<b>CBF</b>		

6. Amount of loan/grant requested \_\_\_\_\_
7. Purpose of Loan / Grant: Rs. \_\_\_\_\_
8. The following particulars must be furnished in support of loan/grant:-
  - (i) **FOR MARRIAGE**
    - (a) Specify marriage of self, daughter or sister \_\_\_\_\_
    - (b) Date of birth (attach certificate) \_\_\_\_\_
    - (c) Anticipated date of marriage (attach certificate from the CO or Wedding card) \_\_\_\_\_

**(ii) FOR HOUSE REPAIRS**

- (a) Complete address of the house \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (b) Details of repairs required \_\_\_\_\_  
Is it for normal repair? \_\_\_\_\_
- (c) If not state, specific cause of damage \_\_\_\_\_
- (d) Date when damage occurred \_\_\_\_\_
- (e) In case for natural calamity, amount of assistance provided by state authority \_\_\_\_\_
- (f) Estimated cost of repair \_\_\_\_\_
- (g) A certificate from competent authority in support \_\_\_\_\_.

**(iii) For Higher Education**

- (a) Class in which admission sought \_\_\_\_\_
- (b) Whether payment seat or normal seat \_\_\_\_\_
- (c) Amount of fees paid/to be paid \_\_\_\_\_  
(attach fee receipt/fee structure)

9. Give particulars of dependent family members:-

<u>S.No.</u>	<u>Name</u>	<u>Relationship</u>	<u>Martial</u>	<u>Status</u>
—	_____	_____	_____	_____
—	_____	_____	_____	_____
—	_____	_____	_____	_____
—	_____	_____	_____	_____

10. List of documents in support of your application: \_\_\_\_\_

11. Bank Details:

(i) Name as per Bank Account \_\_\_\_\_

(ii) Name of the Bank \_\_\_\_\_

(iii) Branch address \_\_\_\_\_

(iv) IFS Code of the bank \_\_\_\_\_

(v) Full SB A/c No. \_\_\_\_\_

(vi) Attached a leaf of cancelled cheque? Yes/No

## CERTIFICATE

I certify that, to the best of my knowledge and belief, all the answers given are true. I also undertake that if, on investigation, any of the statement made by me in this application are found to be false, I will be liable to appropriate disciplinary action.

Signature of the Applicant

Name: \_\_\_\_\_

Rank \_\_\_\_\_

P. No. \_\_\_\_\_

Date:

II

(a) Recommended for a Loan/Grant of Rs \_\_\_\_\_ to be repaid in \_\_\_\_\_ Equal Monthly Installments of Rs. \_\_\_\_\_ each.

(b) The date of expiry of engagement as per service records is \_\_\_\_\_.

\_\_\_\_\_  
(Signature of the Commanding Officer)

Name \_\_\_\_\_

Rank \_\_\_\_\_

Office Stamp

Date : \_\_\_\_\_

**NOTES:-**

1. Applications for loan/grants should be supported by a certificate from the appropriate relevant authority such as:-

- |   |   |                   |
|---|---|-------------------|
| (a) The CO/Officer-in-Charge              | - | for Marriages     |
| (b) The CO/Gram Panchayat/Revenue Officer | - | for House Repairs |
| (c) College/University<br>Education       | - | for Higher        |

2. Application for grant/loan for House Repairs(NC) damaged due to earth quake, cyclone etc. should be submitted within six months from the date of occurrence along with proof of such natural calamities, new paper cutting, copy of state gazette notification.

3. Application for loan for self/daughter/sister's marriage should be submitted within three months of dated of marriage.

4. If the certificate is in a regional language, English translation of the same should be attached.

**Appendix 'B'**

**SPECIMEN PROPFORMA OF CERTIFICATE  
FOR DAUGHTER/SISTER/SELF MARRIAGE**

**For Sister/Daughter Marriage**

Certified that the marriage of Kumari  
\_\_\_\_\_sister/daughter of  
Name \_\_\_\_\_ Rank \_\_\_\_\_ No. \_\_\_\_\_ is due to be  
solemnized on. \_\_\_\_\_. She is \_\_\_\_\_ years of age and her date of birth  
as per record is \_\_\_\_\_.

**For Self Marriage**

Certified that the marriage of Name \_\_\_\_\_ Rank  
\_\_\_\_\_ P.No. \_\_\_\_\_ is due to be solemnized on. \_\_\_\_\_. He is  
\_\_\_\_\_ years of age and his date of birth as per record is \_\_\_\_\_years.

Signature \_\_\_\_\_  
(CO/Officer-in-Charge)  
Name : \_\_\_\_\_  
Rank \_\_\_\_\_  
Designation \_\_\_\_\_

Date : \_\_\_\_\_

**CERTIFICATE FOR HOUSE REPAIRS**

Certified that the following information for the purpose of obtaining a loan for house repairs in respect of Name \_\_\_\_\_

Rank \_\_\_\_\_  
P. Number \_\_\_\_\_ serving in the Indian Navy is correct to the best of my knowledge:-

(a) Full Postal address of the House \_\_\_\_\_  
\_\_\_\_\_

(b) Name(s) of owner(s) of the House \_\_\_\_\_

(c) Name & address of authority with whom the house is registered for purpose of house/property tax \_\_\_\_\_

(d) Relation of the owner(s) of the house with the applicant. \_\_\_\_\_

(e) Date of construction of house \_\_\_\_\_

(f) Type of construction of the existing house (Pucca/Kuchcha) \_\_\_\_\_

(g) Details of repairs required:-

(i) State specific cause of damage (i.e. normal maintenance/earthquake/fire & cyclone etc.). \_\_\_\_\_

(ii) Date of occurrence \_\_\_\_\_

(iii) Details of notification by the local Civil administration of natural calamity (Copy to be enclosed) \_\_\_\_\_

Office Seal

Signature: \_\_\_\_\_  
(Commanding Officer/  
Gram Panchayat/ Revenue Officer)

**Date:**

**(On Non-Judicial stamp paper of appropriate value)**

**AFFIDAVIT**

Affidavit of \_\_\_\_\_ wife/son/daughter of \_\_\_\_\_  
Resident of \_\_\_\_\_

**Aforesaid solemnly affirm and say as follows:**

1. I/we have no objection to assigning of interest in the insurance cover and survival benefits by my husband/father Name \_\_\_\_\_ Rank \_\_\_\_\_

P.No. \_\_\_\_\_ as a member of Naval Group Insurance Fund to Indian Naval Benevolent Association, New Delhi for obtaining a loan towards education of my son/daughter.

2. I/We fully understand and accept that in the payment of Insurance money/Survival Benefits from Naval group Insurance Fund the assignee, Indian Naval Benevolent Association, New Delhi will have priority over me/us.

3. My/Our/date/dates of birth is/are \_\_\_\_\_ & \_\_\_\_\_ respectively.  
(Strike off whichever is not applicable)

Place: \_\_\_\_\_ Signature 1. \_\_\_\_\_

Date: \_\_\_\_\_ 2. \_\_\_\_\_  
Deponents

I/We/Mr/Miss/Mrs \_\_\_\_\_ wife/son/daughter of  
Name \_\_\_\_\_ Rank \_\_\_\_\_ No. \_\_\_\_\_ Indian Navy,  
aforesaid solemnly affirm and say that the fact mentioned in paras (1) to (3)  
above are correct to the best of my/our knowledge and nothing is false therein  
and nothing material has been concealed there from.

Place: \_\_\_\_\_ Signature 1. \_\_\_\_\_

Date: \_\_\_\_\_ 2. \_\_\_\_\_  
Deponents

Witness 1. \_\_\_\_\_

(Name and address)

2. \_\_\_\_\_

Seal Notary Public

Attested  
Notary Public

Date:

**Note:** In case of minor children, the 1<sup>st</sup> witness could be father as the natural and legal guardian. The second witness could be maternal/ paternal Grand parents or the children's mother's sister/brother as a safeguard.

**UNDERTAKING**

1. I \_\_\_\_\_ Rank \_\_\_\_\_ No. \_\_\_\_\_

Undertake that in the event of my service being terminated at my request or for any reason what-so-ever, before the recovery of loan from INBA is fully effected, I hereby authorize the authorities namely the Logistics Officer-in-Charge/Release Centre/Naval Group Insurance Fund to recover the entire loan amount outstanding against me from the amount due to me from my pay account, retirement/terminal benefits and amount due in my DSOP/AFPP Fund/Naval Group Insurance Fund survival benefits.

2. I also undertake not to cancel this declaration till the amount due from me has been repaid in full.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Rank \_\_\_\_\_

No. \_\_\_\_\_

Ships. \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**II**

**COUNTERSIGNED**

Commanding Officer/HOD

Ship's  
Stamp

INS \_\_\_\_\_

Date: \_\_\_\_\_

**To be forwarded to**

Principal Director Non-Public Funds  
 Directorate of Non-Public Funds  
 HQ of MoD (Navy)  
 A-124, Sena Bhavan  
 New Delhi – 110 011

**PART – I**  
**APPLICATION FOR AWARD OF MERIT SCHOLARSHIP FROM INBA**  
**For Academic Year 2014 - 2015**

1. Category (**Serving /Pensioner/Deceased**). \_\_\_\_\_
2. **Personal Particulars of father/mother**
  - (a) Personal Number \_\_\_\_\_
  - (b) Name (as per bank account) \_\_\_\_\_
  - (c) Rank \_\_\_\_\_
3. Mobile No \_\_\_\_\_ email-Id \_\_\_\_\_
4. Name of the Child. \_\_\_\_\_
5. Award (Fresh/Renewal). \_\_\_\_\_
6. Ship/Establishment/Unit. \_\_\_\_\_
7. Boarder(Hostler)or Day Scholar  
 (attach Boarder/Hostel Certificate or Rent agreement/Rent receipts) \_\_\_\_\_
8. Details of last Qualifying Examination:-
  - (a) Name of course Passed \_\_\_\_\_
  - (b) Year of Examination \_\_\_\_\_
  - (c) Marks Obtained \_\_\_\_\_
  - (d) Out of total Marks \_\_\_\_\_
  - (e) Percentage scored \_\_\_\_\_
9. Details of previous scholarship if any, received in respect of above ward
 

<u>S.No.</u>	<u>Course</u>	<u>Year</u>	<u>Amount</u>
(i)	_____	_____	_____
(ii)	_____	_____	_____
(iii)	_____	_____	_____
(iv)	_____	_____	_____
(v)	_____	_____	_____
10. Present Course of Study (attach Bonafide Studentship Certificate). \_\_\_\_\_
11. Whether Graduation/Post Graduation/ Vocational/Diploma Course. \_\_\_\_\_
12. If Vocational, Is the course recognised if yes, attach a copy of recognition. \_\_\_\_\_



13. Duration of Course. \_\_\_\_\_
14. Course commenced from (Month/Year). \_\_\_\_\_
15. Name of the College/Institution. \_\_\_\_\_
16. University to which affiliated. \_\_\_\_\_

**PART II**

17. In the cases of pensioners or deceased, furnish the following:-
- (i) Date of Joining Indian Navy \_\_\_\_\_
- (ii) Date of Retirement \_\_\_\_\_
- (iii) VSF Registration No \_\_\_\_\_  
(if not contact DESA Tel: 011-24121068/26880943 & internet link www.vsf-desa.com)
- (iv) In case of deceased:-
- (a) Date of Retirement \_\_\_\_\_
- (b) Date of Death \_\_\_\_\_
- (c) Name of NOK/Guardian \_\_\_\_\_
- (v) **Full postal address of the applicant:-**
- House No \_\_\_\_\_
- Village \_\_\_\_\_
- Post Office \_\_\_\_\_
- Tehsil \_\_\_\_\_
- Dist \_\_\_\_\_
- Pin \_\_\_\_\_ (State) \_\_\_\_\_
- Contact No \_\_\_\_\_ (eMail- id) \_\_\_\_\_
18. Furnish particulars of all children in order of their seniority/age:-  
(attach a copy of Kindred Roll/Children particulars/discharge certificate), as applicable
- | <u>S.No.</u> | <u>Name of the Child</u> | <u>Date of birth</u> |
|--------------|--------------------------|----------------------|
| (i)          | _____                    | _____                |
| (ii)         | _____                    | _____                |
| (iii)        | _____                    | _____                |
| (iv)         | _____                    | _____                |

**In case of only girl child in the family**

I, Certified that (Name of daughter) \_\_\_\_\_ is the only child in my family as per my service records.

19. Furnish particulars of bank account of Naval personnel/NOK (as applicable):-
- (i) Name as per bank account : \_\_\_\_\_
- (ii) Saving Bank A/c No (in full) : \_\_\_\_\_
- (iii) Name of the bank : \_\_\_\_\_
- (iv) Address of the Branch : \_\_\_\_\_
- (v) IFS Code of the Bank : \_\_\_\_\_
- (vi) Attach a Leaf/copy of self cancelled cheque

Certified that the particulars given in the application are correct and any false statement made by me will disqualify my ward for award of scholarship from INBA besides appropriate disciplinary action.

\_\_\_\_\_  
(Signature of Parent/ Guardian)

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**PART III**

(to be completed by Ship/Establishment/Unit/DSSA Boards/VSF)

Certified that the particulars of family and other statements in part I & II of the application form shown by the father/guardian of the child are correct.

(Signature of the CO/PD/HOD/DSSA Board/RSB/KSB/  
VSF or as applicable

Name \_\_\_\_\_ Rank \_\_\_\_\_

Designation \_\_\_\_\_

**Office Seal**

Place : \_\_\_\_\_

Date: \_\_\_\_\_

**INSTRUCTIONS**

1. All columns of the application form are to be completed in all respects.
2. If the marks are expressed in grades, their equivalent in %age duly certified by the principal must be furnished.
3. As the scholarship is restricted to first two children only, particulars of all children should be indicated in the appropriate column of the application form.
4. The applicant is required to fill up details of all children in appropriate column of the application form.
5. Applications are to be forwarded to Secretary INBA so as to reach IHQ, MOD(Navy) latest by **01 Nov every year**. Documents/certificates, yet to be received may be forwarded at a later date. Applications received after the **due date will not be considered**.
6. **Application Forms can be downloaded from the following websites.**
  - (a) ir&fc public domain (internet) link [www.irfc-nausena.nic.in](http://www.irfc-nausena.nic.in) (under the following heads)
    - (i) Service personnel
    - (ii) Retired
    - (iii) Forms download
  - (b) NEWN(Navy-Intranet) link http: //159.12.123.1 (after that same as internet link)

**CHECK LIST FOR DOCUMENTS ENCLOSED**

- |   |        |
|---|--------|
| (i) Attested copy of Marks sheet of 10+2  | Yes/No |
| (ii) Attested copy of Marks sheet of last qualifying examination (i.e both semesters for academic year) issued by college/University). Downloaded result/mark sheet will not be accepted. | Yes/No |
| (iii) Boarder/Hostel Certificate or Rent agreement/Rent receipts  | Yes/No |
| (iv) Bonafide Studentship Certificate   | Yes/No |
| (v) Attested copy of P.P.O.(for retired and deceased naval personnel)   | Yes/No |
| (vi) Minimum entry qualification certificate (for diploma courses)  | Yes/No |
| (vii) Recognition certificate of diploma course.  | Yes/No |
| (viii) An attested copy of Children Particulars ( <b>for Serving officers</b> )   | Yes/No |
| (ix) Kindred roll (for serving sailors)   | Yes/No |
| (x) Attested copy of Certificate of Service ( <b>for retired/deceased officers</b> )  | Yes/No |
| (xi) Attested copy of Service and Release Certificate ( <b>for retired/deceased sailors</b> )   | Yes/No |
| (xii) Leaf/ copy of a self cancelled cheque <b>showing Name</b>   | Yes/No |

**IFS Code and account No**

**To be forwarded to**

Principal Director Non-Public Funds  
Directorate of Non-Public Funds  
IHQ of MoD (Navy)  
A-124, Sena Bhavan  
New Delhi – 110 011

**PART – I**

**APPLICATION FOR AWARD OF SCHOLARSHIP POST 10<sup>TH</sup> STANDARD  
(FOR PURSUING 11<sup>TH</sup> AND 12<sup>TH</sup> STANDARD)**

**(for daughter of serving officers and sailors, if she is the only child in the family)**

**For Academic Year 2014 - 2015**

1. **Personal Particulars of father/mother**
  - (a) Personal Number \_\_\_\_\_
  - (b) Name (as per bank account) \_\_\_\_\_
  - (c) Rank \_\_\_\_\_
2. Mobile No \_\_\_\_\_ email-id \_\_\_\_\_
3. Name of the Child. \_\_\_\_\_
4. Award (Fresh/Renewal). \_\_\_\_\_
5. Ship/Establishment/Unit. \_\_\_\_\_
6. Details of last Qualifying Examination.-
  - (a) Name of course Passed \_\_\_\_\_
  - (b) Year of Examination \_\_\_\_\_
  - (c) Marks Obtained \_\_\_\_\_
  - (d) Out of total Marks \_\_\_\_\_
  - (e) Percentage scored \_\_\_\_\_(attach mark sheet of last qualified examination)
7. Details of previous scholarship if any, received in respect of above ward.

<b><u>S.No.</u></b>	<b><u>Course</u></b>	<b><u>Year</u></b>	<b><u>Amount</u></b>
(i)	_____	_____	_____
(ii)	_____	_____	_____
8. Present Course of Study (attach Bonafide Studentship Certificate). \_\_\_\_\_
9. Bank details \_\_\_\_\_ Attach leaf/copy of self-cancelled cheque

**Certificate**

- (a) I, Certified that (Name of daughter) \_\_\_\_\_ is the only child in my family as per my service records.
- (b) Certified that the particulars given in the application are correct and any false statement made by me will disqualify my ward for award of scholarship from INBA besides appropriate disciplinary action.

\_\_\_\_\_  
(Signature of Parent/ Guardian)

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**PART II**

(to be completed by Ship/Establishment/Unit)

Certified that the particulars of family and other statements in part I of the application form shown by the father/guardian of the child are correct.

\_\_\_\_\_  
(Signature of the CO)  
Name \_\_\_\_\_ Rank \_\_\_\_\_  
Designation \_\_\_\_\_

**Office Seal**

Place : \_\_\_\_\_

Date: \_\_\_\_\_

**INSTRUCTIONS**

1. All columns of the application form are to be completed in all respects.
2. As the scholarship is restricted to first two children only, particulars of all children should be indicated in the appropriate column of the application form.
3. The applicant is required to fill up details of all children in appropriate column of the application form.
4. Applications are to be forwarded to Secretary INBA so as to reach IHQ, MOD(Navy) latest by **31 Aug every year**. Documents/certificates, yet to be received may be forwarded at a later date. Applications received after the **due date will not be considered**.
5. **Application Forms can be downloaded from the following websites.**
  - (a) ir&fc public domain (internet) link [www.irfc-nausena.nic.in](http://www.irfc-nausena.nic.in) (under the following heads)
    - (i) Service personnel
    - (ii) Retired
    - (iii) Forms download
  - (b) NEWN(Navy-Intranet) link http: //159.12.123.1 (after that same as internet link)

**CHECK LIST FOR DOCUMENTS ENCLOSED**

- |  |        |
|--|--------|
| (i) Attested copy of Marks sheet of 10 <sup>th</sup> /11 <sup>th</sup> class (as applicable). Downloaded result/mark sheet will not be accepted. | Yes/No |
| (ii) Bonafide Studentship Certificate  | Yes/No |
| (iii) An attested copy of Children Particulars ( <b>for Serving officers</b> )   | Yes/No |
| (iv) Kindred roll (for serving sailors)  | Yes/No |
| (v) Leaf/ copy of a self cancelled cheque <b>showing Name IFS Code and account No</b>  | Yes/No |

**To be forwarded to**

Principal Director Non-Public Funds  
Directorate of Non-Public Funds  
IHQ of MoD (Navy)  
A-124, Sena Bhavan  
New Delhi – 110 011

**APPLICATION FOR REIMBURSEMENT OF 33% OF COACHING FEE FOR ADMISSION  
TO IITs/NITs/IIS (BANGALORE)/ISM (DHANBAD) AND MBBS COURSES**

**(For Serving and Retired Naval Personnel (Pensioners) and widows**

1. Category (Serving /Pensioner/Deceased). \_\_\_\_\_
2. **Personal Particulars of father**
  - (a) Personal Number \_\_\_\_\_
  - (b) Name (as,per bank account) \_\_\_\_\_
  - (c) Rank \_\_\_\_\_
3. Mobile No \_\_\_\_\_ email-id \_\_\_\_\_
4. Ship/Establishment \_\_\_\_\_
5. Name of the child \_\_\_\_\_
6. Present Course of study  
(attach a bonafied studentship certificate) \_\_\_\_\_
7. Total marks and % obtained in 10+2  
(enclose attested copy of mark sheet) \_\_\_\_\_
8. Name of the course for which  
Coaching is undertaken \_\_\_\_\_
9. Coaching class attended at
  - (i) Name of the Institute \_\_\_\_\_
  - (ii) Address of the Institute \_\_\_\_\_
  - (iii) Contact No \_\_\_\_\_
  - (iv) Duration of the course with dates \_\_\_\_\_
10. Amount of fee paid  
(attach original fee receipt) \_\_\_\_\_
11. Details of any previous coaching  
reimbursement received from INBA
  - (a) \_\_\_\_\_
  - (b) \_\_\_\_\_

12. Furnish particulars of all children in order of their seniority/age:-  
(attach a copy of Kindred Roll/Children particulars//attested copy of discharge certificate), as applicable.

<u>S.No.</u>	<u>Name of the Child</u>	<u>Date of birth</u>
(i)	_____	_____
(ii)	_____	_____
(iii)	_____	_____
(iv)	_____	_____

13. Bank details:-

- (i) Name as per bank account : \_\_\_\_\_
- (ii) Saving Bank A/c No (in full) : \_\_\_\_\_
- (iii) Name of the bank : \_\_\_\_\_
- (iv) Address of the Branch : \_\_\_\_\_
- (v) IFS Code of the Bank : \_\_\_\_\_
- (vi) Attach a copy of self cancelled cheque.

\_\_\_\_\_  
(Officer/Sailor's Signature)

II

**COUNTERSIGNED**

Office Seal & Date

**COMMANDING OFFICER**  
**DSSA Board/RSB/KSB/VSF**

**CHECK LIST FOR DOCUMENTS ENCLOSED**

- |      |  |        |
|------|--|--------|
| (a)  | Original copy of coaching fee receipts   | Yes/No |
| (b)  | Attested copy of Marks sheet of 10+2   | Yes/No |
| (c)  | Bonafide Studentship Certificate   | Yes/No |
| (d)  | Attested copy of P.P.O.(for retired and deceased naval personnel)  | Yes/No |
| (e)  | An attested copy of Children Particulars ( <b>for Serving officers</b> )   | Yes/No |
| (f)  | Kindred roll (for serving sailors)   | Yes/No |
| (g)  | Attested copy of Certificate of Service ( <b>for retired/deceased officers</b> )   | Yes/No |
| (h)  | Attested copy of Service and Release Certificate ( <b>for retired/deceased sailors</b> )   | Yes/No |
| (j)  | Leaf/ copy of a self cancelled cheque <b>showing Name</b>  | Yes/No |
|      | <b>IFS Code and account No</b>   |        |
| (k)  | <b>Last date of application to reach within two months of taking admission</b>   |        |
| (l)  | <b>Application Forms can be downloaded from the following websites.</b>  |        |
| (aa) | ir&fc public domain (internet) link <a href="http://www.irfc-nausena.nic.in">www.irfc-nausena.nic.in</a> (under the following heads) |        |
|      | (i) Service personnel (ii) Retired (iii) Forms download  |        |
| (ab) | NEWN(Navy-Intranet) link http: //159.12.123.1 (after that same as internet link)   |        |

**To be forwarded to**

Principal Director Non-Public Funds  
Directorate of Non-Public Funds  
IHQ of MoD (Navy)  
A-124, Sena Bhavan  
New Delhi – 110 011

**APPLICATION FOR REIMBURSEMENT OF COACHING FEE**  
**(For Serving Sailors only)**

1. **Personal Particulars of father**
  - (a) Personal Number \_\_\_\_\_
  - (b) Name (as per bank account) \_\_\_\_\_
  - (c) Rank \_\_\_\_\_
2. Mobile No \_\_\_\_\_ email-id \_\_\_\_\_
3. Ship/Establishment \_\_\_\_\_
4. Name of the child \_\_\_\_\_
5. Present Course of study \_\_\_\_\_
6. Exam last passed  
(enclose attested copy of mark sheet) \_\_\_\_\_
7. Total marks obtained & %age \_\_\_\_\_
8. %age of PCM or PCB \_\_\_\_\_
9. Coaching undertaken for \_\_\_\_\_
10. Duration of Coaching & Date  
commenced from \_\_\_\_\_
11. Coaching class attended at
  - (i) Name of the Institute \_\_\_\_\_
  - (ii) Address of the Institute \_\_\_\_\_
  - (iii) Contact No \_\_\_\_\_
12. Amount of fees paid  
(attach original fee receipt) \_\_\_\_\_
13. Details of any previous coaching  
reimbursement received from INBA
  - (a) \_\_\_\_\_
  - (b) \_\_\_\_\_

14. Furnish particulars of all children in order of their seniority/age:-  
(attach a copy of Kindred Roll)

<u>S.No.</u>	<u>Name of the Child</u>	<u>Date of birth</u>
(i)	_____	_____
(ii)	_____	_____
(iii)	_____	_____
(iv)	_____	_____

15. Bank details Attach leaf/copy of self cancelled cheque

\_\_\_\_\_  
(Sailor's Signature)

II

**COUNTERSIGNED**

**COMMANDING OFFICER**

**OFFICE Seal & Date**

**Note : Children studying in class XII or completed it earlier are only eligible.**

**CHECK LIST FOR DOCUMENTS ENCLOSED**

- |   |        |
|---|--------|
| (a) Original copy of coaching fee receipts  | Yes/No |
| (b) Attested copy of Marks sheet of 10 <sup>th</sup> /XII or graduation as applicable   | Yes/No |
| (c) Kindred roll  | Yes/No |
| (d) Leaf/ copy of a self cancelled cheque <b>showing Name<br/>IFS Code and account No</b>   | Yes/No |
| (e) <b>Last date of application to reach by 31 Aug 14.</b>  |        |
| (f) <b>Application Forms can be downloaded from the following websites.</b>   |        |
| (aa) ir&fc public domain (internet) link <a href="http://www.irfc-nausena.nic.in">www.irfc-nausena.nic.in</a> (under the following heads) |        |
| (i) Service personnel   |        |
| (ii) Retired  |        |
| (iii) Forms download  |        |
| (ab) NEWN(Navy-Intranet) link <a href="http://159.12.123.1">http: //159.12.123.1</a> (after that same as internet link)                   |        |



**APPLICATION FOR AWARD OF INCENTIVE FOR SPORTS  
CHILDREN OF SERVING NAVAL PERSONNEL**

1. Name : \_\_\_\_\_
2. Rank, & P.No. : \_\_\_\_\_
3. Ship/Establishment : \_\_\_\_\_
4. Based at : \_\_\_\_\_
5. Name of the Participant : \_\_\_\_\_
6. Relationship with the applicant : \_\_\_\_\_
7. Details of Participation **S.No.** **Name of Sport** **Period**  
**Position**

- |  |       |       |       |
|--|-------|-------|-------|
|  | _____ | _____ | _____ |
|  | _____ | _____ | _____ |
8. Level of Tournament : \_\_\_\_\_
  9. Organised/Sponsored by : \_\_\_\_\_
  10. No. of Participants : \_\_\_\_\_
  11. Position attained : \_\_\_\_\_
  12. If, International event, No. of countries participated : \_\_\_\_\_

13. Details of Previous such **S.No.** **Year** **Name of Sport** **Amount**  
**Received**

awards received \_\_\_\_\_

14. Furnish details of selection procedure : \_\_\_\_\_
15. Name of authority conducting selection : \_\_\_\_\_
16. Bank details:-
  - (i) Name as per Bank Account : \_\_\_\_\_
  - (ii) Name of the Bank : \_\_\_\_\_
  - (iii) Branch address : \_\_\_\_\_
  - (iv) IFS Code of the bank : \_\_\_\_\_
  - (v) SB A/c No. : \_\_\_\_\_
  - (vi) Have you attached a leaf of cancelled cheque? Yes/No

Certified that above information is correct to the best of my knowledge and belief and any wrong declaration can attract disciplinary action against me.

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Rank & No. \_\_\_\_\_

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

**RECOMMENDED AND FORWARDED**

**(CO/HOD)**

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

**COUNTERSIGNED**

**(Administrative Authority)**

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

**REVISED APPLICATION FOR GRANT FOR MPhil/PhD DEGREE**  
**(for Serving personnel only)**

1. Name \_\_\_\_\_ Rank \_\_\_\_\_ No \_\_\_\_\_
2. E-mail Id \_\_\_\_\_ 3. Mobile No. \_\_\_\_\_
- 4 Ship/Establishment : \_\_\_\_\_
- 5 Degree attained PhD/M Phil : \_\_\_\_\_  
(Attach CTC of degree)
6. Course Details:- Subject \_\_\_\_\_  
(a) College \_\_\_\_\_  
(b) University \_\_\_\_\_  
(c) Course (i) Start Date \_\_\_\_\_  
(ii) End Date \_\_\_\_\_
7. Bank Details:-: Attach a leaf of cancelled cheque and latest Statement of Entitlement. Details in both the documents should be same.
8. How this qualification is useful for Navy: \_\_\_\_\_  
\_\_\_\_\_
9. Course done in your own accord or sponsored by Navy \_\_\_\_\_
10. If on own accord please attach a copy of permission letter given by NHQ/DOP for higher studies.

Signature \_\_\_\_\_

II

**COUNTERSIGNED**

(All above information given above are correct to the best of my knowledge and belief)

**COMMANDING OFFICER/HOD/OFFICER-IN-CHARGE**

**Appendix 'M'**

**APPLICATION FOR FINANCIAL ASSISTANCE FROM INBA  
FOR HANDICAPPED CHILDREN**

1. Name \_\_\_\_\_
2. Rank \_\_\_\_\_
3. Number \_\_\_\_\_
4. Ship/Establishment \_\_\_\_\_
5. Station \_\_\_\_\_
  
6. Date of Joining \_\_\_\_\_
7. Date of Retirement \_\_\_\_\_  
(attach CTC of PPO)
8. If retired, Postal Address \_\_\_\_\_  
\_\_\_\_\_
  
9. Name of the child \_\_\_\_\_
10. Nature of disability \_\_\_\_\_  
(attach certificate from Medical Authority)
11. Present Course of study \_\_\_\_\_
12. Boarder/Day scholar \_\_\_\_\_
13. Name of School and address \_\_\_\_\_
14. Monthly fees \_\_\_\_\_  
(Attach CTC of fee receipts)
15. Previous reimbursement received From \_\_\_\_\_ To \_\_\_\_\_
16. Period of present reimbursement From \_\_\_\_\_  
To \_\_\_\_\_
17. Total of present claim Rs. \_\_\_\_\_
18. Bank details:-
  - (i) Name as per Account \_\_\_\_\_
  - (ii) Name of Bank \_\_\_\_\_
  - (iii) Branch address \_\_\_\_\_
  - (iv) IFS Code of the bank \_\_\_\_\_
  - (v) SB A/c No. \_\_\_\_\_
  - (vi) Have you attached a leaf of cancelled cheque? Yes/No

Certified that to the best of my knowledge and belief particulars given in the application are true and correct. I, undertake that false declaration or concealment of information would make me liable to disciplinary action besides entailing recovery of payment.

\_\_\_\_\_  
(Signature)

II  
**COUNTERSIGNED**

Office Seal

**(CO/EXo/HOD/Secy., DSSAB)**

**Place:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**REQUEST-CUM-APPLICATION FOR FINANCIAL ASSISTANCE FROM INBA**

Sir,

1. I Submit for the consideration of the Indian Naval Benevolent Association, a request for financial assistance in the form of a grant in order to meet an emergent requirement which I am presently not in a position to meet from my own resources.

2. Details of my financial status and nature of my requirement are submitted in Parts I and II of the application form.

Yours faithfully

Place : \_\_\_\_\_

Date : \_\_\_\_\_

**Application form for Grant from INBA  
(FOR USE BY EX-NAVAL PERSONNEL/THEIR DEPENDENTS)**

**PART-I**

**1. Details of Retired/Deceased Naval Personnel**

- (a) Name in Full : \_\_\_\_\_
- (b) Rank : \_\_\_\_\_
- (c) P. Number : \_\_\_\_\_
- (d) Date of Commission/Enrolment : \_\_\_\_\_
- (e) Date of Retirement/Discharge : \_\_\_\_\_
- (f) Date and cause of Disability/Death : \_\_\_\_\_
- (g) Is Disability/Death occurred during or after retirement : \_\_\_\_\_
- (h) Physical Condition of the Applicant : \_\_\_\_\_

**2. Particulars of Next of Kin in case of deceased Naval Personnel (when widow or children are the applicant)**

- (a) Name of NOK : \_\_\_\_\_
- (b) Relationship with deceased : \_\_\_\_\_
- (b) Age : \_\_\_\_\_
- (c) Address : \_\_\_\_\_  
\_\_\_\_\_
- (d) Quantum of Assistance : \_\_\_\_\_
- (e) Nature of Requirement : \_\_\_\_\_

**3. Details of family/dependents:**

<u>S. No.</u>	<u>Name</u>	<u>Age</u>	<u>Male/</u>	<u>Relation-</u>	<u>Class</u>
<u>Marital</u>	<u>Monthly</u>	<u>Female</u>	<u>Ship</u>	<u>Studying</u>	<u>Status</u>
<u>Income</u>					
i	_____	_____	_____	_____	_____
ii	_____	_____	_____	_____	_____
iii	_____	_____	_____	_____	_____
iv	_____	_____	_____	_____	_____
vi	_____	_____	_____	_____	_____

**PART - II**

**PRESENT FINANCIAL STATE OF APPLICANT**

**4. Monthly Income from all Sources**

- (a) Amount of Monthly Service/Family Pension including Relief : \_\_\_\_\_
- (b) Income from Business/Commercial Activity, if any : \_\_\_\_\_
- (c) Income from rented Property House/Farm etc. : \_\_\_\_\_
- (d) If presently employed:-
  - (i) Name and Address of Employer : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - (ii) Capacity in which employed : \_\_\_\_\_
  - (iii) Total emoluments (including all allowances) : \_\_\_\_\_

**5. Previous Grants received from INBA, if any:-**

- (i) AmountRs : \_\_\_\_\_
- (ii) Purpose : \_\_\_\_\_

6. Bank details:-

- (i) Name as per Bank Account \_\_\_\_\_
- (ii) Name of the Bank \_\_\_\_\_
- (iii) Branch address \_\_\_\_\_
- (iv) IFS Code of the bank \_\_\_\_\_
- (v) SB A/c No.(in full) \_\_\_\_\_
- (vi) Have you attached a leaf of cancelled cheque? Yes/No

I certify that to the best of my knowledge and belief all the answers given above are true and my application is in every way a genuine and bonafide one.

Signature of Applicant

Place : \_\_\_\_\_

Date : \_\_\_\_\_

**CAUTION**

Any wrong declaration or concealment of facts may adversely affect consideration of application and may debar you from any further assistance/financial help. In your own interest please fill details correctly.

**CHECK LIST:**

Kindly enclose certified true copy of the following certificate/documents as applicable.

- (i) Pension Pay Order
- (ii) Discharge Certificate
- (iii) Death Certificate of Pensioner
- (iv) Wedding card as proof for daughter marriage of deceased pensioner.
- (v) Bonafide Studentship Certificate for assistance for handicapped children.

**To be forwarded to :-**

The Principal Director  
Ex-Servicemen Affairs  
IHQ of MOD (Navy)  
attested  
6<sup>th</sup> Floor, Chankaya Bhavan  
Chankaya Puri  
New Delhi - 110 021

Paste one passport  
size photograph of  
child duly

**APPLICATION FORM - SPECIAL SCHOLARSHIP SCHEME FOR  
WARDS OF NAVAL PERSONNEL DIED IN SERVICE**

**PART - I**

**1. Personnel Particulars of father**

- (a) Personal Number : \_\_\_\_\_  
(b) Rank : \_\_\_\_\_  
(c) Name : \_\_\_\_\_  
(d) Ship/Establishment last : \_\_\_\_\_  
served  
(e) Date of Death : \_\_\_\_\_  
(f) Date of Retirement : \_\_\_\_\_  
(g) Name of present Guardian : \_\_\_\_\_  
(h) Relationship with the child : \_\_\_\_\_  
(i) Address of the Guardian : \_\_\_\_\_  
Village : \_\_\_\_\_  
Post Office : \_\_\_\_\_  
Tehsil : \_\_\_\_\_  
Distt. : \_\_\_\_\_ State \_\_\_\_\_  
Pin No. : \_\_\_\_\_  
(j) Nearest branch of Syndicate Bank : \_\_\_\_\_  
(k) Pension Payment Order No. : \_\_\_\_\_  
(attach copy duly attested)  
(l) Details of all children in order of their age: \_

<b><u>Sl.No.</u></b>	<b><u>Name</u></b>	<b><u>Relationship</u></b>	<b><u>Date of Birth</u></b>
(i)	_____	_____	_____
(ii)	_____	_____	_____
(iii)	_____	_____	_____
(iv)	_____	_____	_____

- (m) Rate of family Pension and children \_\_\_\_\_  
education allowance per month



**2-**  
**PART - II**

**Particulars of Child**

- (a) Name \_\_\_\_\_
- (b) Sex Male/Female \_\_\_\_\_
- (c) Relationship \_\_\_\_\_
- (d) Date of Birth \_\_\_\_\_
- (e) Class passed & %age of marks  
(attach attested copy of marks sheet) \_\_\_\_\_
- (f) Present course of study \_\_\_\_\_  
(attach bonafide studentship  
certificate from the institution) \_\_\_\_\_
- (g) Year of admission \_\_\_\_\_
- (h) Duration of the course \_\_\_\_\_
- (i) Name of the institution \_\_\_\_\_
- (j) Board/university to which  
affiliated \_\_\_\_\_
- (k) Details of Expenditure per year :  
(attach original receipt)
- (i) Tuition fees \_\_\_\_\_
- (ii) Books/Stationery \_\_\_\_\_
- (iii) School Bus Fees \_\_\_\_\_
- (iv) Other expenses \_\_\_\_\_
- Total Rs. \_\_\_\_\_
- (l) If Hosteller, Amount of fees paid  
(attach receipts) \_\_\_\_\_
- (m) Whether the child is in receipt of any  
other scholarship/stipend or financial  
assistance from any other source, if  
yes, the amount received \_\_\_\_\_
- (n) Bank details:-
- (i) Name as per Bank Account \_\_\_\_\_
- (ii) Name of the Bank \_\_\_\_\_
- (iii) Branch address \_\_\_\_\_
- (iv) IFS Code of the bank \_\_\_\_\_
- (v) SB A/c No. \_\_\_\_\_
- (vi) Have you attached a leaf of cancelled cheque? Yes/No

Certified that, I have not applied/received any other scholarship from Centre/State Govt., KSB/RSB or any other source for the said child. I also certify that above particulars are correct and any false statement made by me will render me ineligible for scholarship.

Signature of the Guardian \_\_\_\_\_  
Name \_\_\_\_\_  
Relationship with child \_\_\_\_\_

Date :  
Place :

**PART - III**

**1. School/College Attestation**

Certified that the facts given in Part-II above are correct as per record.

Signature of the \_\_\_\_\_  
Head of the School/Institution

**Stamp with date**

**DECLARATION-CUM-PRERECEIPT FOR  
SPECIAL SCHOLARSHIP SCHEME**

1. Received from the DESA/Secretary Indian Naval Benevolent Association,  
New \_\_\_\_\_ Delhi, a \_\_\_\_\_ sum \_\_\_\_\_ of  
Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)

being the amount of scholarship awarded to my child from INBA for the academic  
year \_\_\_\_\_ as detailed below :-

Name of the child	Course of Study	Institution
_____	_____	_____

2. I do solemnly declare that my above child is not in receipt/claimed of any  
scholarship for the course of study mentioned above from other source(s).

3. I certify that the above information is correct and nothing has been  
concealed there from.

4. I undertake to refund the amount of scholarship to IN Benevolent  
Association, Naval Headquarters, New Delhi, if my above child is found to be  
getting any other scholarship or granted other scholarship for the aforesaid  
course of study at a subsequent date.

\_\_\_\_\_  
Name Smt \_\_\_\_\_  
W/O late Shri \_\_\_\_\_  
Rank \_\_\_\_\_ No. \_\_\_\_\_  
Station \_\_\_\_\_

Date \_\_\_\_\_

**COUNTERSIGNED**

\_\_\_\_\_  
(CO/XO/GazettedOfficer/SecyDSSA&B with  
Name Designation and Seal)

Office Stamp

Place : \_\_\_\_\_

Date : \_\_\_\_\_