

C\$N/200030/2024

RTI REQUEST DETAILS

Registration No. :	DOPUB/R/T/25/00002	Date of Receipt :	07/01/2025
Transferred From :	Directorate of Printing on 07/01/2025 With Reference Number : DOFPR/R/E/25/00001		
Remarks :	pertain to the Department of Publication		
Type of Receipt :	Electronically Transferred from Other Public Authority	Language of Request :	English
Name :	ASIF ISMAIL SOLANKI	Gender :	Male
Address :	WARD NO 20, YADGAR COLONY, FATEHPUR, SIKAR, RAJAST, FATEHPUR, Pin:332301		
State :	Rajasthan	Country :	India
Phone No. :	+91-8104016786	Mobile No. :	+91-8104016786
Email :	asifismailsolanki@gmail.com		
Status(Rural/Urban) :	Urban	Education Status :	Above Graduate
Letter No. :	Details not provided	Letter Date :	Details not provided
Is Requester Below Poverty Line ? :	No	Citizenship Status :	Indian
Amount Paid :	0 (RTI fee is received by Directorate of Printing (original recipient))	Mode of Payment :	Payment Gateway
Does it concern the life or Liberty of a Person ? :	No(Normal)	Request Pertains to :	
Information Sought :	Request for Information under RTI Act, 2005		
Original RTI Text :	Request for Information under RTI Act, 2005		
<div>PrintSaveClose</div>			

To,

The Public Information Officer,
Directorate of Printing,
Department of Publication,
Ministry of Housing and Urban Affairs,
Government of India,
Civil Lines, Delhi – 110054.

Subject: Request for Information under RTI Act, 2005 – Regarding Name Change Publication in Gazette of India after Marriage.

Respected Sir/Madam,

I am writing to request information under the RTI Act, 2005 regarding the procedure for publishing a name change in the Gazette of India after marriage. I had previously submitted an RTI application (RTI Number: DOPUB/R/E/24/00051), and I deeply appreciate the detailed and satisfactory response provided by your department. However, I seek further clarification on the matter as my wife has changed her surname and address after our marriage, but the surname change was not published in the Gazette of India due to a lack of information.

The situation is as follows:

Marriage Date: 2nd November 2019.

Before Marriage: My wife's name was **Shaikh Sajida Banu Mohammed Aslam**, where **Shaikh** is her surname, **Sajida** is her first name, and **Banu** is her middle name. Her father's name is **Mohammed Aslam**, and her previous address was **3/1456, Vivek Apartment, Salabatpura, Surat, Gujarat – 395002**.

After Marriage: Her name/surname was changed to **Sajida Solanki**, and her address was updated to **Ward No. 20, Yadgar Colony, Fatehpur, Sikar, Rajasthan – 332301**. Shortly after our marriage, I travelled to **Italy for further studies** and returned to India in **May 2023**. During this period, my wife initiated the process of updating her name in personal documents.

Due to the **Covid-19 pandemic and the closure of government departments**, she was unable to publish her name change in the Gazette immediately after marriage. However, she updated her name and address in documents such as her **Aadhar card, PAN card, Voter ID, and bank accounts** with the help of **affidavits and newspaper publications**.

The issue now arises as she intends to **pursue further education**, but her academic records reflect her old name. The university has requested a **Gazette notification** as a mandatory requirement to update her name in educational documents.

In light of the above, I request the following information under the RTI Act, 2005:

1. The detailed procedure for publishing a name/surname change in the Gazette of India after marriage.
2. A list of required documents for publishing a name/surname change in the Gazette for individuals who change their name after marriage.
3. The official fee/cost associated with publishing a name change in the Gazette of India.
4. The estimated time frame for completing the name change process through the Gazette of India.
5. The official online or offline process to apply for name change publication directly without involving agents to avoid fraudulent practices.

I request you to kindly provide the requested information at the earliest to facilitate the necessary steps for my wife's educational and professional requirements.

Applicant Details:

Name: Asif Solanki

Address: Ward No. 20, Yadgar Colony, Fatehpur, Sikar, Rajasthan – 332301.

Contact Number: 8104016786/8058883786

Email ID: asifismailsolanki@gmail.com

Yours sincerely,

Asif Solanki

Date: [01/01/2025]



भारत सरकार/Govt. of India
प्रकाशन विभाग/Department of Publication
सिविल लाईन्स, दिल्ली/Civil Lines, Delhi-110054
Website: www.deptpub.nic.in
Email: acop-dep@nic.in (&) acobdep2017@gmail.com
TEL.: 2381 7823 / 9689 / 3761 / 3762 / 3764 / 3765.
Fax: 2381 7846.

File No. O&M/20030/2024

Dated: 03/02/2025

To
Asif Ismail Solanki
Ward no. 20, Yadgar colony, Fatehpur,
Sikar, Rajasthan
Fatehpur-332301.

Sub:- Information under the Right to Information Act, 2005.

Sir,

With reference to your RTI request with registration no. DOPUB/R/E/24/00002, it is informed that the pointwise reply of the information sought by you is as under:-

1. The Procedure for publishing a name/surname change in the Gazette of India after marriage is same as that without marriages in normal cases. (Guidelines attached).
2. List of required documents is available in Guidelines.
3. Requisite Fee to be paid is also available in Guidelines.
4. After receipt of an applicant's documents correct in all respects, it is generally takes 40 to 45 days for his/her notification to be published in the Gazette of India.
5. A citizen of India can get his name changed from Gazette of India by either visiting Department of Publication physically or sending the requisite documents by post.

In case you are not satisfied with the reply furnished as above, you may file first appeal before the First Appellate Authority of this office i.e. Shri. Sanjay Singh, Controller of Publication, Civil Lines, Delhi-110054; details are also available in RTI portal, within 30 days of receipt of this reply.

Enc: As above.

Disposed of on 03/02/25

Yours faithfully,

(Lucy Jyoti Beck)
Central Public Information Officer

MAJOR 1

GUIDELINES FOR CHANGE OF NAME FOR ADULT (MAJOR)

Notice for advertisement by individual in the Gazette of India Part-IV regarding
Change of Name, addition or deletion of surname etc.

The following documents are required for publication of advertisement in the Gazette of India Part IV.

- (i) An Undertaking duly signed by the applicant
- (ii) Original Newspaper
- (iii) Prescribed proforma in duplicate duly typed with signature of applicant and two witnesses.
- (iv) C.D. containing the print matter without witness portion in MS Word and type old name in place of signature.
- (v) Two self attested passport size photographs and photocopy of ID proof (self attested).
- (vi) A certificate duly signed by the applicant declaring therein that the contents of hard copy and soft copy are similar.
- (vii) Request letter along with the requisite fee.

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

1. Change of name should be advertised in one of the daily local leading newspaper stating therein Father's / Husband's name along with residential address and forward it in original to this Department.
2. An Undertaking duly signed by the applicant showing therein his/her old and new name along with full details of father's / husband's name with residential address declaring that the facts stated therein are true & correct to the best of his/her knowledge and belief. In case of individuals working with Central Government, they may submit Deed for change of name in accordance with the Ministry of Home Affairs O. M. No. 190016 / 1 / 87-Estt. dated 12/03/1987. Specimen deed is attached. In case of Indians living abroad, he / she will submit deed duly attested by the respective Indian Embassy / Indian High Commission, in original to this Department.
3. Printing matter as prescribed in the attached specimen duly complete in all respects by typing the same on a separate plain paper and signed by the individual in his / her old name, with two witnesses in duplicate should be submitted along with Soft Copy (CD MS Word). The Proforma must be computer typed.
4. The applicant is required to submit two self attested passport size photographs along with application with all the requisite documents containing two passport size photographs and copy of photo ID proof, both duly self attested.

M 450 R 2

5. The printing charges for publication of change of name is Rs. 1100/- only w.e.f.

01.04.2016 to 31.03.2017. The amount will have to be submitted through NTRP (Non Tax Receipt Portal) i.e. www.bharatkosh.gov.in from 01/10/2018 onwards vide Department Order No.Cash/NTRP/2018-19 Dated 04/10/18 in pursuance of Principal Accounts Office, M/o Housing & Urban Affairs' O.M. No.G-20018/Pr.Ao/UD/A/Cs/NTRP/2018-19/1489-1504 Dated 01-10-2018.

For Indian living abroad is Rs.3500/- only w.e.f. 01.4.2016 to 31.3.2017. The applicant is requested to download his/her gazette from the website www.egazette.nic.in in the following manner as the physical printing and sale of hard copies of the Gazette by the Government has been ceased completely from 01.10.2015 vide Gazette of India Issue no. 602, Extra Ordinary Part II Section 3 Sub Section (i) dated 30.9.2015, be switched to e-publishing w.e.f 01st October, 2015.

STEPS:- TO SEARCH GAZETTE

STEP1:- SEARCH GAZETTE

STEP2:- SEARCH CATEGORY-WEEKLY GAZETTE

STEP3:-IN SELECT PART AND SECTION- PARTIV

STEP4:- IN IST CALENDER (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 NO CERTIFICATION FROM THE DEPARTMENT

N.B. : The Publication Department will not be responsible for any tampering in the downloaded copies of e-publishing Gazette from the website

6. All the aforesaid documents, printing charges together with forwarding letter and Photo ID Proof addressed to The Controller of Publications, Department of Publication, Civil Lines, Delhi-110054 should either be submitted personally or be sent by post to this Department. The documents must not be older than one year.
7. The documents once submitted in this Department will not be returned in any circumstances, neither original nor Xerox copy.
8. The public dealing hour for this purpose in this Department are 10.00 AM to 1.00 PM and 2.00 PM to 4.00 PM on all working days.

P.T.O

Major 3

9 [A] If the individual applies to adopt the name/ surname of any other religion without changing his/ her existing religion than he/ she must submit An Undertaking duly signed by the applicant showing therein his/ her full particulars with residential address stating therein that old and new name along with full details of father's/ husband's name with residential address declaring that "He/She confirms that he/she is not changing his/her religion" The cost of such type of advertisement will be Rs.1100/+Rs. 250/-=Rs.1350/- [Till Date.]

[B] In case, the individual applies change of religion, he/ she must declare the Same in the leading newspaper as well as in the UNDERTAKING.

10 Every application should be supported by self attested Photo ID proof of the applicant. Application either submitted personally or sent by Post/ Courier only will be entertained. No other channel is permissible viz Agents, Advocates, etc.

11. A certificate duly signed by applicant declaring therein that the contents of hard copy and soft copy are similar with the undertaking that the applicant will be responsible for any mismatch or loss in transit.

12. After the application is received completed in all respect, the request will be sent for notification to the respective Government of India Press.

13. This department will not be responsible for any delay in printing on the part of concerned Press.

14. The Controller of Publications, being the publisher of the Gazette Of India, reserves the right to reject any request found incomplete /vague/unlawful/misleading printing material for publication of the matter.

Controller of Publications.

P.T. O

A

~~CONFIDENTIAL~~

SPECIMEN FOR CHANGE OF NAME FOR MAJOR

I hitherto known as (OLD NAME) Son/ Daughter/Wife of
(Father/Husband's Name) employed as (Post of the Applicant) in the
(Office /Company's Name) residing at (residential address) have
changed my name and shall hereafter be known as (New Name).

It is certified that I have complied with other legal requirements in
this connection.

(Type here your Old Name)
Signature (in existing Old Name)

Witness No.1:-

Full Name _____ Signature _____

Address _____

Mobile /Phone No. _____

Witness No.2:-

Full Name _____ Signature _____

Address _____

Mobile /Phone No. _____

P.T.O

CHANGE OF NAME FOR MAJOR

I hitherto known as (OLD NAME) Son/ Daughter/Wife of
(Father/Husband's Name) employed as (Post of the Applicant) in
the (Office /Company's Name) residing at (residential address)
have changed my name and shall hereafter be known as (New
Name).

It is certified that I have complied with other legal requirements in
this connection.

(Type here your Old Name)
Signature (in existing Old Name)

Witness No.1:-

Full Name _____ Signature _____

Address _____

Mobile /Phone No. _____

Witness No.2:-

Full Name _____ Signature _____

Address _____

Mobile /Phone No. _____

I hitherto known as Ayush s/o Sunil Bhatnagar
employed as Senior Engineer in HCL
company, Sector-60, Noida residing at 17,
ashok vatika, lajpat nagar, delhi have change
my name and shall hereafter be known as
Ayush Bhatnagar.

It is certified that I have complied with other
legal requirements in this connection.

(Type here your Old Name)
Signature (in existing Old Name)

Witness 1

Name Ashok Sharma Signature.....

Address 171, Sector -14, Sonipat, Haryana,

Mob.7777777771

Witness 2

Name Rajesh Sharma Signature.....

Address 171, Sector -14, Sonipat, Haryana,

Mob.8888888881

I hitherto known as Ayush s/o Sunil Bhatnagar
employed as Senior Engineer in HCL
company, Sector-60, Noida residing at 17,
ashok vatika, lajpat nagar, delhi have change
my name and shall hereafter be known as
Ayush Bhatnagar.

It is certified that I have complied with other
legal requirements in this connection.

(Type here your Old Name)
Signature (in existing Old Name)

Witness 1

Name Ashok Sharma Signature.....

Address 171, Sector -14, Sonipat, Haryana,

Mob.7777777771

Witness 2

Name Rajesh Sharma Signature.....

Address 171, Sector -14, Sonipat, Haryana,

Mob.8888888881

(i) Specimen should not be hand written.

(ii) Type old Name and Sign Format by old Name Only.

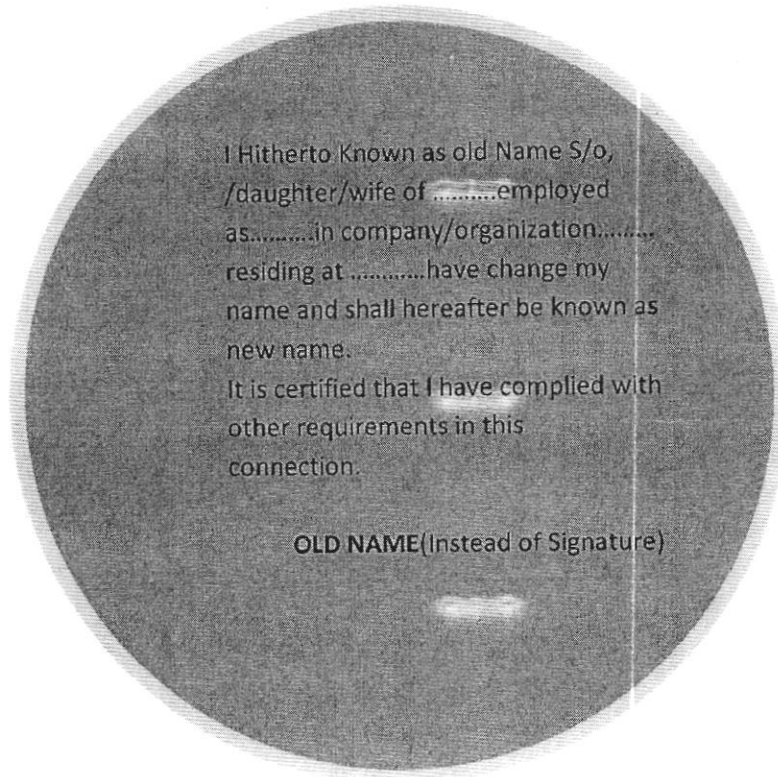
(iii) New name must be One Only.

(iv) New Name should not contain S/o, W/o ex. Ramesh S/o Rambir, Perna W/o Rajat etc.
Give your fullname.

(v) Don't mention Age in above format.

CD MATTER

COMPACT DISC-ONLY BELOW MATTER SHOULD BE **TYPED** IN **MS Word** and be put in CD with old name only.



CD should not contain :-

- i) **No** scanned matter.(No .pdf,jpeg, jpg etc.)(Only in doc/docx format only).
- ii) **No** Signature
- iii) **No** Witness Details
- iv) **No** Application, No Photographs, No Affidavit Details, No ID Details etc.

Advertisement Section
Department of Publication

फ़ाईल - : Advt/RTI/ /2024-25

दिनांक: 31/01/2025


विषय : - प्रार्थी के भारत के राजपत्र में अधिसूचना हेतु के संदर्भ में।

Ref:- ओ एंड एम/20030/2024 दिनांक 09/10/2024 (Asif Ismail Solanki)

उपरोक्त पत्र के संदर्भ में मांगी गई सूचना इस प्रकार है :-

Pointwise replies to the applicant's queries are furnished below:-

1. The procedure for publishing a name/ surname change in the Gazette of India after marriage is same as that without marriage as in normal cases. (guidelines attached)
2. List of required documents is available in Guidelines.
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(Surendra Sah)
Superintendent

To,

O&M Section

09
Jan 2025

MOST URGENT
RTI MATTER

संगठन एवं पद्धति अनुभाग

मिसिल संख्या : ओ एंड एम / 20030 /2024

दिनांक : 09/01/2025

Adv-1 अनुभाग कृपया श्री/श्रीमती Asif Ismail Solanki द्वारा मांगी गई जानकारी प्रदान करें। यह जानकारी इस अनुभाग में दिनांक 16/01/2025 तक पहुँच जानी चाहिए ताकि सीपीआईओ द्वारा आरटीआई आवेदक को आवश्यक जानकारी समय पर भेजी जा सके। आरटीआई आवेदन की एक प्रति संलग्न है।

Y. Ram
09/1/25

स० लो० सू० अ०
के. लो. सू. अ.

09/1/25
रजनी - 4
9-1-25