

PROCEDURE FOR THE ISSUE OF DUPLICATE DISCHARGE
CERTIFICATE AND SERVICE PARTICULARS

Copy of Army Headquarters letter No A/00651 Org. 8 (I of R) (a)
of 31st October 1990.

Sub.—Issue of Duplicate Discharge Certificate (IAFY—1964)/Service Particulars.

1. Refer to this Headquarters letter No. 46740/AG/PS-5(C) dated 16 February 1976.
2. It has been reported to this Headquarters that ex-servicemen and their families approach direct to Record Offices for issue of duplicate discharge certificate or for issue of service particulars instead of approaching through the concerned Zila Sainik Boards. At times such individual (s) are already in possession of discharge certificate or service particulars. Request for a duplicate certificate in such cases may be either to conceal certain concessions and financial assistance already availed of or with intent to avail double benefits by presenting to discharge certificates.
3. The case has been examined in detail and it has been decided that in future request for issue of duplicate discharge certificate or service particulars will only be entertained by Record offices if received through the concerned Zila Sainik Board. In case a request is received through any other channel, ex-servicemen and their families will be politely advised to forward their applications through Zila Sainik Boards of their districts.
4. ROI will be issued.

(Sd.)
HARBAKHSI SINGH,
Col 'A',
For Adjutant General.