

**DEED FOR CENTRAL GOVERNMENT EMPLOYEES FOR CHANGING NAME OR SURNAME**

BY THIS DEED I the undersigned \_\_\_\_\_ (correct name) lately called \_\_\_\_\_ (Former Name) \_\_\_\_\_ employed as \_\_\_\_\_ (Designation of the Post held by) \_\_\_\_\_ at \_\_\_\_\_ (Department name with Ministry and full address of Govt. Office) \_\_\_\_\_ do here by :-

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 \_\_\_\_\_ and so that I may hereafter be called, known and distinguished not by my former name of \_\_\_\_\_ but my assumed name of \_\_\_\_\_.
2. For the purpose of evidencing such my determination, declare that I shall at all times hereafter in all records, deed and writing and in all proceedings, dealing 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 authorize and request all persons at all times hereafter to designate and address me by such assumed name of \_\_\_\_\_.
4. In witness whereof I have hereunto subscribed my former and adopted name of \_\_\_\_\_ and \_\_\_\_\_ affixed my seal this \_\_\_\_\_ day of \_\_\_\_\_

Old Signature \_\_\_\_\_

New Signature \_\_\_\_\_

Signed and delivered by the above named \_\_\_\_\_ formerly \_\_\_\_\_ in the presence of :-

**Witness No. – 1 (Gazetted Officer of the same Department/Ministry)**

Signature \_\_\_\_\_ Designation \_\_\_\_\_

Official Address (With Rubber Stamp) \_\_\_\_\_ (Gazetted Officer) \_\_\_\_\_

Mobile No. \_\_\_\_\_

**Witness No. – 2 (Gazetted Officer of the same Department/Ministry)**

Signature \_\_\_\_\_ Designation \_\_\_\_\_

Official Address (With Rubber Stamp) \_\_\_\_\_ (Gazetted Officer) \_\_\_\_\_

Mobile No. \_\_\_\_\_

Copy of O.M. No.-190016/1/87-Estt. Dated 12<sup>th</sup> March, 1987 from Department of Personnel and Training.

The Ministry of Home Affairs O.M. No.-60/274/48/Estt. dated 3<sup>rd</sup> November, 1948 as amended vide O.M. No.-87/52/Estt. Dated 24<sup>th</sup> March, 1952 lays down the procedure for 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 supersessions of all previous orders on the subject.

- I. All cases of addition/deletion or change in name/surname:-
  - i. A Govt. employees wishing to adopt a new name or to effect and 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 Govt. employee's own expense.
- II. Addition/Change in Surname only, on account of marriage, remarriage of a female Govt. employee.
  - i. If the Govt. 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 Govt. 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 items II and 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