

Copy of office Memorandum No. 60-(274) 48-Ests, dated the 3rd November, 1948, from the Ministry of Home Affairs, New Delhi to all Ministers of Government of India, etc.

Subject : Procedure for a change of name by Government servants.

The undersigned is directed to say that the Minister of Home Affairs receive from time to time references from other Ministries and officers asking for advice as to the procedure to be followed in according recognition to a bonafide change of name by Government servants. As the position in this respect is not too clear at present, the following procedure for the purpose has been decided upon in consultation with the Ministry of Law and may be noted for future guidance.

2. A Government servant wishing to adopt a new name or to affect any modification in his existing name should be asked to adopt the change formally by a deed changing his name. In order that the execution of the document may not be in doubt it is desirable that it should be attested by two witnesses preferably those known to the head of the Department in which the Government servant is serving. A sample deed form is enclosed herewith for reference. The execution of the deed should be followed by publication of the change in a prominent local newspaper as well as the Gazette of India, publication being undertaken by the Government servant at his own expenses in both cases. For the publication of the advertisement in the Gazette of India, Government servant should be directed to approach Publication Branch, Civil Lines, Delhi.

3. It is only after the formalities described in the foregoing paragraph have been complied with and satisfactory evidence of identify and execution of the document adduced by the Government servant that the adoption of the new name or change in the existing name should be recognised officially and entries in Government records so far as may be necessary being extended accordingly. The copies of the relevant documents should be retained by the Head of the Office concerned.

Deed of changing a Surname

By this deed the undersigned A. B. C. (new name) of etc. now lately called A. C. (old name) employed as (designation of the post held at the time by the Government servant concerned).

(Place where employed) do hereby

1. For and behalf myself and my wife and children and remoter issue wholly renounce, relinquish and abandon the use of my former surname of C. (only) and in place thereof do assume from the date thereof the surname of B. C. and so that I and my wife and Children and remoter issue may hereafter be called, known and distinguished not by my former surname of S. C. (only) but by assumed surname of B. C.

2. For the purpose of evidencing such my determination declare that I shall at all times hereafter in all records, deed and writings and in all proceedings dealings and transactions as well private as public and upon all occasions whatsoever use and sign the name of B and C. my surname in place of and substitution for my former surname of C (only).

3. Expressly authorise and request all persons at all times hereafter to designate and address me and my wife and children and remoter issue by such assumed surname of B. C. accordingly.

In witness whereof I have hereto subscribed my former and adopted names of A. C. and A.B.C and affixed my seal this day.

Signed sealed and delivered by the above A. C. name A. B. C. formerly A. C. in the presence of B.C.