

13/04



भारतसरकार/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/22282/ 2025

Dated: 13/04/2026

To
Utkarsh Mishra
Pavillion Court 16, Jaypee Wishtown,
Sec 128, Noida, Delhi, 110024

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

Sir,

With reference to your RTI request with registration no. DOPUB/R/E/26/00517, it is informed that the change of name Guidelines is available in this Department's website i.e. <https://deptpub.gov.in/document-category/con-guidelines/>. Please follow the procedure as per Guidelines and send to this Department 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. Aniruddha Biswas, Financial Officer, Department of Publication, 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 I Section
Department of Publication, Civil lines, Delhi – 54

फ़ाईल :- Advt/RTI/ /2025


दिनांक 10/04/2026

विषय :- सूचना के अधिकार अधिनियम 2005 की धारा के अंतर्गत नीचे दी गई सूचना प्रस्तुत है :

Ref:- ओ एंड एम/22282/2025 दिनांक 12/03/2026 (Utkrash Mishra)

उपरोक्त RTI के संदर्भ में मांगी गई parawise सूचना इस प्रकार है :

In response to information, it is stated that change of name Guideliens is available in this Department's website i.e. <https://deptpub.gov.in/document-category/con-guidelines/>. Please follow the procedure as per Guidelines and send to this Department by Post.


(Surendra Sah)
Superintendent

To,

O&M section



Organization and Methods Section

O&M/ 22282 /2025

Date: 12/3 /2025

The Advertisement Section-1 is hereby requested to furnish the information sought by Mr./Ms. Utkarsh Mishra. The requisite information should be submitted to this Section within 10 days of receipt of this application, 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
Adm
12/3/26

13/3

SUPDT
12/03/26

AC(Admn)

RTI REQUEST DETAILS

22282

Registration No. : DOPUB/R/E/26/00517

Date of Receipt : 09/03/2026

Type of Receipt : Online Receipt

Language of Request : English

Name : UTKARSH MISHRA

Gender : Male

Address : pavillion court 16, jaypee wishtown , sec 128, Noida, Pin:110024

State : Delhi

Country : India

Phone No. : +91-8808432727

Mobile No. : +91-8808432727

Email : utkarshm776@gmail.com

Status(Rural/Urban) : Urban

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 : Application under Section 6(1) of the Right to Information Act, 2005 regarding the procedure for change of name.

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Gurudelar

To:

The Public Information Officer (PIO)

Department of Publication

Civil Lines

New Delhi – 110054

Subject: Application under Section 6(1) of the Right to Information Act, 2005 regarding the procedure for change of name.

Respected Sir/Madam,

Kindly provide the following information under the Right to Information Act, 2005:

1. Please provide the complete procedure for change of name for an individual in India, including all mandatory steps and requirements.
2. Please provide the list of documents required for change of name.
3. Whether publication in the Official Gazette is mandatory for change of name.
4. Whether publication in newspapers is compulsory, and if yes, specify the rules governing the same.
5. Please provide copies of relevant rules, circulars, or government notifications governing the process of name change.
6. Please provide the prescribed forms (if any) for name change and Gazette publication.
7. Please provide the fees payable for name change and Gazette publication.

I request that the information be provided in electronic format via email.