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Government of India  
Ministry of Defence,  
Kendriya Sainik Board  
West Block - IV, Wing-VII  
RK Puram, New Delhi - 66

No. 2 (2)/ ESM I CARD/Policy/KSB/A

04/ Dec 2015

Directors, DSW/Secretaries RSB of  
all States/UTs

for

**AMPLIFYING INSTRUCTIONS ON ISSUE OF NOC FOR  
EX-SERVICEMEN IDENTITY CARD**

1. Refer to **Para 4 (f)** of KSB Sectt letter No 102/ESM I CARD/2012/KSB/D dated 13 Ju 2013.
2. The amplifying instructions on issue of NOC for Ex-Servicemen (ESM) Identity Card are enumerated below:-
  - (a) The Ex-Servicemen will submit an application with Zila Sainik Board as per the address recorded in the Discharge Book and specify the location of new Zila Sainik Board.
  - (b) The Zila Sainik Board will issue NOC (No Objection Certificate) after completion of the following action:-
    - (i) Strike name from ESM Register
    - (ii) Strike name from ESM Employment Register
    - (iii) Endorse on Discharge Book about issue of NOC
    - (iv) Withdraw ESM I Card from the individual, if issued.
    - (v) Issue NOC.
  - (c) The New Zila Sainik Board will issue ESM I Card on submission of the following documents:-
    - (i) Application with photograph pasted, for issue of Identity Card
    - (ii) Registration Form.
    - (iii) Copy of Discharge book
    - (iv) Copy of PPO
    - (v) Present address proof.
    - (vi) Copy of Birth Certificate for proof of dependents
    - (vii) Letter of NOC issued by previous Zila Sainik Board
3. It is clarified that while following the above procedure for issue of ESM I Card, the Sainik Board/Rajya Sainik Board will not insist for changing the address in the Discharge Book unless the ESM request to do so.
4. You are requested to follow the above mentioned procedure for issue of NOC for ESM I Card.
5. Please acknowledge receipt.

Encl to  
all RSBs  
8/12/15

(Hd. Patro)  
Capt. N  
JD (Policy), KSB