

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments and Commissioners Ambala, Hisar, Rohtak & Gurgaon Divisions.
2. All Deputy Commissioners & Sub-Divisional Officers (Civil) in Haryana.
3. The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated Chandigarh, the 24th April, 1991.

**Subject :—Procedure for a change of name by Government Servants.**

Sir,

I am directed to invite your attention on the subject cited above and to enclose a copy of Memorandum No. 19016/1/87-Estt. (A), dated the 12th March, 1987, from the Government of India, Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training, together with its enclosure and to say that the procedure laid down therein should be followed for the change of names by Government servants.

2. The execution of deed about change of name referred to therein should be followed by publication in a prominent newspaper as well as in the Haryana Government Gazette and such

publication is to be undertaken by the Government servant at his own expense in both cases. For publication in the official gazette, Government servants intending to change their names should approach the Controller of Printing & Stationery, Haryana, who will arrange for necessary publication on payment.

3. The official recognition to change in name of a Government servant is to be given by the Government in the Administrative Department concerned after the formalities have been complied with. The change in name of a Government servant will be allowed only once during his service period.

4. This issues in supersession of all previous instructions on the subject.

Yours faithfully,

Sd/-

Under Secretary, General Administration,  
for Chief Secretary to Government, Haryana.

A copy is forwarded for information and necessary action to the :—

The Financial Commissioner, Revenue, Haryana and  
All other Financial Commissioners and  
All Administrative Secretaries, Haryana.

Sd/-

Under Secretary, General Administration,  
for Chief Secretary to Government, Haryana.

To

The Financial Commissioner, Revenue, Haryana and  
All other Financial Commissioners, and  
All Administrative Secretaries, Haryana.

U.O. No. 12/3/91-2GSI Dated, Chandigarh the 24th April, 1991.

No. 19016/1/87-Estt. (A)

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel & Training

New Delhi-I, dated the 12th March, 1987

#### OFFICE MEMORANDUM

Subject :—Change of name by Government employees—Procedure for.

The Ministry of Home Affairs O.M. No. 60/274-48/Estts., dated 3rd November, 1948 as amended vide O.M. No. 387/52-Estts., dated 24th March, 1952 lays down the procedure for a change of name by Government employees. The Government recently had the occasion to review these

instructions in the light of experience in certain cases. It was found that the instructions are incomplete in so far as they do not cover certain situations. It has, therefore, been decided to adopt the following procedure in supersession of all previous orders on the subject :—

**I All cases of addition/deletion or change in name/surname :**

- (i) A Government employee wishing to adopt a new name or to effect any modification in his/her existing name may do so, formally by a deed changing his/her name. The sample deed form is enclosed.
- (ii) The execution of the deed should be followed by publication of the change in a prominent local newspaper as well as in the Gazette of India at the Government employee's own expense.

**II. Addition/change in surname only, on account of marriage/remarriage of a female Government employee.**

The following requirements may be met for this purpose :

- (i) If the Government employee desires a change she should give a formal intimation to her appointing authority of her marriage and request for a change in her surname.
- (ii) Particulars of the husband may be given for making necessary entries in the Service Book.

**III. Deletion of surname or reversion to maiden name on divorce/separation or death of the husband of female Government employee.**

Change may be permitted if a female Govt. employee gives :

- (i) an intimation to the appointing authority regarding change in marital status; and
- (ii) a formal request for reversion to her maiden name.

Note :—There is no prescribed form for item II & III.

2. Ministry of Agriculture etc. are requested to bring these instructions to the notice of all administrative authorities under their control for information and compliance.

Sd/-  
(A. Jayaraman)  
Director (E)

To

All Ministries/Departments of the Government of India with usual number of spare copies.

No. 19016/1/87-Estt. (A)

Dated the 12th March, 1987.

Copy forwarded for information and necessary action to :—

1. Comptroller & Auditor General of India, New Delhi.
2. U. P. S. C., New Delhi.
3. Central Vigilance Commission, New Delhi.

4. Central Bureau of Investigation, New Delhi.
5. Commissioner for Linguistic Minorities, Allahabad.
6. All Union Territory Administrations.
7. All Zonal Councils.
8. Lok Sabha/Rajya Sabha Secretariat, New Delhi.
9. All attached and Subordinate offices of the Ministry of Personnel, Public Grievances and Pensions.
10. All Sections of the Ministry of Personnel, Public Grievances and Pensions and the Ministry of Home Affairs.

Sd/-  
(A. Jayaraman)  
Director (B)

#### DEED CHANGING NAME/SURNAME

BY THIS DEED I the undersigned.....  
(new name)

lately called.....employed as.....  
(former name)

.....  
(Designation of the post held at the time by the Govt. Servant) at.....  
.....(Please where employed in the Ministry/Department of the Government of India).

do hereby :-

1. Wholly renounce, relinquish and abandon the use of my former name of.....  
.....and in place thereof do assume from the date thereof the name of.....  
and so that I may hereafter be called, known and distinguished not by my former name of.....  
but by my assumed name of.....
2. For the purpose of evidencing such my determination declare that I shall at all times hereafter in all records, deeds and writings and in all proceedings, dealings and transactions private as well as public and upon all occasions whatsoever use and sign the name of.....  
as my name in place of and in substitution for my former name of.....
3. Expressly authorise and request all persons at all times hereafter to designate and address me by such assumed names of.....accordingly.

IN WITNESS WHEREOF I have hereunto subscribed my former and adopted name of.....and.....  
and affixed my seal this .....  
day of.....

Signed, and delivered by the above named.....