



PRINT PAGE

ACTION HISTORY OF RTI FIRST APPEAL No.DOPUB/A/E/25/00048

Applicant Name (आवेदक का नाम)

MULA RAM

Text of Appeal (अपील का पाठ)

सेवा में, श्रीमती मुक्ता नरूला वित्त अधिकारी एवं प्रथम अपीलीय प्राधिकारी प्रकाशन विभाग (Department of Publication) सिविल लाइंस, दिल्ली – 110054 — विषय: सचना का अधिकार अधिनियम, 2005 के अंतर्गत दायर आवेदन संख्या DOPUB/R/E/25/00572 के उत्तर से असंतोष प्रकट करते हुए प्रथम अपील। — मान्यवर, मैं, Mula Ram, पुत्र Lala Ram, वर्तमान में Nursing Officer, AIIMS Rishikesh (उत्तराखण्ड – 249203) के पद पर कार्यरत हूँ। मैंने दिनांक 15/09/2025 को सचना का अधिकार अधिनियम, 2005 के अंतर्गत आवेदन संख्या I have gone through the RTI application, information provided by the CPIO and the appeal filed by the appellant. The appellant is informed that information provided by CPIO vide letter no O&M/20116/2025 dated 13/10/2025 is in order. Guidelines are attached herewith. The appeal is accordingly disposed of.

Reply of Appeal (अपील का उत्तर)

Sr No. (क्रम सं)	Action Taken (कार्रवाई की गई)	Date of Action (कार्रवाई की तारीख)	Action Taken By (कार्रवाई द्वारा)	Remarks (टिप्पणी)
1	FIRST APPEAL RECEIVED	13/10/2025		
2	APPEAL FORWARDED TO CONCERNED FIRST APPELLATE AUTHORITY	14/10/2025	Nodal Officer	Online
3	APPEAL FORWARDED TO CONCERNED FIRST APPELLATE AUTHORITY	14/10/2025	Nodal Officer	Online
4	APPEAL DISPOSED OF	12/11/2025	FAA - Sanjay Singh	

View Reply Document
(उत्तर दस्तावेज़ देखें)

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 the hard copy and the soft copy are similar.
- (vii) Request letter along with requisite fee.

A person attaining the age of 18 years 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 newspapers 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 and correct to the best of his/her knowledge and belief. In case of individuals working with Central government, they may submit a Deed for change of name in accordance with Ministry of Home affairs O.M. 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.
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 and Urban Affairs O.M. No. G-20018/Pr.Ao/UD/A/Cs/NTRP/2018-19/1489-15804 dated 01/10/2018.

For Indians living abroad it is Rs 3500/- only w.e.f. 01/04/2016 to 31/03/2017. The applicant is requested to download his/her gazette from the website www.egazette.gov.in. in the following manner as the physical printing and sale of hard copies of the Gazette by the government has been ceased completely 01/10/2015 vide Gazette of India Issue no. 602, extra-Ordinary Part II section 3 Sub Section (i) dated 30/09/2015, be switched to e-publishing w.e.f. 01st October, 2015.

STEPS TO SEARCH GAZETTE

STEP 1- SEARCH GAZETTE

STEP-2- SEARCH CATEGORY-WEEKLY GAZETTE

STEP-3 IN SELECT PART AND SECTION-PART IV

STEP-4- IN 1ST CALENDAR (DATES OF SATURDAY) TO 2ND CALENDAR (DATES OF SATURDAY)

STEP-5- DOWNLOAD THE REQUISITE PDF FILE.

STEP-6-USE CONTROL KEY+F KEY TO FIND YOUR NAME (OLD /NEW).

STEP-7- 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 is 10:00AM to 01:00 PM and 02:00PM to 4:00PM on all working days.
9. [A] If an individual applies to adopt the name/ surname of any other religion without changing his/her existing religion then, 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/- = 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 applicants. 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.

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 _____

Witness No:- 2

Full Name _____ Signature _____
Address _____
Mobile _____

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

The Ministry of Home Affairs O.M. No.-60/274/48/Estt. dated 3rd November, 1948 as amended vide O.M. No.-87/52/Estt. Dated 24th 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 from 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

(II) Link 2 – Adopting different surname

If an applicant wants to use a surname which is different from his/her father's or mother's surname, or if an applicant does not have a surname and wishes to add a surname, then he/she has to submit an affidavit attended by First Class Magistrate of concerned area.

**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 therof 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. _____

REQUEST LETTER FORMAT

(TYPE IT ON A4 SHEET)

To

The Controller of Publication
Department of Publication, Civil Lines,
Behind Old Vidhan Sabha
Behind Vidhan Sabha Metro Station, Delhi – 110054

SUBJECT : REQUEST FOR CHANGE OF NAME MAJOR/MINOR/PUBLIC NOTICE/CHANGE OF RELIGION ETC.

Sir,

I wish to change name/father's name/mother's name/my religion/minor son's/daughter's from (Old name/wrong name _____) to (New name/real name _____).

Kindly notify the same in Gazette of India (Weekly – Part IV)
I have completed all the requisite formalities in this respect.

Thanking you.

Yours faithfully,

Signature of Applicant _____

Name of Applicant _____

Full correspondence address of Applicant with Pin Code

Mobile No. of applicant _____

Email ID of applicant _____

DETAILS WHERE ADDITIONAL CHARGES ARE APPLICABLE

- (I) For alias - Rs. 250/- more (for each alias)
- (ii) For D/o and W/o – Rs. 250/- more.
- (iii) For present and permanent address – Rs. 250/- more
- (iv) For mentioning –

“ I have changed my name and not my religion.”

Or

“ I have changed my religion and not my name.”- Rs. 250/- more

- (v) Remarriage after divorce and change of name of Applicant – Rs. 1100/- more.
- (vi) Remarriage after death of husband/wife and change of name of Applicant. – Rs. 1100/- more.
- (vii) Remarriage after death/divorce of husband/wife and change of name Applicant along with minor child – Rs. 1700/- more (for minor) + Rs. 1100/- (for change of name of Major) = Total Rs. 2800/- more.

CD CERTIFICATE

This is to certified that: -

I _____ (old Name) Son/daughter/wife of _____

Address _____ declare :-

1. That the matter in the CD and the hard copy is same and I am responsible for any mismatch.
2. That I am responsible for quality of CD
3. That the CD is in MS Word format.
4. That the above statement is true and correct.

Signature of Applicant

(Type this certificate on A4 sheet and sign it with old name at bottom and send it with the CD.)

Advertisement Section I
Department of Publication

फाईल - : Advt/RTI Appeal/952/2025-26

दिनांक : 10/11/2025

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

Ref:- ओ एंड एम/ 20353/2025 दिनांक 14/10/2025 (Mula Ram)

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

अपीलकर्ता द्वारा मांगे गए दिशानिर्देश इस अपील के साथ संलग्न है।

b/o
अधीक्षक (विज्ञापन 1)

To,

O&M section

MOST URGENT
RTI MATTER

Organization and Methods Section

Appeal

O&M 20353 /2025

Date: 14/10 /2025

The Adv-1 Section is hereby requested to furnish the information sought by Mr./Ms. Mula Ram.

The requisite information should be submitted to this Section by 25/10 /2025, to enable the Central Public Information Officer (CPIO) to provide the necessary response to the RTI applicant within the prescribed time frame. A copy of the RTI application is enclosed herewith for reference.

Ans

*OK for ADPDT
JDM 14/10/2025*

AC (Admn)

RTI APPEAL DETAILS

RTI Appeal Registration No. :	DOPUB/A/E/25/00048	RTI Appeal Received Date :	13/10/2025
RTI Request Registration No. :	DOPUB/R/E/25/00572	RTI Request Registration Date :	15/09/2025
Name : MULA RAM		Gender : Male	
Address : Aiims Rishikesh			
Pin Code : 249202			
State : Uttarakhand		Country : India	
Phone : +91-9351380752		Mobile No : +91-9351490752	
Email : mularamparihar1508@gmail.com			
Status : Rural	Educational Status :		
Citizenship : Indian	Is Appellant below poverty line ? : No		
CPIO of Public Authority Approached : 26832	CPIO's Order/Decision Date : Details not provided		
CPIO's Order/Decision No. :	Details not provided		
Ground For Appeal : Any Other ground	<p>सेवा में, श्रीमती मुक्ता नरूला वित्त अधिकारी एवं प्रथम अपीलीय प्राधिकारी प्रकाशन विभाग (Department of Publication) सिविल लाइंस, दिल्ली – 110054 — विषय: सूचना का अधिकार अधिनियम, 2005 के अंतर्गत दायर आवेदन संख्या DOPUB/R/E/25/00572 के उत्तर से असंतोष प्रकट करते हुए प्रथम अपील। मान्यवर, मैं, Mula Ram, पुत्र Lala Ram, वर्तमान मैं Nursing Officer, AIIMS Rishikesh (उत्तराखण्ड – 249203) के पद पर कार्यरत हूँ। मैंने दिनांक 15/09/2025 को सूचना का अधिकार अधिनियम, 2005 के अंतर्गत आवेदन संख्या DOPUB/R/E/25/00572 के माध्यम से नाम परिवर्तन (Name and Surname Change) की प्रक्रिया से संबंधित जानकारी माँगी थी। दिनांक 13/10/2025 को आपके कार्यालय से प्राप्त उत्तर में मुझे केवल विभाग की वेबसाइट पर जाने की सलाह दी गई है। किन्तु उस वेबसाइट पर न तो स्पष्ट प्रक्रिया (step-by-step), न ही आवश्यक फॉर्मट्स (Deed/Affidavit), शुल्क विवरण, अथवा केंद्रीय सरकारी कर्मचारियों (Central Govt. Employees) के लिए विशेष दिशा-निर्देश दिए गए हैं।</p> <p>अतः मैं निम्न कारणों से उक्त उत्तर से असंतुष्ट हूँ: 1. मैं एक केंद्रीय सरकारी कर्मचारी (Nursing Officer, AIIMS Rishikesh) हूँ और मुझे अपने सेवा अभिलेखों में नाम एवं सरनेम दोनों बदलने हैं। 2. मेरे पिता के नाम (Lala Ram) में कोई सरनेम नहीं है, जिससे संबंधित Affidavit के प्रारूप एवं संलग्न दस्तावेजों के बारे में स्पष्ट दिशा-निर्देश नहीं मिले।</p> <p>अतः, मैं आपसे विनम्र अनुरोध करता हूँ कि: मेरे उपर्युक्त RTI आवेदन पर पुनः विचार कर निम्न बिंदुओं की विस्तृत जानकारी लिखित रूप में उपलब्ध कराई जाए – 1. केंद्र सरकार के कर्मचारियों के लिए नाम एवं उपनाम (Name & Surname) बदलने की पृष्ठ एवं वैधानिक प्रक्रिया। 2. Affidavit / Deed का मान्य प्रारूप (Format) और इस कहाँ जमा करना है। 3. Gazette में प्रकाशन हेतु आवेदन प्रक्रिया, शुल्क, और CD/प्रमाण की आवश्यकताएँ। 4. पिता के नाम में सरनेम न होने की स्थिति में कौन-कौन से अतिरिक्त दस्तावेज संलग्न करने होंगे।</p> <p>मैं यह अपील RTI Act की धारा 19(1) के अंतर्गत प्रस्तुत कर रहा हूँ और अनुरोध करता हूँ कि मुझे उपर्युक्त बिंदुओं पर स्पष्ट एवं विस्तृत लिखित सूचना प्रदान की जाए।</p> <p>सादर, Mula Ram Nursing Officer, AIIMS Rishikesh</p>		



B/10

Govt. of India
प्रकाशनविभाग/Department of Publication
सिविललाईन्स, 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/20116/2025

Dated: 13/10/2025

To
AIIMS Rishikesh, Uttarakhand- 249202

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

Sir,

With reference to your RTI request with registration no. DOPUB/R/E/25/00572, it is informed that the reply of the information sought by you is that the information regarding name change is available on the Department's website www.deptpub.gov.in. The procedure and required formats are also provided there. If the applicant is a Central Government employee and wishes to mention this in the name change format, he must submit a **Deed** (the format is available on the website). However, if he does not mention it in the prescribed name change format, he may submit an Affidavit along with other necessary documents such as the **newspaper publication, CD, and prescribed format etc**

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. Mukta Narula, Financial Officer, Civil Lines, Delhi-110054; details are also available in RTI portal, within 30 days of receipt of this reply.

Yours faithfully,

(Lucy Jyoti Beck)
Central Public Information Officer

Advertisement Section
Department of Publication, Civil lines, Delhi – 54

फाईल - : Advt/RTI/680/2025-26

दिनांक: 10/10/2025

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

Ref:- ओ एंड एम/20116/2025 दिनांक 22/09/2025 ()

उपरोक्त RTI आवेदन के संदर्भ में मांगी सूचना इस प्रकार है:-

नाम परिवर्तन से संबंधित जानकारी एवं दिशानिर्देश इस विभाग की वैबसाइट www.deptpub.gov.in पर उपलब्ध है। दिशानिर्देशों में वांछित दस्तावेज़ प्रारूप (format) सहित उपलब्ध है। यदि प्रार्थी एक केंद्रीय कर्मचारी है तथा वह इस जानकारी का उल्लेख अपने नाम परिवर्तन के प्रारूप में करना चाहता है तो उसे अन्य दस्तावेजों के साथ एक DEED (प्रारूप इस विभाग की वैबसाइट पर उपलब्ध है) भी संलग्न करने की आवश्यकता है। यदि वह इसका उल्लेख नाम परिवर्तन के प्रारूप में नहीं करता है तो वह अन्य आवश्यक दस्तावेजों जैसे समाचार पत्र में विज्ञापन, फॉर्मेट और सीडी आदि के साथ एक हलफनामा जमा करा सकता है।



(Surendra Sah)
Superintendent

To,
O&M section

MOST URGENT
RTI MATTER

Organization and Methods Section

O&M / 20116 /2025

Date: 22/9 /2025

The AnsT Section is hereby requested to furnish the information sought by Mr./Ms. _____ (name not provided). The requisite information should be submitted to this Section by 29/9 /2025, to enable the Central Public Information Officer (CPIO) to provide the necessary response to the RTI applicant within the prescribed time frame. A copy of the RTI application is enclosed herewith for reference.

o/c
AnsT
22/9/2025

Yours
22/9/2025
SUPDT
M
22/9/2025

AC(Admn)

RTI REQUEST DETAILS

Registration No. : DOPUB/R/E/25/00572	Date of Receipt : 15/09/2025
Type of Receipt :	Online Receipt
Name :	Details Not Provided
Address :	Aiims Rishikesh , Pin:249202
State :	Uttarakhand
Phone No. :	+91-9351380752
Email :	mularamparihar1508@gmail.com
Status(Rural/Urban) :	Rural
Education Status :	Graduate
Is Requester Below Poverty Line ?	No
	:
Citizenship Status	Indian
Amount Paid :	10)
Mode of Payment	Payment Gateway
Does it concern the life or Liberty of a Person ? :	No(Normal)
Request Pertains to	:
Information Sought :	<p>Sir mere ko name change krna hai Me ek central government employee hu Aiims Rishikesh me ek Nursing officer hu Mujhe kya document chaiye honge gazette publication ke liye Step by step explain me document required Abhi document ka format bhi bataye plz</p>
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