

RECORD OF IMPORTANT INFORMATION TO BE RETAINED BY VETERANS

Personal Particulars.

1. IC Number. - _____
2. Date of Commission - _____
3. Date of Retirement - _____
4. CDA (O) Ac Number - _____
5. Regiment / Corps - _____
6. Record Office - _____

Personal Documents

Document	Issuing Auth	Number	Date of Issue	Validity
1. Army ESM Iden Card				
2. Zila Sainik Bd ESM Card				
3. Passport				
(a) Self				
(b) Spouse				
4. Adhaar Card				
(a) Self				
(b) Spouse				
5. Voter ID Card				
(a) Self				
(b) Spouse				
6. ECHS Card				
(a) Self				
(b) Spouse				
7. Canteen Card (Grocery)				
(a) Self				
(b) Spouse				
8. Canteen Card (Liquor)				
9. Driving License				
10. Marriage Registration Certificate.				

Pension

1. PPO Number - . Physical Location.
2. Revised PPO No- . Physical Location.
3. Disability PPO Number . Physical Location.
4. Revised Disability PPO No . Physical Location.
5. Details of Sanctioned Pension.

(a) **Pension**

(i) Original Amount - Rs

(ii) Revised Amount - Rs

(b) **Disability Pension**

(i) Original Amount - Rs

(ii) Revised Amount - Rs

(c) Gallantry Award - Rs

(d) Gallantry Monthly Annuity (State Govt)Rs

(e) **Sanctioned Special Family Pension**

(i) Original Amount - Rs

(ii) Revised Amount - Rs

(ii) Date till which Special family Pension Applicable.

(f) **Sanctioned Family Pension**

(i) Original Amount - Rs

(ii) Revised Amount - Rs

Will (Self)

1. Location of Original Will - Date
2. Registration No. -
3. Place of Registration -

Will (Spouse)

1. Location of Original Will -
2. Registration No. -
Date

3. Place of Registration -

Financial Assets (Self)

Bank Accounts

<u>Bank</u>	<u>Ac No</u>	<u>Holders</u>	<u>Nominee</u>	<u>Debit Card No</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Fixed Deposit (Interest on Maturity)

	<u>Bank</u>	<u>FD No</u>	<u>FD Amount</u>	<u>Dt of Maturity</u>	<u>Maturity Amount</u>	<u>Nominee</u>
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____

Fixed Deposit (Periodic Interest)

	<u>Bank</u>	<u>FD No</u>	<u>FD Amount</u>	<u>Int Rate</u>	<u>Dt of Maturity</u>	<u>Nominee</u>
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____

Post Office Instruments (Interest on Maturity)

	<u>Branch</u>	<u>Ac No</u>	<u>Amount</u>	<u>Dt of Maturity</u>	<u>Maturity Amount</u>	<u>Nominee</u>
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SB Ac

1.	_____
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MIS Ac

1.	_____
2.	_____

RD Ac

1.	_____
2.	_____

Senior Citizens Account

- 1. Held With - _____
- 2. Ac No - _____
- 3. Deposit Amount
- 4. Maturity date
- 5. N o m i n e e - _____

PPF Ac

- 1. Held With - _____
- 2. Completes 15 years on
- 3. Nominee - _____

Bank Locker

- 1. Location - _____
- 2. Holders - _____
- 3. Locker No - _____
- 4. K e y N o - _____
- 5. Operating Mode
- 6. N o m i n e e - _____

Credit Cards

- 1. (a) Bank -
(b) Holders Name-
(c) C a r d N o -
(d) Credit Limit -
(e) Expiry Date -
(f) Help Line Number
- 2. (a) Bank -
(b) Holders Name-
(c) C a r d N o -
(d) C r e d i t L i m i t - (e) E x p i r y D a t e
(f) Help Line Number

Financial Assets (Spouse)

Bank Accounts

	<u>Bank</u>	<u>Ac No</u>	<u> Holders</u>	<u> Nominee</u>	<u> Debit Card No</u>
1 .	_____	_____	_____	_____	_____
2 .	_____	_____	_____	_____	_____
3 .	_____	_____	_____	_____	_____
4 .	_____	_____	_____	_____	_____
5..	_____	_____	_____	_____	_____

Fixed Deposit (Interest on Maturity)

	<u>Bank</u>	<u>FD No</u>	<u>FD Amount</u>	<u>Dt of Maturity</u>	<u>Maturity Amount</u>	<u>Nominee</u>
1 .	_____	_____	_____	_____	_____	_____
2 .	_____	_____	_____	_____	_____	_____
3 .	_____	_____	_____	_____	_____	_____
4 .	_____	_____	_____	_____	_____	_____

Fixed Deposit (Periodic Interest)

	<u>Bank</u>	<u>FD No</u>	<u>FD Amount</u>	<u>Int Rate</u>	<u>Dt of Maturity</u>	<u>Nominee</u>
1 .	_____	_____	_____	_____	_____	_____
2 .	_____	_____	_____	_____	_____	_____
3 .	_____	_____	_____	_____	_____	_____
4 .	_____	_____	_____	_____	_____	_____

Post Office Instruments (Interest on Maturity)

	<u>Branch</u>	<u>Ac No</u>	<u>Amount</u>	<u>Dt of Maturity</u>	<u>Maturity Amount</u>	<u>Nominee</u>
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SB Ac

1.	_____
----	-------

MIS Ac

1 .	_____
2 .	_____

RD Ac

1 .	_____
2 .	_____

Senior Citizens Account

- 1. Held With - _____
- 2. Ac No - _____
- 3. Deposit Amount
- 4. Maturity date
- 5. N o m i n e e - _____

PPF Ac

- 1. Held With - _____
- 2. Completes 15 years on
- 3. Nominee - _____

Bank Locker

- 1. Location - _____
- 2. Holders - _____
- 3. Locker No - _____
- 4. K e y N o - _____
- 5. Operating Mode
- 6. N o m i n e e - _____

Credit Cards

- 1. (a) Bank -
(b) Holders Name-
(c) C a r d N o -
(d) Credit Limit -
(e) Expiry Date -
(f) Help Line Number
- 2. (a) Bank -
(b) Holders Name-
(c) C a r d N o -
(d) C r e d i t L i m i t - (e) E x p i r y D a t e
(f) Help Line Number

**Insurance (Life, Medclaim or Policies Given as Part of Credit Card Ac
etc) Policy 1**

1. Insurance Company -
2. Name of Holder - _____
3. Coverage Amount -
4. Name of Beneficiary -
5. Maturity date -
6. Location of Policy

Docu Policy 2

1. Insurance Company -
2. Name of Holder - _____
3. Coverage Amount -
4. Name of Beneficiary -
5. Maturity date -
6. Location of Policy

Docu Loans (Personal)

1. Loan bank - _____
2. Branch - _____
3. Name of Holder _____
4. Loan Amount - _____
5. EMI Amount - _____
6. Repayment Schedule
7. Assets Hypothecated
 - (a) Details of Assets
 - (b) Details of Assets
8. Original Documents Held in Custody of Bank
 - (a) Document 1
 - (b) Document 2
9. Name of Surety (If any)

Shares and Mutual Funds (In Demat

Form) Self

1. Name of Depository Participant - _____
2. Location of Branch - _____
3. DP Ac No - _____
4. L o g I n I D - _____
5. Location of Password - _____
6. Nominee - _____

Spouse

1. Name of Depository Participant - _____
2. Location of Branch - _____
3. DP Ac No - _____
4. L o g I n I D - _____
5. Location of Password - _____
6. Nominee - _____

Shares and Mutual Funds (In Physical

Form) Self

1. Details of Shares - Appended separately
2. Location of Share Certificates- _____

Spouse

1. Details of Shares - Appended separately
2. Location of Share Certificates- _____

Loans Given

1. Loan Given To - _____
2. Amount - _____
3. Loan Conditions (If any) _____
4. Documentation (If any) _____
5. Location of Documents _____

Details of Other Recoverables

Immovable Assets

Property 1

1. Details of Property -
2. Name of Registrants -
3. Cost of Acquisition-
4. Location of Original Papers

Electricity / Water / Piped Gas

Electricity Water Piped Gas

1. Account No _____
2. Security Deposit

Property 2

1. Details of Property -
2. Name of Registrants -
3. Cost of Acquisition-
4. Location of Original Papers

Hired Accommodation

1. Address - _____
2. Name of Owner _____
3. Monthly Rental
4. Date of Next Renewal
5. Location Original Rent Deed
6. Security Deposit Paid

Property Rented Out

1. Address - _____
2. Name of Owner _____
3. Monthly Rental
4. Date of Next Renewal
5. Location Original Rent Deed
6. Security Deposit Recd

Movable Assets

Vehicle 1

1. Registration Number -
2. Registrant's Name -
3. Registration Valid Till -
4. RTO Where Registered
5. Insurance Company -
6. Policy Number -
7. Type of Policy - Insured Amount
8. Insurance Renewal Date _____
9. Location Original Registration
10. Location Original Insurance

Vehicle 2

1. Registration Number -
2. Registrant's Name -
3. Registration Valid Till -
4. RTO Where Registered
5. Insurance Company -
6. Policy Number -
7. Type of Policy - Insured Amount
8. Insurance Renewal Date _____
9. Location Original Registration
10. Location Original Insurance

Vehicle Loan

- | | | <u>Vehicle 1</u> | <u>Vehicle 2</u> |
|----|---------------------------------------|------------------|------------------|
| 1. | Name of Bank - | _____ | _____ |
| 2. | Loan Amount - | _____ | _____ |
| 3. | <input checked="" type="checkbox"/> - | _____ | _____ |
| 4. | Location Original Loan Documents | | |

Income Tax

Self

1. PAN No - _____
2. Zone _____ - Assessing Officer
3. Details of Returns for At Least For Last Six Years.

Assessment Year Date of Filing Refund Due Current Status

Income Tax

Spouse

1. PAN No - _____
2. Zone _____ - Assessing Officer
3. Details of Returns for Last Six Years.

Assessment Year Date of Filing Refund Due Current Status

NSP Weapon

1. Type of Weapon - _____
2. Army HQ Allotment Authority - _____
3. Weapon License No - _____
4. Licensing Authority - _____
5. Renewal Date - _____
6. Location of Weapon - _____
7. Location of License - _____

Miscellaneous

Telephone / Mobile

- | | <u>Land Line</u> | <u>Mobile 1</u> | <u>Mobile 2</u> | <u>Mobile 3</u> |
|---------------------|------------------|-----------------|-----------------|-----------------|
| 1. Number | _____ | _____ | _____ | _____ |
| 2. Security Deposit | _____ | | | |

LPG Gas Connection

- | | <u>Connection 1</u> | <u>Connection 2</u> |
|------------------------------|---------------------|---------------------|
| 1. Distributor Name | _____ | _____ |
| 2. Consumer No | _____ | |
| 3. Security Amount | _____ | |
| 4. Location Original Voucher | _____ | |

Club Memberships

- | | <u>Club</u> | <u>Membership No</u> | <u>Security Deposit</u> | <u>Location of Receipt</u> |
|-----|-------------|----------------------|-------------------------|----------------------------|
| 1 . | _____ | _____ | _____ | _____ |
| 2 . | _____ | _____ | _____ | _____ |

Professional / Regimental Institutions

- | | <u>Institution</u> | <u>Membership No</u> | <u>Security Deposit</u> | <u>Location of Receipt</u> |
|-------------------------|--------------------|----------------------|-------------------------|----------------------------|
| 1. USI | _____ | _____ | _____ | _____ |
| 2. Regt Assn | _____ | _____ | _____ | _____ |
| 3. Regt Magazine | _____ | _____ | _____ | _____ |
| 4. Professional Journal | _____ | _____ | _____ | _____ |

Important Contact Numbers

1. Col of the Regt Sectt-
2. Commandant, RC-
3. Adm Comdt, Stn HQ -
4. A D L R S N u m b e r - _____
5. _____
6. _____

LIST OF IMPORTANT DOCUMENTS WHOSE PHOTO COPIES SHOULD BE ATTACHED

Ser	Document	Whether Copy Att
1	Original PPO	
2	Revised PPO	
3	Disability PPO	
4	Revised Disability PPO	
5	Gallantry Award Notification	
6	Gallantry Award PCDA(P) Letter	
7	Gallantry Award – State Letter	
8	Army ESM Identity Card	
9	ZSB ESM Identity Card	
10	Passport	
11	Adhaar Card- Self & Spouse	
12	ECHS Cards – Self & Dependants	
13	Canteen Cards – Self & Spouse	
14	Marriage Registration Certificate	
15	Bank FD 1	
16	Bank FD 2	
17	Bank FD 3	
18	Bank FD 4	
19	Bank FD 5	
20	Bank FD6	
21	Credit Card 1	
22	Credit Card 2	
23	Personal Insurance Policy 1	
24	Personal Insurance Policy 2	
25	Loan Document 1	
26	Loan Document 2	
27	Property Ownership Papers	
28	Vehicle Registration 1	
29	Vehicle Registration 2	
30	Vehicle Insurance 1	
31	Vehicle Insurance 2	
32	Vehicle Loan Documents	
33	NSP Weapon Allotment Letter	
34	Weapon License	

Documents attached are indicated by a Tick Mark placed against them.