GUIDELINES FOR CHANGE OF NAME AND GENDER IN PUBLIC NOTICE

Notice for Advertisement of Public Notice in the Gazette of India Part IV regarding change of name and gender
(N.B Only under this category and not in simple change of name category)

The following general documents are required for publication of advertisement on Gazette of India Part

IV:-(10 KEY POINTS)

1) One recent advertisement Only in Daily Local National Newspaper (**In Original**) - (Either in English newspaper or in Hindi Newspaper and matter should be in Hindi or English language only.)
2) An undertaking**. (In Original) (MODIFIED)**
3) Prescribed Performa for change of Public Notice -02 Original Copies typed fully-signed by old name of the applicant and full detail of two witnesses. **(In Original) (MODIFIED)**
4) One CD- Compact Disc
5) One CD —Certificate —Signed by the applicant by old name- declaring therein that the contents of hard copies and soft copy are similar.
6) Two-Recent passport size photographs- duly self-attested (cross signed) by the applicant.
7) One-Self attested photocopy of **PHOTO ID Proof for OLD Name and Gender and Address, either** — Date of Birth/Aadhaar card / Voter I card / Passport of the **Applicant**.
8) 01-Self attested photocopy of **ID Proof for Name and Address either** —Aadhaar card / Voter I card / Passport of **each Witness**.
9) GID photocopy/photocopies. (Till NALSA guidelines are implemented or law is passed in the Parliament as suggested by the Supreme Court).
10) Request Letter- Addressed to: The Controller of Publication, Department of Publication, Civil Lines, Delhi-110054, Behind Vidhan Sabha, Near Vidhan Sabha Metro Station.

    It is mandatory for the applicant to mention his/her the telephone number and e-mail.

N.B Self Attested Supporting Documents pertaining to previous name and gender, address, GID etc. should be attached for verification. (If person comes in personal in Department, he/she has to carry original documents with copy of self-attested documents, originals are returned back to applicant after verification).

The person attaining the age of 18 years and above who wishes to get his/her change of name and gender notified in the Gazette of India Part IV has to comply with the following formalities prior to notification of such advertisement.

1)One recent advertisement Only in Daily Local National Newspaper (In Original) - (Either in English newspaper or Hindi Newspaper and matter should be in Hindi or English language only). (i)It should give full details-old name and gender, father's name, full residential address, new name and gender. (ii)It should be from individual side and not from lawyer side. (iii)It should be advertised in Public Notice heading in the newspaper only. It should not be advertised in Change of Name heading. Its format in which way it is to be advertised is given in. **(New Modified Public Notice Format)**. (N.B. Weekly, Evening Daily, Fortnightly Newspaper etc. will not entertained).

2)An Undertaking. **(New Modified Undertaking Format).**

3)Two Original Copies of Change of Name for Public Notice **fully typed** on Computer on A4 Sheet – **Type your old name and signed by your old name only** of the applicant detail of two Witnesses.

4)One CD- Compact Disc- It should contain the Prescribed Performa for Public Notice for Change of name and sex in **MS word i.e. Portion above the witness**.

CD SHOULD CONTAIN THIS MATTER ONLY (MS WORD) (SEE ANNEXURE-III)

1 I (Old Name) S/o, D/o (Father's/Mother name) (As mentioned in ID) residing (Address as mentioned in the applicant ID's) do hereby undertake that I (old Name) want to change my name to (New Name) and gender (New Gender).

2 I (Old Name) henceforth be known as (New Name) S/o, D/o (Father's /Mother's Name).

3 The above statement made by me is true and correct to best of my knowledge and belief. If any legal issues arise in this regard at any stage, I will be personally responsible for the same and Department of Publication will not be liable for any consequences arising their form.

Type your old name (Instead of Signature)

N.B. CD should not contain: -
i) Scanned matter. (No .pdf, jpeg, jpg format) (only doc. docx).
ii) Signature.
iii) Witness Details.
iv) Application, Photographs, Affidavit details, ID Details.

5)One CD Certificate —Type this certificate on A4 sheet and Signed by the applicant by old name declaring therein that the content of hard copies and soft copy are similar and stating applicant will be responsible for any mismatch. Send this certificate along with the CD.

6)Two-Recent passport size photographs- duly self-attested (cross signed) by the applicant.

7)One Self attested photocopy of Photo ID Proof for Name and Address —Aadhar card / Voter I card/ Passport of the **Applicant.**

8)One Self attested photocopies of ID Proof for Name and Address — Aadhar card/ Voter I card / Passport of **each Witness.**

9)GID photocopies issued from CMO/Head of Department of the respective hospital where treatment had been done.

10)Request Letter- Addressed to: The Controller of Publication, Department of Publication, Civil Lines, Delhi-110054, Behind Old Vidhan Sabha, Near Vidhan Sabha Metro Station. It is mandatory for the applicant to mention the telephone number and e-mail.

11)The printing charges are as follows: -

The fees for the financial year 01/04/2016 to 31/03/2017 is Rs. 1400/- (It varies each financial year and varies from case to case). Kindly see the instruction on website before sending the requisite fee for Public Notice.

12) Mode of Payment- **The Advance payment is required before publishing the matter in Gazette of India** in **Part IV.** It has to be submitted thorough NTRP only (Non-Tax Receipt Portal i.e. **www.bharatkosh.gov.in from 01/10/2018 onwards** vide Department Order Cash/NTRP/2018-19 Dated 04/10/18 in pursuance of Principal Accounts Office, M/o Housing & Urban Affairs' O.M. No. G20018/Pr.Ao/UD/A/Cs/NTRP/2018-19/1489-1504 Dated 01-10-2018. The receipt copy has to be attached with the application when sent by the post/hand.

The payment then directly through NEFT/RTGS have been stopped from 18/03/2019, vide Order no. G20018/Pr. Ao/UD/A/Cs/Ntrp/2018-19/9394-96 dated 18/03/2019 in pursuance of Principal Accounts Office (Accounts), M/o Housing and Urban Affairs ,314-B, 3rd Floor, Nirman Bhawan, New Delhi., issued by the Deputy Controller of Accounts.

If applicant is coming in personal, he has to carry his original documents which will be returned to him/her after verifying the photocopies. If he/she is unable to come he/she may submit his/her application by speed-post/courier adding requisite fee thorough NTRP in departments CRT section which is latter scrutinized when it reaches the respective section. No other channel of submission is permissible viz. Lawyer, Agents, Touts, Friends, Relatives carrying authority letter etc. For the status enquiry approx. a month time period is required as heavy posts are received throughout India and then only the applicants and no other person will be intimated by call or objection letter sent by speed post or through e-mail for any shortcomings in course of time. Applicant is requested to mention correct and full correspondence address with pin code so that letter may reach to him/her in time, their mobile number or e-mail address so that shortcomings can be delivered to them in quick time. Department is not responsible if letter is undelivered or it returns back. The individual has to submit his/her shortcoming in documents/deficit fees/CD/ CD certificate etc. **within 06 (Six Months)** from the time he received the first e-mail, phone or objection letter from this Department. He/she has to mention his **File number** in his/her future correspondence to link up with the old file. In six months, the applicant has to send the deficit documents as mentioned in the objection letter /email/informed telephonically otherwise the case will be treated cancelled and whole new procedure with requisite fees is to be deposited for publishing the notification in the Gazette of India. After Six Months no future correspondence will be made by this Department. Department will not be responsible for any delay in printing his name in Gazette of India. Applicant has to apply fresh for his/her case, with all new documents and new fees existing at that time. **Once the documents submitted in this department it will not be returned to the applicant in any circumstances, neither original nor Xerox copy form.**

13)The Public Dealing hour for this purpose in this Department are from 10.00A.M to I.OOP.M and 2.00P.M to 4.00P.M. (Closed on Saturday, Sunday and on Gazetted holidays).

14) The applicant is requested to download his/her gazette as **hard copy** has been **stopped** by the Govt. order vide **gazette-issue no. 602, EXTY PART ii-3-(i), dated 30sept,2015**, be switched to **e-publishing w.e.f. 01st October, 2015**. Generally **soft copy of the gazette** can be **downloaded** from **this Department's web site** by the individual himself **www.egazette.gov.in www.deptpub.gov.in as mentioned below. (See Annexure X)**

(APPLICANT IS REQUESTED NOT TO SEND EXTRA FEE FOR HARD COPY OF GAZETTE AS IT HAS BEEN STOPPED AS MENTIONED ABOVE.)

STEP1: - SEARCH GAZETTE
STEP2: - SEARCH CATEGORY-**WEEKLY GAZETTE**
STEP3: - IN SELECT PART AND SECTION- **PARTIV**
STEP4: - IN 1ST CLALENDER (DATES OF **SATURDAY**) TO **IIND** CALENDER (DATES OF **SATURDAY**)
STEP5: - DOWNLOAD THE REQUISITE PDF FILE.
STEP6: -USE CONTOL KEY+F KEY TO FIND YOUR NAME (OLD/NEW)
STEP7: -DOWN LOAD THE WHOLE GAZETTE TO MAKE YOUR OWN COPY. THIS FURTHER NEEDS CERTIFICATION FROM THE DEPARTMENT.

15)Controller of Publication being the publisher of the Gazette of India, reserves the right to ask for other supporting documents and the right to reject any request found incomplete/vague/unlawful/misleading printing material for publication of the matter related to change of name.

16)Controller of Publication clearly states here that he bears no legal responsibility for accepting publication of Advertisement /Pubic Notices in this Part IV of the Gazette of India. Persons notifying the Advertisement /Public Notices will remain solely responsible for the legal consequences and also for any representation etc.

17)This department does not publish any matter related change/rectification/modification of date of birth of any person.

18) In case of any dispute to be dealt in the jurisdiction of **DELHI HIGH COURT** ONLY.

NOTE: - MATTER IN AFFIDAVIT, NEWSPAPER, PUBLIC NOTICE FORMAT AND IN CD SHOULD BE SAME OTHER WISE IT IS SUBJECTED TO REJECTION.
FOR MORE INFORMATION KINDLY SEE OUR WEBSITE: - www.deptpub.nic.in DEPARTMENT IS NOT RESPONSIBLE FOR ANY FRAUD OR FOR ANY PAYMENT IF APPLICANT HAS MADE ON ANY OTHER LINK OR WEBSITE.

Controller of Publications

Undertaking

1. I.....(old name) Son* of / D/o* / Transgender* of .....Mother/Father/Legal Guardian) * assigned as Male*/Female*/Transgender* at the time of birth residing at..... hereby undertake that I ..... want to change my name to..... and gender as .....

2. I .....(old name) henceforth be known as .....S/o*/D/o*/transgender* of .....

3. The above statement made by me is true & correct to the best of my knowledge and belief. If any legal issue arises in this regard at any stage, I will be personally responsible for the same and, the Department of Publication will not be liable for any consequences arising therefrom.

Old Name

(*Strike out whichever is not applicable)

Witness No. 1

Signature _____ Full Name _____

Address _____

Mobile / Phone No. _____

Witness No. 2

Signature _____ Full Name _____

Address _____

Mobile / Phone No. _____

SELF DECLARATION FOR CHANGE OF NAME/GENDER

PUBLIC NOTICE

1. I.....(old name) Son of / D/o ..... residing at .....hereby undertake that I ..... want to change my name to.....and gender as.....

2. I.....(old name) henceforth be known as..... S/o /D/o.....

3. The above statement made by me is true & correct to the best of my knowledge and belief. If any legal issue arises in this regard at any stage, I will be personally responsible for the same and, the Department of Publication will not be liable for any consequences arising therefrom.

Old Name

Witness No. 1

Signature _____ Full Name _____

Address _____

Mobile / Phone No. _____

Witness No. 2

Signature _____ Full Name _____

Address _____

Mobile / Phone No. _____

DECLARATION/ UNDERTAKING REGARDING THE GENUINENESS OF DOCUMENTS AND PARTICULARS FURNISHED WITH THE APPLICATION FOR PUBLICATION IN THE GAZETTE OF INDIA

I,..... .....S/o,W/o, D/o..... .....

R/o .....

Marital status ..... declare that:

1. The information and documents furnished by me in connection with my application for publication in the **Gazette of India** are genuine, true, complete and correct. I understand that furnishing any false, forged, fabricated, invalid or incorrect document or information may result in withholding or cancellation of the proposed/earlier Gazette publication and may also attract legal action under the applicable rules. I will be solely responsible for the genuineness, validity and correctness of the documents and particulars furnished by me.

2. If any document or particulars furnished by me to the Department at any stage are found to be false, forged, invalid, incorrect, or otherwise not in order, the processing or publication of my request may be withheld or cancelled, and the Department of Publication shall be at liberty to refer the matter for appropriate legal action against me.

3. I hereby give my consent for the verification of the documents submitted and the particulars furnished by me from the concerned/respective issuing authority or any other competent authority, as may be deemed necessary by the Department of Publication.

4. I further agree that my case may be withheld until receipt of the verification report from the concerned/respective issuing authority and may be forwarded for publication in the Gazette of India only after receipt of the verification reports from the concerned verifying authorities.

Signature:-
Name:-

Fathers/Spouse Name:-

Present Address:-

Mobile No:-
Email id:-

Disclaimer:

Documents submitted in connection with Gazette Notification for change of religion shall be referred to the concerned issuing authority for verification and confirmation of their genuineness and authenticity.

In other cases, where any document submitted appears to be doubtful or raises any suspicion regarding its genuineness, authenticity, or validity, the same may also be referred to the concerned issuing authority for verification, as deemed appropriate.

Further action in such cases shall be taken only upon receipt of the requisite verification report from the concerned issuing authority by this Department.

राजपत्र अधिसूचना के माध्यम से धर्म परिवर्तन के संबंध में प्रस्तुत किए गए दस्तावेजों को उनकी प्रामाणिकता एवं सत्यता की पुष्टि हेतु संबंधित निर्गम प्राधिकारी को सत्यापन के लिए भेजा जाएगा।

अन्य मामलों में, यदि प्रस्तुत किया गया कोई दस्तावेज संदिग्ध प्रतीत होता है अथवा उसकी प्रामाणिकता, सत्यता या वैधता के संबंध में कोई संदेह उत्पन्न होता है, तो ऐसे दस्तावेज को भी, यथोचित समझे जाने पर, संबंधित निर्गम प्राधिकारी को सत्यापन हेतु भेजा जा सकता है।

ऐसे मामलों में आगे की कार्रवाई संबंधित निर्गम प्राधिकारी से अपेक्षित सत्यापन रिपोर्ट इस विभाग में प्राप्त होने के उपरांत ही की जाएगी।

14-10-26

Assistant Controller(Admin.)
Department of Publication
Ministry of Information and Broadcasting
Civil Lines, Delhi-110054