

Kendriya Vidyalaya Sangathan



**Standard Operating Procedure for Processing Requests Processing
Requests for a change of name of staff working of Kendriya Vidyalaya
Sangathan in a time bound manner**

Standard Operating Procedure for Processing Requests Processing Requests for a change of name of staff working of Kendriya Vidyalaya Sangathan

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STANDARD OPERATING PROCEDURE		
Department	Kendriya Vidyalaya Sangathan	
SOP Title	Standard Operating Procedure for Processing Requests Processing Requests for a change of name of staff working of Kendriya Vidyalaya Sangathan	
Applicability	SOP shall apply to all KVs, all ROs and all ZIETs	
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Standard Operating Procedure for Processing Requests Processing Requests for a change of name of staff working of Kendriya Vidyalaya Sangathan

1. Objective

To establish a uniform, accountable, and time-bound procedure for processing requests for change or corrections or official name changes (e.g., post-marriage or Gazette notification) of employee names in service records of employees working under Kendriya Vidyalaya Sangathan

2. Scope

This SOP covers processing of requests received from KVS employees regarding:

- Change of name post-marriage, remarriage, or legal separation / divorce.
- Addition, deletion, or modification of surname / middle name.
- Change of name due to personal preference / Deed Poll.
- Change of name due to change in Sex - sex reassignment surgery (SRS)
- Correction of minor spelling or clerical errors in employee service records.

3. Governing Provisions

All requests shall be processed strictly in accordance with:

- Department of Personnel and Training (DoPT) guidelines and Office Memoranda regarding change of name of Central Government employees.
- Central Civil Services (Conduct) Rules, 1964.
- Fundamental Rules & Supplementary Rules (FR&SR).
- KVS Education Code.

4. Applicability

This SOP applies to all regular, temporary, teaching, and non-teaching staff posted across:

- All Kendriya Vidyalayas (KVs).
- KVS Regional Offices (ROs).
- Zonal Institutes of Education and Training (ZIETs).
- KVS Headquarters (HQ).

5. General Principles

The employee's name as recorded in the original Service Book, verified at the time of initial entry into government service against educational certificates and official appointment orders, is the baseline record.


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Any change or minor correction in the employee's name in official records (Service Book, Seniority List, PIMS/e-HRMS, NPS/CPF, Medical Card, Payroll) requires explicit approval from the competent sanctioning authority.

Approved changes/corrections take effect prospectively from the date of issuance of the formal administrative order.

Once a name change/correction is duly executed and updated in the Service Book, further modifications on the same grounds will generally not be entertained.

6. Documents Required

To initiate processing of requests relating to change or modification of name/surname in official service records, the employee must submit a formal written application to the Head of Office / Principal along with the specific supporting documents as categorized below:

A. Change of Name/Surname of Female Employee on Account of Marriage

In accordance with Article 77(a), a female employee applying for a change of name or surname post-marriage must furnish:

1. Photocopy of the husband's Passport, Identity Card, or valid government-issued ID (if available).
2. **Proof of Marriage:**
 - An attested copy of the Marriage Certificate issued by the Registrar of Marriages; **OR**
 - A sworn affidavit executed jointly by the husband and wife, along with a joint photograph.

B. Change of Name or for deletion of Spouse's Name in Case of Divorce

In accordance with Article 77(b), an employee applying for a change of name or deletion of the spouse's name following a divorce must furnish:

1. Certified copy of the Divorce Deed/Decree duly authenticated by a competent Court; **OR**
2. Executed Deed Poll / Sworn Affidavit (as per prescribed format in *Appendix-XII of KVS Education code*).

C. Change of Name/Spouse's Name on Remarriage

In accordance with Article 77(c), an applicant applying for a change of name or updated spouse's name post-remarriage must furnish:

1. Certified copy of the Divorce Deed or Death Certificate in respect of the first spouse, as applicable.
2. All requisite documents as at (A) above relating to the second marriage.

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D. Change of Name Under Other Circumstances for change of name, the applicants (both Male & Female Staff)

In accordance with Article 77(d), for any other change of name not covered above (e.g., personal preference, addition/deletion of middle name/surname), all applicants (both male and female) must furnish:

1. Executed Deed Poll / Sworn Affidavit in the prescribed format (*Appendix-XII*).
2. Original cuttings of public notices published in **two leading daily newspapers** (at least one daily newspaper serving the area of the applicant's permanent and present address or nearby region).

E. Change of Name due to change in Sex - sex reassignment surgery (SRS), the applicants (both Male & Female Staff who have changed sex through sex reassignment surgery)

Required Legal and Medical Documents

1. **SRS Medical Certificate:** A formal certificate issued by the hospital or operating surgeon confirming the successful completion of the Sex Reassignment Surgery.
2. **Supporting Medical Opinions:** Psychological evaluation or hormonal therapy records from authorized medical practitioners, if requested by the administrative/medical authority.
3. **Notarized Affidavit:** An affidavit declaring the change of name and gender, signed by the applicant and attested by a Notary or First Class Judicial Magistrate.
4. **Newspaper Advertisement:** Public notice of the name and gender change published in at least two local newspapers (one vernacular and one English).
5. **Gazette Notification:** Official notification published by the Department of Publication reflecting the change of name and gender.

7. Responsibility and Accountability

A. Head of Office / Principal / Controlling Officer

1. Primary responsibility for verifying the genuineness, legal validity, and completeness of all original supporting documents (Gazette Notification, Newspaper Clippings, Court Decrees, Joint Affidavits, Marriage Certificates) submitted by the applicant.
2. Ensuring that all original service documents are handled securely and entries are modified strictly as per approved administrative sanctions.
3. Preparing a clear recommendation/proposal along with verified copies of all requisite documents and forwarding the file to the Competent Authority for approval within the prescribed timeframe.

B. Deputy Commissioner / Competent Authority

1. Examining proposals received from KVs / RO Sections in light of DoPT guidelines, Article 77 of the KVS Education Code, and prevailing government rules.
2. Granting formal written administrative approval/sanction or recording reasons for rejection where requests do not fulfill mandatory statutory conditions.

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C. Dealing Assistant / Establishment Section

Upon receipt of formal administrative approval from the Competent Authority, execute necessary entries in the official records:

Update the Service Book in **red ink** by encircling the old entry (without erasing/overwriting) and recording the sanction order details, duly attested with date and seal by the Principal.

Update records in the e-HRMS / PIMS module, payroll/UBI portal, and biometric attendance system.

8. Procedure, Timeline and Responsibilities

Note: 'T' denotes the date of receipt of the application for Minor correction of name of a student and / or parents of a student at KVs.

Sl. No.	Activity	Responsibility	Timeline (working days)
1	Receipt, diarization, and entry of staff name change application in Diary Register.	Dealing Hand (JSA/SSA - Establishment Section)	T
2	Primary examination of application, verification of Service Book Volume-I, personal file, and submitted documents.	Dealing Hand (Establishment) / Administrative Officer (AO)	T + 2
3	Submission of verified file with clear recommendation to the Head of Office (Principal at KV level / DC at RO level).	Principal (for KV staff) / AO (for RO staff)	T + 4
4	Forwarding of verified proposal along with Service Book to KVS Regional Office / HQ (where applicable).	Principal / Administrative Officer	T + 5
5	Scrutiny and approval by the Competent Authority (Deputy Commissioner, RO / Director ZIET / Commissioner or Addl. Commissioner (Admn)-KVS HQ).	Deputy Commissioner / Director / JC (Admin)	T + 10
6	Issuance of Formal Administrative Order approving the name change/correction.	RO-Establishment / SO -ZIET / KVS HQ	T + 12
7	Updating Service Book, Payroll, e-HRMS/PIMS, NPS/CPF, and personal file; communication to employee.	Dealing Hand / Head of Office	T + 15

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9. Updation and Record Keeping Guidelines

Upon receipt of the formal administrative order from the Competent Authority:

1. Entries in the **Service Book (Page 1 & Page 2)** must be corrected/updated in **red ink**.
2. The original entry must be **neatly encircled (never erased, whiten-outed, or overwritten)**.
3. Reference number and date of the sanction order issued by RO/HQ must be explicitly quoted alongside the entry.
4. Every entry update must be counter-signed with full name, stamp, and date by the Head of Office (Principal / Administrative Officer).
5. Official communication must be sent to the Pay & Accounts / Finance section, NPS/NSDL authorities, and System Administrator to update digital portals (e-HRMS, PIMS, Income Tax/TDS portals).

10. Review

1. These SOPs shall be reviewed periodically by KVS Headquarters. Amendments may be issued from time to time in view of:
 - Changes in Government policies;
 - Judicial pronouncements;
 - Statutory requirements;
 - Administrative necessities.

The latest approved version issued by KVS Headquarters shall supersede all previous instructions on the subject to the extent of inconsistency.

2. In case of any ambiguity, inconsistency, or dispute regarding interpretation or application of any provision of this SOP, the matter shall be referred to KVS Headquarters for clarification. The decision of the Commissioner, Kendriya Vidyalaya Sangathan (HQ) shall be final, conclusive, and binding on all units and offices under KVS.

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