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21 Sep 2016

(All Record: Office)

**STREAMLINE OF PROCEDURE FOR CHANGE OF HOME ADDRESS
WITHOUT SUBMISSION OF ORIGINAL DISCH BOOK**

1. Representation has been received from the environment that original disch book sent to the Record Offices for change of home address is being lost in transit thereby causing avoidable inconvenience to the exsm for prep of docu incl FIR for issue of a dupl disch book. The case has been examined at this Inspectorate and it is decided that with imdt effect the following actions will be taken by the exsm as well as the Record Office to implement the change of address in the service docu and original disch book :-

(a) Exsm will fwd all supporting docu incl photocopy of original disch book to Zilla Sainik Welfare Office who will attest the photocopy of disch book and submit the same to concerned Record Office.

(b) Record Office will scrutinize the docu and, if found to be genuine then pub the Part II Order in NE Series and incorporate the change of home address in the service docu.

(c) Thereafter, Record Office will fwd a copy of Part II Order alongwith a slip affecting the change of home address duly typed and authenticated the change of address to Zilla Sainik Welfare Offices who would paste the slip in the original disch book and affix their stamp too on the slip.

(d) A copy of Part II Order will also be fwd to the concerned exsm by Record Office with instr to report to Zilla Sainik Welfare Office alongwith original disch book for incorporating the new address in the disch book.

2. Please give vide publicity to the environment.



(Ashok Aghav)
Col
Dir. MP 8 (I of R)
for Adjutant General

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